

RISK MANAGER

CLASS DESCRIPTION

General Responsibilities:

RESIDENCY IN DANE COUNTY IS REQUIRED FOR THIS POSITION.

This is highly responsible managerial work in developing and administering the City's comprehensive risk management program including liability, casualty and property insurance, worker's compensation, and employee safety programs; in identifying and recommending loss prevention and reduction methodologies and techniques; and in providing related technical expertise. This position oversees and supervises the City's occupational health and safety program. Work is performed under the general supervision of the City Finance Director, and is characterized by considerable independent judgment.

Examples of Duties and Responsibilities:

Develop administer, and oversee the City's Risk Management program, which includes utilization of deductibles and large retentions, self-insurance, financial plans, and reinsurance. Prepare and/or contribute to strategic planning related to insurance needs and risk reduction for the City. Administer the City's insurance program incorporating the purchase, renewal, claims oversight and policy detail for the City's and CDA's liability, property, worker's compensation, crime, and other miscellaneous coverages. Represent the City and CDA in related negotiations. Provide necessary liaison between the City and the Wisconsin Municipal Mutual Insurance Company and the Local Government Property Insurance Fund. Write specifications and negotiate the placement and renewal of coverage as required for conventional and self-insured programs. Participate in related committee efforts and provide support to the City's health insurance, life and wage insurance, workers compensation and other insurance programs.

Direct the City's claims management processes including investigation of claims, determination of insurance coverage and coordination of recovery. Personally adjust and pay prescribed property damage claims through City Insurance Fund. Assure compliance with related State statutes. Prepare related information for attorneys and insurance adjusters. Represent/oversee the City's subrogation efforts related to City vehicles and other property. Investigate liability and property claims and prepare claims for filing with carriers. Discuss claims with claimants and provide information on how to file and City liability. Ensure that claims are processed in an appropriate and timely manner.

Manage the City's Worker's Compensation program, including managing the City's claim third party administrator.

Direct and coordinate the City's loss prevention and control program including risk identification and analysis. Supervise the Safety Coordinator in the conduct of occupational health and safety activities. Provide consulting advice and recommendations to City officials and departments regarding risk management and loss control issues. Determine, implement

and monitor appropriate measures to reduce exposure to loss. Review and draft City loss control policies. Oversee employee training programs that promote safe work practices and safety awareness, including use of the City's driving simulator.

Review City contracts for relevant risk management and loss control provisions. Review, approve and make changes to contracts with language affecting risk management and loss control. Review, approve and make changes to draft contracts for insurance and indemnification language. Review and offer changes to City ordinances in the area of insurance and indemnification. Review insurance certificates to determine compliance with contract and City permit requirements.

Administer the City's Insurance and Worker's Compensation Funds. Establish premiums for departmental contributions. Estimate necessary reserves for future claims handling. Process invoices for payment. Monitor fund activity and recommend remedial action as required. Provide assistance in related budgeting efforts.

Monitor and analyze developments in federal and state laws, rules and regulations pertaining to insurance, employee health and safety, medical records and other related areas. Develop and implement employee education and training programs to maintain compliance with regulatory requirements.

Participate in Citywide security and emergency preparedness activities including identification of exposure to risks, determination of appropriate practices and training and education of employees.

Maintain statistical records related to insurance premiums, claims, loss trends and other risk management data. Conduct analyses of risk management issues and provide ongoing reporting to City management and officials. Represent the City regarding risk management issues and make presentations before public boards, committees and employee groups. Serve as the City's liaison to the Wisconsin Municipal Mutual Insurance Company and other pooled insurance programs for claims and risk management issues.

Perform related duties as required.

QUALIFICATIONS

Knowledge, Skills and Abilities:

Thorough knowledge of theory, principles, practices, methods, and markets of liability property, casualty, and other types of commercial insurance. Thorough knowledge of the state and federal laws and City ordinances relating to insurance management including rules, rates, forms, policy coverage, and statutory regulations. Thorough knowledge of the various methods and systems of governmental insurance and risk management. Thorough knowledge of and ability to use computer software applicable to the duties of the position. Working knowledge of the insurance industry as a whole relative to such things as pricing, loss ratios, claims procedures, loss prevention, etc. Working knowledge of the full range of supervisory principles and practices, labor relations and personnel management. Ability to exercise judgment and discretion in development and administration of various risk management programs, and to develop systems, procedures, and programs to carry out assigned functions.

Ability to develop appropriate strategies to deal with complex issues. Ability to supervise subordinate staff. Ability to communicate effectively orally and in writing. Ability to establish effective working relationships with co-workers, other City agencies, vendors, including insurance companies, and others. Ability to provide leadership in related efforts. Ability to prepare accurate and meaningful narrative and statistical reports and analysis and to recommend necessary actions. Ability to independently prepare, present, and defend analytical findings. Ability to prioritize and manage complex and multiple workloads. Ability to maintain adequate attendance.

Training and Experience:

Generally, positions in this classification will require:

Four years of responsible professional experience in the administration of a directly related insurance program. Such experience will normally be obtained following graduation from an accredited college or university with a degree in insurance, risk management, economics, business administration, or a closely related field. Other combinations of training and experience which can be demonstrated to provide the knowledge, skills, and abilities necessary to perform the duties of this position will also be considered.

Specific training and experience requirements will be established at the time of recruitment.

Necessary Special Qualifications:

Possession of a valid driver's license or the ability to meet the transportation requirements of this position.

Physical Requirements

The incumbent will be expected to travel throughout the City to assess various claims under the insurance programs. Otherwise work is performed in an office environment using traditional equipment including a computer and telephone.

Department/Division	Comp. Group	Range
Finance	18	15

Approved: _____
 Brad Wirtz
 Human Resources Director
 _____ Date