

CITY OF HUNTINGTON PARK

CLASS SPECIFICATION

RISK MANAGEMENT ANALYST

Civil Service Status: Exempt
Probationary Period: At-Will
Classification Series: Human Resources
FLSA Status: Exempt

Bargaining Unit: Non-Represented Employees
Approved by Civil Service Commission: 3-2-2022
Approved by City Council: 3-15-2022
Resolution No.: 2022-08

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under the administrative direction of the Human Resources Supervisor, to plan, organize, direct, and coordinate a comprehensive risk management program, to include administration of a risk management plan, a legal exposure plan, administration of insurance requirements. This position will be assigned to the Human Resources department with primary responsibility to perform professional analytical support and consulting services to City departments in a variety of risk management program areas, including worker's compensation, disability management, occupational health and safety, ADA Title II and III coordination, employee benefit and insurance, public liability, casualty insurance, loss prevention, and related liability claims.

EXAMPLE OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Assists in developing goals, objectives, policies, procedures, work standards, and administrative control systems for claims and insurance;
- Coordinates department-specific programs and projects; plans, organizes, oversees, and directs all aspects of assigned programs, including legal and regulatory compliance to avoid substantial fines; coordinates with private businesses and governmental agencies regarding the program as needed
- Plans, organizes, directs, and coordinates a comprehensive risk management program to include administration of a risk management plan, a legal exposure plan, administration of an insurance requirement plan, administration of municipal training programs;
- Formulates and recommends policies, regulations, and practices for implementing the risk management plan; consults with and advises the City Manager, City Council, and department heads in various risk management policies and practices;
- Participates in the development and implementation of new or revised programs, systems, procedures, and methods of operation; compiles and analyses data and makes recommendations regarding staffing, equipment, and facility needs;
- Participates in the development and administration of project and programmatic budgets, including cost containment and grant funds disbursement;
- Directs and administers risk management program; prepares comprehensive risk management reports; recommends methods of improving the risk management and insurance program;
- Receives, tracks, and processes all incoming claims, summons, subpoenas, and legal documents/actions against the City of Huntington Park;

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- Facilitates and communicates with City Attorney, City Insurers (ICRMA), Police Department, City Manager, and departments and or stakeholders to which legal document pertains.
- Receives, tracks, and processes all incoming insurance documents related to City agreements/contracts, City events, and other situation where proof of insurance is required;
- Prepares and submits City Manager and City Council agenda reports and various other commission, committee, and staff reports, resolutions, ordinances, and correspondence regarding legal and insurance related documents;
- Collects, compiles, and analyzes information from various sources on a variety of specialized topics related to programs administered by the position or by management staff including complex financial, budget, or administrative issues or questions; prepares comprehensive technical records and reports to present and interpret data, identifies alternatives, and makes and justifies recommendations;
- Serves as a liaison with employees, public, and private organizations, community groups, and other organizations; provides information and assistance to the public regarding the assigned programs and services; receives and responds to complaints and questions relating to assigned area of responsibility; reviews problems and recommends corrective actions;
- Confers with other management staff regarding provision of administrative and support services, including contracts and agreements;
- Assists in the preparation of requests for proposals (RFPs) and bids and administers consultant contracts;
- Conducts a variety of analytical and operational studies, provides information and technical assistance on risk management and insurance policies and procedures;
- Reviews and makes recommendations on revisions to risk management and insurance policies and procedures, employee-related municipal training policies and programs;
- Reviews and analyzes pertinent legislation affecting risk management and insurance requirements; counsels and advises on a range of risk-management problems;
- Maintains accurate records and files; develops storage of records and retention schedules;
- Communicates orally, in writing, or through graphic representations and statistical summaries with colleagues, managers, employees, the public, organized employee groups and representatives of various organizations;
- Participate in negotiations and recommend settlement of liability claims with adjusters, attorneys and claimants;
- Work with City Attorney's office to assist in litigation preparation and investigation on complex cases;
- Contact all levels of City personnel, public agencies, insurance adjusters, attorneys, and claimants to obtain and provide information necessary in order to resolve claims;

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- Coordinate the city-wide program for administration of Title II and Title III of the ADA and Section 504 of the Rehabilitation Act; and
- Assumes responsibility for assigned administrative functions, analyses and studies; and
- Performs other related duties as assigned or as situation requires.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Knowledge of modern principles, practices and procedures of risk management administration, current federal and state laws and regulations related to occupational health and safety, workers' compensation, disability management, liability, ADA, employee benefits and insurance requirements; claims adjusting investigation and administrative management of claims from initial report to settlement or closure; principles and practices of organization, and management;
- Principles and practices of municipal government management;
- Principles, practices, and procedures of funding sources;
- Principles and practices of supervision, training, and budget administration;
- Labor relations laws, practices and procedures;
- Principles and practices of public administration as applied to operational unit and program administration;
- Sources of information related to a broad range of municipal programs, services, and administration;
- Applicable Federal, State, and local laws, codes, and regulations;
- Planning, organizing, directing, and coordinating a comprehensive Risk Management program;
- Principles and practices of contract administration and evaluation;
- Principles and practices of public agency budget development and administration and sound financial management policies and procedures;
- Training, insurance audit and record-keeping activities;
- Initiate research studies and reports including the collection, organization, analysis, and development of administrative and management recommendations;
- Modern office practices, methods, and computer equipment;
- Computer applications related to work;
- Public relations techniques for dealing effectively with the public, vendors, contractors, and City staff, in person, and over the telephone;

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- Techniques for providing a high level of customer service to public and City staff, in person, and over the telephone; and
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations;

Ability to:

- Assist in the development of goals, objectives, policies, procedures, and work standards for the department;
- Coordinate and oversee programmatic administrative, budgeting, and fiscal reporting activities;
- Perform responsible and difficult administrative work involving the use of independent judgement and personal initiative;
- Plan and conduct effective management, administrative, and operational studies;
- Plan, organize, and carry out assignments from management staff with minimal direction;
- Conduct research on a wide variety of administrative topics including contract feasibility and operational alternatives;
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner;
- Research, evaluate, and develop improvements in operations, procedure, policies, or methods;
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials;
- Interpret, explain, and ensure compliance with City policies and procedures, complex laws, codes, regulations, and ordinances;
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports;
- Effectively represent the department and the City in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals;
- Establish and maintain a variety of filing, record-keeping, and tracking systems;
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines;
- Operate modern office equipment including computer equipment and specialized software applications programs;
- Use tact, initiative, prudence, and independent judgement within general policy, procedural, and legal guidelines;
- Understand and carry out oral and written instructions;

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- Deal effectively with prospective and current employees and maintain the confidentiality of sensitive information;
- Meet the public with courtesy and tact;
- Read and write at the level required for successful job performance; and
- Make accurate mathematical calculations.

Education and Experience Guidelines – *Any combination of equivalent education, training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

- Graduation from a four (4) year accredited college or university with a Bachelor’s Degree in public administration, business administration, industrial relations, public policy, or a closely related field is required. A Master’s degree in a field noted above is highly desirable and may be substituted for one year of the required experience.
- Academic course work in public administration, business administration, safety, industrial engineering, risk management and or other related courses.

Experience:

- Five (5) years of professional insurance and increasingly responsible general Risk Management experience to demonstrate the possession of the required knowledge and abilities listed above, preferably with an agency and or in a risk management program. Municipal work experience preferred.

License or Certificate:

- A valid California Class C Driver’s License and a satisfactory driving record.

Physical Requirements:

- Must meet approved physical and pre-placement medical standards for the position.

Bilingual Pay:

- Employees who qualify and are City-certified to speak and understand Spanish may be eligible to receive bilingual pay.