RISK MANAGEMENT ANALYST

DEFINITION

Under general supervision, manages the County Workers' Compensation Program and Safety Program to ensure compliance with Department of Occupational Safety and Health standards; plans, coordinates and conducts safety training; provides assistance with other Risk Management programs; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A Bachelor’s Degree from an accredited college or university, with major coursework in risk management, public administration, industrial hygiene and safety, occupational health and safety, or closely related field, plus three years of full time experience performing inspections of building and facilities for occupational safety, which included one year of full time experience administering workers' compensation claims; OR an equivalent combination of related training and experience.

LICENSE OR CERTIFICATE

A valid driver’s license is required at the time of appointment.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF DUTIES (The following is used as a partial description and is not restrictive as to duties required.)

Manage the County Workers' Compensation Program, by coordinating services, resolving concerns and issues between claims administration, managed care administration, injured employees and concerned departments; process claims, receive and distribute compensation checks for injured employees and maintain claim files, loss data and statistics to ensure the integrity of the program.

Conduct internal and external investigations by reviewing accident/incident reports and making detailed inquiries into the circumstances and monitoring claim files, in order to develop reserve, defense and/or settlement recommendations for the Risk Manager.

Respond to risk management and insurance questions from departments. Plan and coordinate safety training courses enhance safety on the job by providing employees with generally accepted work behaviors, safety knowledge and procedures; evaluate effectiveness of training programs by using pre and post training loss data and prepare reports for distribution to appropriate staff on training results.

Maintain countywide database related to workers’ compensation for loss statistics and risk management information; analyze data to justify budget requests and administer a charge back system for workers’ compensation costs.

Conduct safety inspections of County facilities to assess risk and loss exposure; develop loss control prevention recommendations and/or appropriate modifications to reduce internal and external loss exposure.
Evaluate the impact of new and revised regulations to determine the impact on County work policies and procedures; develop or modify County safety policies to ensure compliance with OSHA standards; attend legislative hearings and provide testimony as required.

Return employees to work, within the restrictions imposed by treating physicians, by working with departments to establish light duty assignments for injured employees; interface with the County’s Managed Care Organization to ensure that injured employees are receiving appropriate medical treatment.

Represent the County at hearings pertaining to appeals of claims, county review boards, and legislative hearings related to the County’s Workers’ Compensation Program.

Consult with other agencies and subject matter experts and research trends, in order to remain aware of the most current methods and procedures for workplace safety and to adjust current training practice(s) to take advantage of new practices and techniques.

Ensure that county personnel perform duties and responsibilities in a safe and prudent manner, which does not expose them or others to unnecessary harm or risk of on-the-job injury.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance** *(These may be acquired on the job and are needed to perform the work assigned.)*

**Knowledge of:**

Department/divisional policies and procedures.

Organizational structure of Washoe County.

Statutory requirements related to public sector tort claims and liability coverage.

Pertinent state and local laws, statues, codes, regulations and standards related to public buildings and Workers' Compensation legislation.

Terms and acronyms commonly used in the assigned function.

Management information systems and software programs used in the assigned area.

**Entry Level** *(Applicants will be screened for possession of these through written, oral, performance or other evaluation methods.)*

**Knowledge of:**

Generally accepted risk management practices and procedures.

Worker's Compensation rules, regulations, and procedures. Techniques and methods used in presenting training to individuals. Methods and techniques of administrative data collection and analysis.

OSHA and EPA methods and standards for the safe handling and storage of toxic materials such as commercial solvents, printer inks, and chemicals.

**Ability to:**

Perform effective claims investigations and develop recommendations for settlement.

Train staff in work methods and procedures that promote a safe working environment for employees and others. Write training manuals and prepare training materials.
Develop and implement recommendations for safe workplace procedures and cost effective services. Make presentations, using visual aids and other materials, to individuals and groups. Write correspondence, memoranda, narrative and statistical reports and other documents. Interpret and apply regulations, policies, and procedures.

Research, compile, tabulate, analyze, and interpret data and information.

Work cooperatively with other departments, divisions, outside agencies, management, and staff. Operate a personal computer and a variety of commercial software packages.

Plan and organize work to meet schedules and timelines. Maintain confidentiality of data and information. Communicate orally and in writing in a clear, concise manner.

Establish and maintain effective working relationships with those contacted in the course of work.

**SPECIAL REQUIREMENTS**

*Essential duties require the following physical skills and work environment.*

Work is performed in a standard office environment and various indoor and outdoor off-site locations. Ability to lift and move objects weighing up to 25 lbs. Ability to use standard office equipment including computers, copiers, telephones, and FAX machines.

*This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.*