Risk Management Specialist

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
RISK MANAGEMENT SPECIALIST I	2740	B16	$40,918 - $61,130
RISK MANAGEMENT SPECIALIST II	2741	B18	$45,521 - $71,055
RISK MANAGEMENT SPECIALIST III	2742	B20	$51,158 - $81,351
RISK MANAGEMENT SPECIALIST IV	2743	B22	$57,614 - $93,138
RISK MANAGEMENT SPECIALIST V	2744	B24	$65,104 - $106,634

GENERAL DESCRIPTION

Performs risk management work involving implementing agency risk management programs and conducting risk management reviews.

EXAMPLES OF WORK PERFORMED

Implements risk management and loss control programs and guidelines.

Conducts risk management program reviews and safety program evaluations.

Conducts presentations on risk management programs.

Conducts on-site inspections of properties and facilities to identify hazards and risk exposures.

Reviews files, reports, and programs for compliance with applicable state and federal laws related to risk management and loss control programs.

Consults with other risk management representatives to identify risk exposures and assist with developing plans to mitigate risks.

Prepares technical and comprehensive reports, plans, and procedures for developing risk management programs, reviews, and inspections.

Performs related work as assigned.

DESCRIPTION OF LEVELS

Examples of work and descriptions are meant to progress through the levels. For example, an employee at level V may also perform work listed within the previous levels.

***Note**: Factors that may distinguish between the journey levels include the degree of independence in performing the work and the complexity of the work and may include the employee's related experience, education, and certifications. Employees at the journey levels*

may independently perform the full range of work listed in the examples or may assist others in that work.

RISK MANAGEMENT SPECIALIST I: Performs routine (journey-level) risk management work. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment. Employees at this level may rely on direction from others to solve problems that are not standard. Employees may also assist others in performing work of greater complexity.

RISK MANAGEMENT SPECIALIST II: Performs moderately complex (journey-level) risk management work. Works under general supervision, with limited latitude for the use of initiative and independent judgment. Employees at this level may work more independently than those at the previous level and may routinely assist others in performing work of greater complexity. Employees at this level may:

- Develop and implement risk management and loss control programs and guidelines.
- Review risk management policies and procedures.
- Review loss and exposure data.
- Consult with other risk management representatives to assess risk exposures and develop plans to mitigate the risks.

RISK MANAGEMENT SPECIALIST III: Performs complex (journey-level) risk management work. Works under general supervision, with moderate latitude for the use of initiative and independent judgment. Employees at this level may work more independently than those at the previous levels and may routinely assist others in performing work of greater complexity. Employees may:

- Conduct and/or coordinate on-site inspections of properties and facilities to identify hazards and risk exposures.
- Conduct loss avoidance, prevention, reduction, retention, transfer, and control assessments for risk management programs.
- Consult and coordinate with other risk management representatives to assess risk exposures and develop plans to mitigate risks.
- Prepare and/or oversee the preparation of technical and comprehensive reports, plans, and procedures for developing risk management programs, reviews, and inspections.

Note*: A senior-level employee (levels IV-V) may serve as a team lead or supervisor. Senior-level employees may perform the full range of work listed in the examples above and/or may oversee or coordinate that work for others. Factors that may distinguish between senior levels include the scope of responsibility and oversight, the size and complexity of the work performed, and the employee's related experience, education, and certifications.*

RISK MANAGEMENT SPECIALIST IV: Performs highly complex (senior-level) risk management work. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may:

- Coordinate, develop, and evaluate risk management and loss control programs and guidelines.

- Coordinate and evaluate loss avoidance, prevention, reduction, retention, transfer, and control assessments for risk management programs.
- Coordinate risk management program reviews and safety program evaluations.
- Coordinate continuous improvement program activities and establish improvement programs, goals, and objectives.
- Develop and/or review risk management policies and procedures.
- Direct on-site inspections of properties and facilities to identify hazards and risk exposures.
- Direct the review of loss and exposure data for the determination of loss, liability, or risk and identify and analyze losses, liabilities, and risks to avoid or limit exposures.
- Conduct presentations on how to identify loss, liability, and risk exposures.
- Evaluate risk management program effectiveness.

RISK MANAGEMENT SPECIALIST V: Performs advanced (senior-level) risk management work. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment. Employees at this level may independently perform the most complex risk management work and may:

- Oversee the development and evaluation of risk management and loss control programs and guidelines.
- Oversee and evaluate loss avoidance, prevention, reduction, retention, transfer, and control assessments for risk management programs.
- Oversee the preparation of technical and comprehensive reports, plans, and procedures for developing risk management programs, reviews, and inspections.
- Coordinate risk management programs to ensure that the development and implementation of programs are consistent with objectives and goals.
- Direct risk management program reviews.
- Establish goals and objectives for risk management programs to minimize risk exposure.
- Establish procedures for the submission of accident reports, handling of claims, and coordination of required information.
- Establish procedures to measure the effectiveness and performance of risk management programs.
- Monitor claim adjustments and settlement activities, and report inconsistencies, problems, and errors.
- Determine methods for handling losses, liabilities, and risk exposures.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Agencies have the discretion to identify the general or specialized experience, education, or certifications required for positions and may tailor qualification requirements to specifically meet the agency’s business needs. Agencies may substitute experience, education, military service, apprenticeships, and relevant credentials for one another, if appropriate and allowed by statute.

KNOWLEDGE, SKILLS, AND ABILITIES

For all levels

- Knowledge of risk management concepts, methods, and techniques; training and presentation techniques; and workers' compensation and safety program management.
- Skill in the use of a computer and applicable software.
- Ability to implement risk management and safety programs; to analyze risk management and loss control material; to evaluate agency policies and programs for compliance with applicable state and federal laws, standards, rules, and professional risk management guidelines; and to communicate effectively.

Additional for Risk Management Specialist III level

- Ability to develop and implement risk management and safety programs and to assess the impact of plans and programs.

Additional for Risk Management Specialist IV – V levels

- Knowledge of risk management, insurance, and safety programs.
- Ability to coordinate, evaluate, and/or oversee risk management and safety programs; to assess the impact and effectiveness of plans and programs; and to oversee and/or supervise the work of others.

REGISTRATION, CERTIFICATION, OR LICENSURE

May require certification in risk management, insurance, safety management, or a related area of specialization.