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Specifications for the Class:

RISK MANAGEMENT OFFICER

CLASS DISTINGUISHERS

The sole position in this class is responsible for administering and managing the statewide Risk Management program. This responsibility involves formulating and implementing plans, policies and procedures; identifying and evaluating the State's exposure to property and liability loss for minimization of total risk management costs; determining risks that should be self-insured and those that should be insured by an insurance company; developing, implementing and maintaining effective loss control programs; developing guidelines, procedures and criteria for claims management and adjusting services and a claims reporting and information system; coordinating the programs in State departments through departmental risk management coordinators; monitoring and evaluating the State Risk Management Revolving Fund (the Fund) to ensure a sufficient balance to cover projected operating expenditures, insurance premiums and losses; and projecting estimated losses and future premiums to calculate cost allocation or revenue requirements to sustain the solvency of the Fund.

The position in this class serves as the technical expert in risk management and provides consultative services to departments, the Comptroller, and others on risk management and insurance related matters. The work is performed under general supervision, and the position has considerable latitude in the formulation and implementation of plans and determination of priorities necessary to carry out program operations and activities.

Examples of Duties: *(The sole position in this class may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties which are not listed.)*

1. Manages and directs a statewide risk management program.
2. Plans, organizes, directs, and coordinates the work of the Risk Management Office.
3. Develops program policies, procedures and criteria for evaluating the overall risk management operations of State departments and agencies.

4. Develops, implements, and maintains effective loss control programs to minimize tort claims or prevent or reduce losses to State properties caused by crime, fire and other casualties.
5. Develops, implements and manages loss control reporting systems and procedures to collect, maintain and provide loss control information for analysis.
6. Oversees inspection of facilities, reviews and evaluates loss reports, and provides departments with alternatives and recommendations to eliminate and/or reduce losses.
7. Determines risks that should be self-insured and risks that should be insured by insurance companies.
8. Oversees and evaluates risk management cost allocation calculations and collection of cost allocation amounts from departments,
9. Provides technical assistance and training to departmental risk management coordinators in evaluating programs and activities to minimize risk exposure and other insurance related subjects.
10. Provides consultation to departments, the Comptroller, and others on risk management matters.
11. Evaluates and monitors the State Risk Management Revolving Fund revenues and expenditures to determine if there is sufficient balance to cover projected expenditures for operations, insurance premiums, and losses.
12. Develops and administers policies and procedures for claims management, settlement, and payment.
13. Develops and administers a claims reporting system which provides information required for regulatory, financial and management reporting.
14. Coordinates investigation and settlement of difficult claims with the State Attorney General.
15. Solicits and awards insurance broker agreements; monitors and evaluates their performance.
16. Formulates the annual operating budget and operational expenditure plan for the risk management program.

17. Drafts legislation and administrative policy statements and directives to improve and enhance the program.
18. Determines organizational and staff requirements.
19. Supervises and provides direction and guidance to the risk management staff.

KNOWLEDGE AND ABILITIES REQUIRED: The knowledge and abilities required in order to effectively perform the key duties for this class are indicated in the following table. The degree of each knowledge and ability required is commensurate with the scope and level of complexity of the duties and responsibilities that are reflected in the class.

“P” indicates prerequisite knowledge and abilities, which must be brought to the job. “A” indicates knowledge and abilities that are required for full performance but may be acquired on the job, within the probationary period.

KNOWLEDGE OF:		
1.	Risk management and insurance principles, concepts and techniques.	P
2.	Types and purposes of insurance policies and coverage.	P
3.	Data collection, analysis and evaluation techniques to identify loss exposure.	P
4.	Public Relations.	P
5.	Principles and practices of supervision and program administration.	P

ABILITY TO:		
1.	Administer a statewide Risk Management program.	P
2.	Identify and resolve operating problems in risk management.	P
3.	Interpret, evaluate and explain laws, ordinances and regulations.	P
4.	Write clear and concise reports.	P
5.	Maintain effective working relationships with others.	P
6.	Communicate effectively, both orally and in writing.	P
7.	Plan, direct and supervise the work of others.	P

MINIMUM QUALIFICATION REQUIREMENTS

Basic Education Requirement

Graduation from an accredited four (4) year college or university with a bachelor’s degree in business administration.

Excess work experience as described under the Specialized Experience below, or any other responsible administrative, professional or analytical work experience that

provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree in business administration with the coursework identified above, may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

Experience Requirements

Applicants must have had progressively responsible experience of the type and quality described in the statements below, and in the amounts shown below, or any equivalent combination of training and experience:

Specialized Experience: Three and one-half (3-1/2) years of progressively responsible professional work experience which demonstrates knowledge of risk management principles and applications including risk financing and loss control.

Supervisory Experience: One (1) year of supervisory work experience which included: 1) planning, organizing, scheduling, and directing the work of others; 2) assigning and reviewing their work; 3) advising them on difficult work problems; 4) training and developing subordinates; and 5) evaluating their work performance .

Administrative Experience: One (1) year of administrative experience which involved active participation in, and major responsibility for the development, management, execution and coordination of policies and programs.

Non-Qualifying Experience: Work experience acquired as an insurance salesperson or agent, in loss prevention or safety, which does not demonstrate knowledge of risk management principles and applications including risk financing and loss control, is not qualifying.

Substitution Allowed

1. A Chartered Property and Casualty Underwriter (CPCU) professional designation, or an Associate in Risk Management (ARM), or Associate in Loss Control Management (ACLM) designation obtained through written examination may be substituted for six (6) months of the required Specialized Experience.

2. A master's degree from an accredited college or university in risk management or insurance may be substituted for one (1) year of the required Specialized Experience.

Quality of Experience

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

This is the first class specification and minimum qualification specification for the new class RISK MANAGEMENT OFFICER. It replaces the class specifications and minimum qualification specifications for the class Risk Management Officer, 2.592, which were approved on November 28, 1986 and June 10, 1988, respectively.

DATE APPROVED: 4/26/2012



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Department of Human Resources Development