

**RISK/SAFETY MANAGER***Class Definition*

Under direction, plans, organizes, and directs a comprehensive risk management program, including property and casualty insurance, Workers' Compensation, employee safety, and public loss prevention.

*Distinguishing Characteristics*

Risk/Safety Manager is a division head responsible for the activities of the Risk/Safety Management Division of the Department of Administrative Services. The incumbent exercises initiative and independent judgment in carrying out assigned duties within established policies and procedures. This is an unclassified position in which the incumbent serves at the will of the Chief Deputy City Manager/Director of Administrative Services.

*Typical Tasks*

(This list is neither inclusive nor exclusive. Consequently, this information may not reflect Essential Functions for this class.)

Identifies exposures to loss, including loss of or damage to physical assets, potential loss of income or extra expense, and the losses which may arise from third party liabilities.

Manages internal and external risk control procedures, including property loss prevention, security, fleet safety, environmental protection, and property conservation.

Administers the funding of risk protection, including both self-insurance and externally provided insurance policies; reviews possible coverage improvements and reduction of premium increases; prepares property and casualty insurance specifications.

Administers the Workers' Compensation, Unemployment Insurance, Employee Assistance, and applicant and employee health screening programs.

Maintains records of insurance claims and losses, and prepares cost-of-risk budgets for all City departments.

Reviews contracts and leases entered into by the City for exposure to risk; obtains certificates of insurance from parties performing work on City premises or on behalf of the City, or using City property under contract or agreement.

Hires, trains, supervises, and evaluates subordinate personnel.

Performs related work as required.

Knowledge, Abilities, and Skills

Knowledge of the principles and practices of risk management and asset protection programs relating to general and financial liability protection.

Knowledge of financial and legal requirements for developing, implementing, and administering self-insurance plans.

Knowledge of contract law relating to risk management and asset protection programs, and insurance companies' policies and procedures regarding claims and reserves.

Knowledge of the California State Labor Code relating to workers' compensation and industrial safety.

Knowledge of the principles and techniques of management, including program planning, implementation and administration, and budgetary practices and controls.

Knowledge of accounting and auditing principles and procedures, statistical and financial analysis, bid preparation, solicitation and evaluation.

Ability to prepare oral and written reports.

Ability to supervise and provide professional guidance to subordinate employees.

Ability to establish and maintain effective working relationships.

Minimum Qualifications

Graduation from an accredited college or university with specialization in risk management, insurance, business administration, public administration, or a related field; and four years of experience working with risk management, workers' compensation, or insurance underwriting programs. Qualifying experience may be substituted for the required education on a year-for-year basis.

Special Requirement

Possession of a valid California Driver's License may be required at time of appointment.

APPROVED: \_\_\_\_\_  
Director of Administrative Services

DATE: \_\_\_\_\_