

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.