



FLSA: EXEMPT
EEO: 2
AUGUST 2023

RISK ANALYST

DEFINITION

Under administrative direction, plans organizes and directs a comprehensive risk management, safety, and Workers' Compensation program; coordinates activities with County divisions and departments; ensures compliance with various regulatory programs; and serves as the liaison to the County's third party administrators for risk management and workers compensation. Serves a supporting role in the areas of compensation and benefits, recruitment and selection and labor relations; and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is a single-position classification which exercises considerable independent judgment and responsibility in developing and implementing program objectives within a broad framework of general policy.

REPORTS TO

Human Resources Director

CLASSIFICATIONS SUPERVISED

May exercise technical or functional direction over and provide training to lower level staff.

EXAMPLES OF DUTIES

The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all the duties listed.

- Administer the County's insurance programs.
- Recommends and coordinates provision of county training according to federal and state guidelines and law, and department or county needs.
- Survey County equipment, facilities and practices to identify potential liabilities and hazards, identify exposures that contribute to losses, recommend corrective actions including adoption of financial protection measures through risk transfer, avoidance and retention practices, and serve as a resources and consultant to departments.

- Develop, implement and facilitate activities with other County departments, divisions, third-party administrators, and other outside agencies regarding loss control, risk management, safety, and workers' compensation.
- Reviews county contracts and advise departments regarding insurance contract requirements.
- Prepare and administer risk management budget.
- Plan, direct and implement and monitor the County's Safety program in accordance with state and/or federal regulations.
- Represent the County in matters relating to CalOSHA; accompany OSHA inspectors on inspections of County facilities, answer questions, record filings, prepare OSHA report results of inspections to appropriate authorities, and initiate and/or recommend corrective action ensure compliance.
- Coordinates and conducts Safety committee meetings; provide resources to departmental safety coordinators to ensure that state and/or federal safety standards are enforced; and participate in County-wide preparedness activities.
- Review and authorize claims payment on employee claims for personal property.
- Maintain high standards of ethical and professional performance of assigned job responsibilities.
- Provides technical support, assistance and backup to Human Resources Director and other county administrative positions.
- May serve on committees related to human resources functional areas.
- May assist in assignments concerning health and employee benefit programs.
- May provide training for assigned staff.
- May oversee employee industrial and non-industrial leaves of absence.

ESSENTIAL QUALIFICATIONS

Knowledge of:

- Practices and procedures involved in investigation, evaluation, adjustment and settlement of personal injury, property, workers' compensation and liability claims.
- Applicable provisions of California Vehicle Code, Government Code, CalOSHA safety regulations and legal decisions pertaining to personal, property and workers' compensation liability and to safety program and practices.
- Basic occupational safety principles.
- Principles of insurance risk and experience analysis, reserving, accounting, and statistical record keeping.
- Principles and practices necessary to prepare risk management budgets.
- Legal proceedings and protocols governing risk management issues.
- Principles and techniques of injury and illness prevention, employee safety training and hazardous materials handling procedures.
- Standard office equipment and basic computer applications and techniques.

- Applicable federal, state and local employment compliance requirements and precedent court decisions including Americans with Disabilities Act, Family Medical Leave Act, California Family Rights Act and Pregnancy Disability leave.

Ability to:

- Plan, develop and coordinate the County's liability, risk management and workers' compensation programs.
- Interact effectively with personnel at all organizational levels and function in stressful situations which require negotiations and/or persuasion.
- Collect, interpret and evaluate data, validate conclusions, define and select appropriate alternatives.
- Plan, coordinate and initiate action necessary to implement recommendations or decisions.
- Read and interpret a variety of complex policies, laws rules and regulations.
- Write complex reports in a clear, complete and concise manner.
- Plan, initiate and coordinate work assignments for optimum utilization of staff resources.
- Operate standard office equipment and utilize various software programs relevant to the position.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers and FAX.

TYPICAL WORKING CONDITIONS

Work is typically performed in an office; occasionally works outside; continuous contact with staff and the public.

TRAINING AND EXPERIENCE

Any combination of training which would likely provide the required knowledge and experience is qualifying. A typical way to obtain the required knowledge and abilities would be:

Education

B. A. degree is preferred. Academic course work is required which directly relates to the knowledge and abilities. These courses include public administration, business administration, accounting, economics, law, safety, industrial engineering, risk management, and/or other related courses.

Experience

Four (4) years of responsible work experience in administrative technical program areas such as human resources, risk management, workers' compensation, labor relations and law, employee development or casualty and/or employee benefits insurance. Public agency work experience is highly preferred.

SPECIAL REQUIREMENTS

Possession of valid California Driver's license issued by the California Department of Motor Vehicles.