

RISK MANAGER

SUMMARY:

Under general direction, administers and supervises Risk Management plans, develops insurance programs; mitigates risk through comprehensive risk assessment and loss prevention programs and control procedures, compliance with environmental and occupational safety and health rules and regulations; coordinates and monitors insured and uninsured losses; performs specialized research and investigative work preparatory to the presentation of court cases or other City action; and performs related duties as assigned.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

DUTIES AND RESPONSIBILITIES: *(Which are **not** in any hierarchical order)*

1. Identifies, develops, recommends, implements and monitors the City's risk management program to prevent serious impact on the City's financial structure from unplanned and uncontrolled losses.
2. Develops, negotiates and administrates vendor contracts for City's liability insurance related to general liability, automobile and property programs.
3. Reviews contracts for risk management provisions, loss control and loss prevention programs, risk retentions, and the analysis and verification of claims.
4. Develops, oversees, and administers worker's compensation.
5. Develops training materials and trains employees on Occupational Safety and Health Act (OSHA), Environmental Protection Agency (EPA), worker's compensation, etc.
6. Develops and implements policies, procedures and internal controls related to compliance with health, safety and environment rules and regulations.
7. Compiles statistical data and prepares reports on a wide variety of risk management related topics.
8. Develops, recommends, monitors and administers the annual budget and self-insurance funds for Risk Management.
9. Serves as the City liaison with consultants and attorneys to review claims and in mediation, settlement negotiations or trials, contract negotiations, and related committees or meetings
10. Hire, supervise, train, evaluate, set priorities and coordinate activities of risk management staff engaged in administration of programs. Develop and establish goals, performance objectives and work plans.
11. Administers the City's Safety Program.
12. May perform other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of City, federal and state regulatory agency rules and regulations related to environmental, safety and health, labor, worker's compensation, and medical leave.
- Knowledge of risk management methods, policies and procedures.
- Knowledge of self-insurance funding rules, regulations, policies and procedures.
- Knowledge of budget development, monitoring and administration.
- Knowledge of management and supervision methods, practices and procedures.
- Knowledge of negotiation, mediation, and consensus methods, practices and procedures
- Skill to investigate and identify root causes, patterns and trends that could result in compensatory events.
- Skill to identify and implement corrective action.
- Skill to lead, facilitate and advise departments in designing risk management programs within their own departments.
- Skill in identifying, developing and enforcing compliance with environmental or safety and health risks, policies and procedures.
- Skill in written and verbal communication in the development and presentation of training and training materials.

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- Skill in utilizing computer hardware and software to analyze database financial and statistical information and to generate regulatory, budget, requests for proposals and management level reports.
- Skill in mediating, negotiating and reaching consensus in contracts or litigation.
- Skill in prioritizing, assigning, reviewing and evaluating work.
- Skill in implementing and enforcing compliance with policies, procedures and internal controls.
- Skill in effectively utilizing customer service and public relations methods and techniques in responding to inquiries and complaints.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves moderate work generally in an office setting. There is frequent need to walk, sit, talk, hear, use of hands to finger, handle or feel and perform other similar actions during the course of the workday. The City of West Palm Beach promotes and maintains a drug/alcohol free work environment through the use of mandatory pre-employment and random drug testing for certain employees.

MINIMUM QUALIFICATIONS: Bachelor's degree from an accredited college or university with a major in Risk Management or Business Administration and five (5) years of progressively responsible experience in risk management, or any equivalent combination of training and experience. Two (2) years at the supervisory level, required. Advanced Public Risk Management Certificate is preferred. A valid Florida driver's license is required. A valid driver's license from any state (equivalent to a State of Florida Class E) may be utilized upon application; with the ability to obtain the State of Florida driver's license within 30 days from day of appointment.