



Risk Management Specialist V

Salary Group: B23

Class Code: 2744

<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 advanced (senior-level) risk management work. Work involves overseeing the development and evaluation of agency risk management programs and directing risk management reviews. May supervise the work of others. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Oversees the development and evaluation of risk management and loss control programs and guidelines.

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

Oversees the preparation of technical and comprehensive reports, plans, and procedures for developing risk management programs, reviews, and inspections.

Directs risk management program reviews.

Coordinates risk management programs to ensure that the development and implementation of programs are consistent with objectives and goals.

Establishes goals and objectives for risk management programs to minimize risk exposure.

Establishes procedures for the submission of accident reports, handling of claims, and coordination of required information.

Establishes procedures to measure the effectiveness and performance of risk management programs.

Evaluates risk management program effectiveness.

Monitors claim adjustments and settlement activities and reports inconsistencies, problems, and errors.

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

Determines methods for handling losses, liabilities, and risk exposures.

May plan, assign, and/or 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, insurance, and safety programs; and of risk management concepts, methods, and techniques.

Skill in the use of a computer and applicable software.

Ability to oversee, 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.