



## Risk Manager

Department/Division:	Human Resources
Reports To:	Director of Human Resources
Provides Direction To:	Human Resources Analyst, Human Resources Technician, Office Specialist
FLSA Exemption Status:	Exempt
Date Prepared:	October 10, 2014
City Council Resolution #:	

### GENERAL PURPOSE

Under general supervision, performs a variety of managerial, professional and administrative duties in support of the City's risk management and benefits programs; completes employee relations and advanced human resource research; and performs other related duties as assigned.

### DISTINGUISHING CHARACTERISTICS

The Risk Manager is differentiated from the Director of Human Resources, who has broader accountability for all human resources programs, functions, and services, and who oversees the overall department budget and staffing. The Risk Manager has more specialized knowledge of risk management practices than other human resources professional and technical positions.

### ESSENTIAL FUNCTIONS

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.*

1. Coordinates Workers' Compensation program and claims management with third party administrator and attorneys; negotiates and administers contracts; reviews claims histories and approves claims settlement based upon third party recommendations and City Manager and/or City Council approval.
2. Contacts claimants to evaluate information associated with liability claims, and coordinates claims assessments and meetings with third party administrator and/or attorneys for report updates and executes settlements within claims authority, and as authorized by City Manager and/or City Council approval.

## **ESSENTIAL FUNCTIONS (continued)**

3. Reviews risk management policies and procedures to ensure risk mitigation by the City and employees; oversees City Safety Committee and program and training needs; analyzes accidents and incidents involving City employees and updates policies and procedures; coordinates subrogation and third party damage claims.
4. Represents City as required at Small Claims and Unemployment Insurance hearings as requested.
5. Checks insurance certificates for contractors, vendors, special events, public facility/property rental, Right of Way permits and block parties, and reviews Department of Motor Vehicles (DMV) record information for employees requiring Department of Transportation (DOT) medical certification and drivers of City vehicles; reports serious incidents and expirations of medical certification to department management for resolution.
6. Participates at the Governing Board meetings for the Independent Cities Risk Management Authority (ICRMA) and represents the City's position in relation to premium rates and insurance plan claims and coverage participates in ICMRA training; prepares and analyzes reinsurance applications and prepares information for the Self Insurance Annual Report.
7. Participates in the research and evaluation of vendors providing employee assistance services, wellness programs, and disability and life insurance programs.
8. Assigns, schedules, supervises, and evaluates the work of professional and technical staff.
9. Conducts employee investigations involving employee issues; analyzes and interprets City policies and procedures.
10. Assists Director of Human Resources with research on employee relations and labor relations issues and participates in training of Community Services department personnel in summer hire employment practices.
11. Prepares and administers Risk Management division budget; administers payment claims and petty cash and p-card purchase transactions; evaluates sources of variances and requests budgeting changes as needed.
12. Represents the Human Resources Department at meetings and conferences, as assigned.
13. Participates on City-wide committees.

## **QUALIFICATIONS GUIDELINES**

### **Knowledge of:**

Principles and practices of risk management; Federal and State Equal Employment Opportunity laws and non-discrimination regulations; California labor laws and regulations; CalOSHA, Workers' Compensation, and Unemployment Insurance laws and regulations; claims administration practices; principles and practices of public human resources administration; compensation, benefits, and employee relations; personnel policies, and labor contract provisions; research and analysis methods; principles of sound business communications; proper English usage, including spelling and grammar; word processing, spreadsheet, and human resources information systems and records management practices; budgeting techniques; supervisory and evaluation techniques; customer service practices.

### **Ability to:**

Conduct research and analyze human resources and benefits laws, regulations, policies, practices, and programs; interpret requirements and make recommendations related to risk management standards; prepare, review, and evaluate report data; negotiate benefit plan agreements with vendors; establish and maintain effective working relationships with applicants, staff, management, vendors, consultants, and the general public; organize and prioritize tasks to meet deadlines; communicate effectively, both orally and in writing; exercise independent judgment and initiative within established guidelines; maintain confidentiality of sensitive data; operate modern office equipment and computer hardware; use word processing, spreadsheet, and human resources information systems software.

### **Education/Training/Experience:**

Bachelor's degree in Human Resources, Risk Management, Safety Management, or a related field is required. Three years of responsible human resources and risk management experience is required.

### **Licenses; Certificates; Special Requirements:**

Ability to attain a valid Class C California driver's license, acceptable driving record, and proof of auto insurance in compliance with the City's Vehicle Insurance Policy standards.

In accordance with California Government Code Section 3100, City of Manhattan Beach employees, in the event of a disaster, are considered disaster service workers and may be asked to protect the health, safety, lives, and property of the people of the State.

## **PHYSICAL AND MENTAL DEMANDS**

*The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **Physical Demands**

While performing the duties of this class, the employee is constantly required to sit, and occasionally to stand and walk. Finger dexterity and light grasping is required to handle, feel, or operate computer hardware and standard office equipment; and reach with hands and arms above and below shoulder level. The employee occasionally lifts and carries records and documents typically weighing less than 25 pounds.

Sensory demands include the ability to talk and hear. Specific vision abilities required by this job include close vision and the ability to adjust focus.

### **Mental Demands**

While performing the duties of this class, the employee must be able to use written and oral communication skills; read, analyze, and interpret data, specifications, and documents; prepare and evaluate reports; use math and mathematical reasoning; learn and apply new information or new skills; and interact with applicants, City staff, management, and the public.

## **WORK ENVIRONMENT**

The employee works in an office environment with controlled temperature settings.