

CITY OF HUNTINGTON PARK

CLASS SPECIFICATION

RISK MANAGER

Civil Service Status: Exempt

Bargaining Unit: Non-Represented Employees
Approved by Civil Service Commission: 9-17-1996
Approved by City Council: 10-7-1996
Resolution No.: 96-98

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under administrative direction, to administer, organize, coordinate, and implement the City's Liability Risk Management program and Records Management program; administers the loss control program and the City's safety committee; litigation management; employee safety management program, and property program; assures full and ready access to the records and directs the City's microfilm program; performs related duties as required.

EXAMPLE OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Receive, process, coordinate and administer claims, lawsuits and subpoenas served upon the City with the City Council, Third Party Administrator and City Attorney;
- Represents the City in various organizations; makes recommendations regarding claims settlement and the advisability of pursuing litigation on unsettled claims;
- Supervises, trains, and evaluates assigned personnel; assists in the development of the Risk Management budget;
- Acts as chairperson for the City's Safety Committee; license and insures all City vehicles and equipment; issues billing for City property damage and represents City in Small Claims Court;
- Supervises the Records Management of records for all departments of the City to meet all governmental requirements;
- Assists the public and staff by providing information and research assistance;
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Education/Experience:

Any combination of education and experience equivalent to a Bachelor's degree with at least three (3) years increasingly responsible experience in risk management, loss prevention, municipal insurance administration, and administrative experience. Certified Municipal Clerk highly desirable.

Knowledge, Skills, and Abilities:

Knowledge of the principles and methods of public administration; Knowledge of the organization, functions, and problems of municipal government; knowledge of the principles and methods loss control

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and self-insurance programs; claims administration and adjustment methods and; records management and file systems, manual and computerized; applicable federal, state and municipal laws and procedures; political reform requirements; ability to analyze difficult administrative problems and to develop and present sound conclusions and recommendations; ability to speak and write effectively; ability to establish and maintain effective working relationships with others; ability to prepare written reports.

License:

A valid California driver's license is required.