



Risk Management Specialist IV

Salary Group: B21

Class Code: 2743

<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 highly complex (senior-level) risk management work. Work involves coordinating, developing, and evaluating agency risk management programs and coordinating risk management reviews. May supervise the work of others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Coordinates, develops, and evaluates risk management and loss control programs and guidelines.

Coordinates and evaluates loss avoidance, prevention, reduction, retention, transfer, and control assessments for risk management programs.

Coordinates risk management program reviews and safety program evaluations.

Coordinates continuous improvement program activities and establishes improvement programs, goals, and objectives.

Develops and/or reviews risk management policies and procedures.

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

Conducts presentations on how to identify loss, liability, and risk exposures.

Evaluates risk management program effectiveness.

Identifies and analyzes losses, liabilities, and risks to avoid or limit exposures.

Prepares and/or oversees the preparation of technical and comprehensive reports, plans, and procedures for developing risk management programs, reviews, and inspections.

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

May direct the review of loss and exposure data for the determination of loss, liability, or risk.

May monitor claim adjustments and settlement activities and report inconsistencies, problems, and errors.

May supervise the work of others.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in the planning and directing of risk management, insurance, or workers' compensation and safety programs, including supervisory experience. 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 coordinate, develop, and evaluate risk management and safety programs; to assess the impact and effectiveness of plans and 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; to communicate effectively; and to supervise the work of others.

REGISTRATION, CERTIFICATION, OR LICENSURE

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