



# Risk Management Specialist I

Salary Group: B15

Class Code: 2740

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
RISK MANAGEMENT SPECIALIST I	2740	B15	\$32,976 - \$52,045
RISK MANAGEMENT SPECIALIST II	2741	B17	\$36,976 - \$58,399
RISK MANAGEMENT SPECIALIST III	2742	B19	\$42,244 - \$68,960
RISK MANAGEMENT SPECIALIST IV	2743	B21	\$48,278 - \$78,953
RISK MANAGEMENT SPECIALIST V	2744	B23	\$55,184 - \$90,393

## GENERAL DESCRIPTION

Performs routine (journey-level) risk management work. Work involves implementing agency risk management programs and conducting risk management reviews. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

## 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.

Assists in conducting loss avoidance and loss prevention assessments for risk management programs.

Assists with the review of risk management policies and procedures.

Assists with the review of loss and exposure data.

Performs related work as assigned.

## **GENERAL QUALIFICATION GUIDELINES**

### **EXPERIENCE AND EDUCATION**

Experience in risk management, insurance, or workers' compensation and safety program work. Graduation from an accredited four-year college or university with major coursework in business management, public administration, risk management, insurance, occupational safety, or a related field is generally preferred. Experience and education may be substituted for one another.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of risk management concepts, methods, and techniques; of training and presentation techniques; and of 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.

### **REGISTRATION, CERTIFICATION, OR LICENSURE**

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