

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):

Eric Veum

Work Phone:

2. Class Title (i.e. payroll title):

Risk Manager

3. Working Title (if any):

4. Name & Class of First-Line Supervisor:

David Schmiedicke

Work Phone:

5. Department, Division & Section:

Finance

6. Work Address:

210 MLK Jr. Blvd.

7. Hours/Week: 38.75

Start time: 8:00 am End time: 4:30 pm

8. Date of hire in this position:

9. From approximately what date has employee performed the work currently assigned:

-
10. Position Summary:

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.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)

5% A. Develop, Administer and Oversee the City of Madison Risk Management Program

1. Develop and oversee a risk management program which includes utilization of deductibles and large retentions, self-insurance, financial plans and reinsurance.
2. Prepare and/or contribute to strategic planning efforts in relationship to the insurance needs of the City.

3. 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.
 4. 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.
 5. Participate in related committee efforts and provide support to health insurance, life and wage insurance, and worker's compensation programs, and others, as assigned.
 6. 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.
- 35% B. Review Claims and Represent City in Subrogation Claims
1. Review liability and property claims against the City and CDA for referral to appropriate carrier.
 2. Personally adjust and pay prescribed property damage claims through City Insurance Fund.
 3. Assure related compliance with State statutes. Prepare related information for City attorneys, outside counsel and insurance adjusters.
 4. Represent/oversee City's subrogation efforts related to City vehicles and other property.
 5. Follow up to insure claims are processed in an appropriate and timely manner.
 6. Manage the City's workers' compensation program, including managing the City's claim TPA.
 7. Participate in settlement discussions, mediations, hearings and trials regarding liability, property and workers' compensation claims.
 8. Investigate liability and property claims and prepare claims for filing with carriers.
 9. Discuss claims with claimants and provide information on how to file and City's liability.
- 30% C. Review City contracts and ordinances
1. Review City contracts for relevant risk management and loss control provisions.
 2. Review, approve and make changes to contracts with language affecting risk management and loss control.
 3. Review, approve and make changes to draft contracts for insurance and indemnification language.
 4. Review and offer changes to City ordinances in the area of insurance and indemnification.
 5. Review insurance certificates to determine compliance with contract and City permit requirements.
- 20% D. Direct and coordinate City Loss Prevention Efforts
1. Coordinate loss prevention efforts within assigned program areas.
 2. Meet with agencies to share loss prevention data and recommend methods to reduce risk, both with managers and within appropriate committee structures.
 3. Determine, implement and monitor appropriate measures to reduce exposure to loss.
 4. Manage the City's Safety Coordinator.
 5. Oversee the City's driving simulator and its use.
 6. Review and draft City loss control policies.
 7. Serve in an advisory capacity on department safety committees.
 8. Oversee and provide training on City policies and claim reporting policies. Develop and implement employee education and training programs to maintain compliance with regulatory requirements.
- 5% E. Administer the City Insurance and Workers' Compensation Funds
1. Establish premiums for departmental contributions.
 2. Estimate necessary reserves for future claims handling.
 3. Process invoices for payment. Monitor fund activity and recommend remedial action as required.
 4. Provide assistance in related budgeting efforts.
- 5% F. Perform miscellaneous duties relative to Risk Management.
1. Participate in Citywide security and emergency preparedness activities including identification of exposure to risks, determination of appropriate practices and training and education of employees.
 2. Maintain statistical records related to insurance premiums, claims, loss trends and other risk management data.

3. Conduct analyses of risk management issues and provide ongoing reporting to City management and officials.
4. Represent the City regarding risk management issues and make presentations before public boards, committees and employee groups.
5. Perform other duties as assigned.

12. Primary knowledge, skills and abilities required:

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.

13. Special tools and equipment required:

14. Required licenses and/or registration:

None.

15. 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.

16. Supervision received (level and type):

Work is performed under general supervision.

17. Leadership Responsibilities:

This position:

- is responsible for supervisory activities (Supervisory Analysis Form attached).
- has no leadership responsibility.
- provides general leadership (please provide detail under Function Statement).

18. Employee Acknowledgment:

- I prepared this form and believe that it accurately describes my position.
- I have been provided with this description of my assignment by my supervisor.
- Other comments (see attached).

EMPLOYEE

DATE

19. Supervisor Statement:

- I have prepared this form and believe that it accurately describes this position.
- I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.
- I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).
- I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).
- Other comments (see attached).

SUPERVISOR

DATE

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.