

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: RISK MANAGEMENT ANALYST

PERSONNEL COMMISSION APPROVAL: NOVEMBER 14, 2018
COUNCIL APPROVAL: APRIL 15, 2019

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| JOB CODE: | 0619 |
| EMPLOYMENT STATUS: | REGULAR FULL-TIME |
| UNIT REPRESENTATION: | MEO |
| FLSA STATUS: | EXEMPT |

JOB SUMMARY

Under general direction, performs professional and technical risk analysis and provides program oversight and risk management expertise in the administration of safety and risk management programs.

SUPERVISION RECEIVED AND EXERCISED

Reports to: Risk Manager
Supervises: Administrative personnel as assigned

DISTINGUISHING CHARACTERISTICS

Differs from Senior Risk Management Analyst in that Risk Management Analyst performs journey-level work while Senior Risk Management Analyst performs the most complex and difficult risk management duties.

EXAMPLES OF ESSENTIAL DUTIES

- Plans, organizes, oversees and implements a variety of risk management program operations
- Assists in developing, scheduling and administering meetings, activities and events related to workers' compensation, employee safety and liability program functions
- Responds to inquiries from the staff and the public regarding risk management programs and policies
- Assists in the development and implementation of strategic goals, objectives, policies and priorities related to risk management, employee safety, and loss prevention
- Participates in a variety of safety and loss prevention activities with various departments
- Develops and maintains a resource center for safety training aids, films, videos and literature on a citywide basis; develops, implements and assists departments with safety education and safety programs
- Stays abreast of new trends, innovations and federal and state legislation in the field of employee safety programs

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- Coordinates the implementation of and compliance with the City's Injury and Illness Prevention Program (IIPP)
- Applies state and federal laws, rules and regulations and City policies and procedures pertaining to employee safety, workers' compensation, public liability and insurance and other applicable risk management programs
- Assists other risk management staff with claims handling, follow-up and investigations as needed
- Interprets City policies and procedures related to risk management programs and practices; communicates program regulations and requirements to staff and the public
- Partners with management to provide assistance to mitigate potential for loss and establishes insurance requirements
- Assists with monitoring the workers' compensation program
- Assists with planning, organizing and implementing a variety of City-wide safety and loss control programs
- Performs professional and technical work to implement and monitor occupational safety and loss prevention programs; develop, monitor and oversee the implementation of loss control and cost containment strategies and programs
- Prepares a variety of reports regarding liability and workers' compensation program outcomes and results; creates regulatory and statistical reports of safety, liability, and property data
- Conducts surveys and performs statistical analysis related to areas of responsibility, performs special projects, as needed
- Participates in emergency response and disaster recovery planning, documentation, exercises and communication
- Trains City staff regarding best practices related to a variety of safety and loss prevention programs
- Provides responsive, quality customer service to City staff, the public, and outside agencies
- Operates a computer and uses applicable software and other related equipment to produce a variety of documents, correspondence and reports;
- Travels to offsite locations to conduct City business
- Works various hours, including nights and weekends as deemed necessary by manager/supervisor, to conform with changing priorities and meet deadlines
- Reports to work as scheduled; maintains satisfactory attendance record
- Performs other related work as assigned

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

MINIMUM QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

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Knowledge of:

- Principles and practices of loss control and risk management program administration
- Applicable Federal, State, and local laws, regulations, codes, policies, and practices related to risk and insurance, employee safety, and workers' compensation
- OSHA and Cal-OSHA mandates and reporting requirements
- Research methods, complex quantitative and qualitative analysis
- English usage, spelling, grammar and punctuation
- Techniques of business letter writing and report preparation
- Principles and procedures of filing and accurate record keeping
- Methods and techniques of public relations and customer service

Ability to:

- Read, interpret and correctly apply legislation, laws, regulations, and codes related to risk management administration
- Apply risk management techniques and practices designed to effectively manage risk and minimize loss exposures
- Prepare reports and documents for litigated and non-litigated liability claims; negotiate effectively with claimants and their attorneys to reach tentative settlements
- Interview claimants and witnesses to obtain facts about the incidents; analyze and adjust claim reserves based on claim dispositions
- Establish and maintain appropriate professional risk management office procedures
- Read, interpret and apply laws, regulations and procedures applicable to workplace safety
- Interpret, explain and ensure compliance with City safety policies and procedures
- Analyze risk management issues, evaluate solutions, and recommend effective alternative actions
- Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues
- Assess and reorganize priorities to meet work deadlines
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work
- Research, compile, and prepare a variety of reports
- Maintain confidential records and reports; implement and maintain filing systems
- Operate and use modern office equipment, including a computer and various software packages

Education: Education equivalent to graduation from an accredited four-year college or university with a Bachelor's degree in business or public administration, safety/industrial engineering, insurance, risk management or a directly related field.

Experience: Two (2) years' responsible risk management experience. Experience working for a public agency preferred.

Licenses/Certifications: A valid California Class C driver license with an acceptable driving record required at time of appointment and during course of employment.

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California Self-Insurers Administration Certificate, and/or Associate in Risk Management (ARM) and/or Associate in Risk Management for Public Entities (ARM-P) and/or Certified Risk Management (CRM) designation preferred.

FLEXIBLE STAFFING/RECLASSIFICATION

At the discretion of the department head, positions may be filled at the level of Risk Management Analyst or Senior Risk Management Analyst depending upon the level of skill and experience required of the department.

Risk Management Analyst incumbents may be recommended for reclassification upon meeting the minimum qualifications of the Senior Risk Management Analyst and proof of acquiring the professional designations/certificates for performance of the higher level duties. The minimum requirements for reclassification consideration, subject to the review, recommendation and approval of the department head and human resources, includes all of the following:

- Four (4) years' increasingly responsible risk management experience working for a municipality or other public agency.
- California Self-Insurers Administration Certificate, and/or Associate in Risk Management (ARM) and/or Associate in Risk Management for Public Entities (ARM-P) and/or Certified Risk Management (CRM) designation required.

Reclassification is not automatic. Consideration is subject to the discretion of the department based upon operational and staffing requirements.

SPECIAL CONDITIONS

Employees regularly assigned/required to drive a city or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice program.

Public Employee Disaster Service Worker: In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed. Work is primarily performed indoors. In an office environment, the work requires sitting at a desk or table for prolonged periods of time and daily use of a computer, keyboard, mouse and screen. The incumbent uses a computer and related equipment and sits, stands, walks, climbs, stoops, crouches, twists, bends, pushes, pulls, reaches, grasps, lifts and moves tools and equipment weighing 25 pounds or less. When work is occasionally performed outdoors, there is full exposure to various weather conditions. Must utilize approved safety equipment and

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protective gear including but not limited to hard hats, respirators, and/or hearing protective devices when needed.

Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

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