

Salary Schedule	MOU	Benefits
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City of Alameda
Code No. 1683
Approved by C.S.B.
July 14, 2004

RISK MANAGER

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DEFINITION

Under general direction is responsible for the overall coordination, administration and management of all risk management programs and activities; performs other related work as required.

DISTINGUISHING FEATURES

Work in this class includes full responsibility for direction and coordination of the City's risk management, public liability, worker's compensation, occupational and industrial safety, and related programs and activities, including those of the former Naval Air Station property now known as Alameda Point, and the Alameda Reuse and Redevelopment Authority.

EXAMPLES OF DUTIES

1. Plans, organizes, conducts and coordinates a comprehensive risk management program.
2. Manages and administers all public liability, property insurance, workers' compensation and related programs.
3. Coordinates, oversees, and provides guidance to all City departments and assigned agencies on safety program development and implementation, and on identifying, evaluating, eliminating, or reducing risks.
4. Surveys all facilities, programs, and operations to determine hazards, liabilities, and evaluates insurance risks; provides advice regarding such areas as property preservation and application of the Americans with Disabilities Act.
5. In cooperation with safety personnel, schedules and initiates emergency plan implementation drills.
6. Develops systems, procedures, policies, and programs to reduce risk exposure and develop accident prevention programs; serves on all accident review committees.
7. Reviews contracts, leases, licenses, and permits for adequacy of insurance and indemnification provisions.
8. Monitors all insurance programs, and evaluates costs and benefits of alternate coverages; monitors and provides advice regarding legislation affecting liability coverage.
9. Prepares insurance specifications; reviews bids and recommends policy purchases; renegotiates or arranges for re-negotiation of coverages when appropriate.
10. Performs claims administration including investigating, analyzing and evaluating claims; assists in litigation management; attends mandatory settlement conferences, mediations and small claims court hearings as required; schedules and presents cases to various bodies such as the Claims Board, City Council, and Public Utilities Board.
11. Prepares and may present various reports and studies such as status reports of self-insurance and workers' compensation programs.
12. Provides general risk management training to employees including training seminars, accident and incident report preparation, etc.
13. Analyzes current insurance developments; reviews current insurance legislation; analyzes, develops and recommends new and improved risk management procedures and programs.
14. Develops goals, objectives, policies, procedures and standards; develops and monitors performance measurements; determines priorities, staff assignments and work methods.
15. Assists in budget preparation and administration.
16. Supervises, trains, and evaluates assigned staff.

EMPLOYMENT STANDARDS

Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from an accredited college or university with major course work in business or public administration, industrial engineering, risk management, or a related field.

Experience: Four years of progressively responsible professional experience in risk management, loss prevention or municipal/corporate insurance administration, including substantial supervisory experience.

Knowledge

Knowledge of principles and practices of comprehensive risk management including loss prevention and control and the financing and insuring of risk; legal and administrative requirements for implementation and administration of fully-insured and self-insured programs; workers' compensation rules and procedures; OSHA requirements regarding workplace safety and reporting; contract law as it applies to general liability, bodily injury and claims adjustment; insurance company policies and procedures regarding claims and reserves; claim analysis; adjustment techniques for municipalities; injury and damage claim investigation; principles and procedures of accident prevention.

Ability

Ability to effectively plan, organize, conduct and coordinate a comprehensive risk management program; organize and supervise assigned departmental functions; interpret and analyze state, federal and local laws and regulations related to risk management; interpret and analyze information including insurance policies, legal documents and reports pertaining to insurances, claims, loss exposure, and coverage; draw valid conclusions and project consequences of decisions and recommendations; prepare studies and reports concerning complex matters; set priorities, meet deadlines and make sound decisions; establish and maintain accurate records; maintain level of knowledge required for satisfactory job performance; develop and administer assigned budgets; communicate effectively; establish and maintain effective working relationships with employees, other agencies, service providers, and the general public; and supervise, train and evaluate assigned staff.

Special Requirements

Willingness and/or ability to respond to after-hours claims involving serious injury or death, extensive property damage, or catastrophic loss.

Other Requirements

Selected positions require possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.