



# RISK MANAGEMENT ANALYST I/II

Class Code:  
1501/1502

Bargaining Unit: Unrepresented Management

THE COUNTY OF EL DORADO  
Established Date: Jun 1, 1990  
Revision Date: Dec 4, 2012

## SALARY RANGE

\$25.13 - \$33.96 Hourly  
\$4,355.87 - \$5,886.40 Monthly  
\$52,270.40 - \$70,636.80 Annually

## DEFINITION & DISTINGUISHING CHARACTERISTICS:

### **DEFINITION**

Under general supervision, performs a variety of professional activities in support of a comprehensive risk management, loss control and insurance benefit program; performs related work as assigned.

### **DISTINGUISHING CHARACTERISTICS**

Risk Management Analyst I is the entry level in this professional series. Initially under close supervision, incumbents perform the more standardized duties related to liability claims, employee benefit programs, worker's compensations administration and loss control while learning County policies and procedures and specific methods and regulations. As experience is gained, duties become more diversified and are performed under more general supervision. This class is alternately staffed with Risk Management Analyst II and incumbents may advance to the higher level after gaining experience and demonstrating proficiency, which meet the qualifications of the higher-level class.

### EXAMPLES OF DUTIES (ILLUSTRATIVE ONLY):

- Reviews and surveys County facilities, activities and contracts to assess potential risk and recommend mitigation measures.
- Processes County liability claims; reviews submissions, obtains information, settles claims within specified limits, and confers with and coordinates activities with third party administrators.
- Reviews accident reports, medical reports, correspondence and other materials regarding worker's compensation claims; manages claims to encourage worker return to employment where possible.
- Interviews County employees and others and conducts investigations to determine the cause of accidents.
- Reviews contracts of potential County contractors to verify appropriate insurance coverage; obtains proof of insurance and negotiates appropriate coverage limits.

- Orients employees regarding benefit programs and insurance coverage's; assists employees with enrollment processes; acts as liaison with various insurance companies to solve benefit coverage problems.
- Calculates benefit amounts for various long- and short-term disability coverage's; prepares claims statements and follows-up as required.
- Conducts and directs various special studies and projects related to the risk management function, such as asbestos control, hazardous materials inventory, and employee surveys.
- Conducts and arranges for various training programs related to the function, such as CPR and injury prevention.
- Confers with and interprets policies, procedures and regulations to County staff, contractors, insurance company representatives, third party administrators and the public.
- Maintains accurate records and files; prepares reports, correspondence and a variety of written materials.
- Directs the work of support staff on a project or day-to-day basis.
- Attendance and punctuality that is observant of scheduled hours on a regular basis.
- Performs other duties as assigned.

**EDUCATION & EXPERIENCE REQUIREMENTS (TYPING "SEE RESUME" IN APPLICATION WILL NOT BE ACCEPTED):**

Where college degrees and/or college course credits are required, degrees and college units must be obtained from an accredited college or university. Courses from non-accredited institutions will not be evaluated for this requirement.

**Level I:** Equivalent to graduation from a four year college or university with major coursework in business or public administration, industrial engineering or a related field. Support experience in a risk management or employee benefits function may be substituted for the education on a year for year basis to a maximum of two years.

**Level II:** In addition to the above, two years of professional level experience in risk management and/or employee benefits administration at a level to the County's class of Risk Management Analyst I.

**NOTE:** The above qualifications are a typically accepted way of obtaining the required knowledge and skills.

**OTHER REQUIREMENTS:**

Must possess a valid driver's license.

**KNOWLEDGE:**

- Principles and practices of risk management and self-insurance.
- Principles and practices of worker's compensation and employee benefit and insurance programs.
- Applicable laws, policies and regulations.
- Analytical methods and techniques, including statistical and financial analysis.

- Basic supervisory principles and practices.
- Basic training techniques and presentation principles.
- Standard office practices and procedures, including filing and basic business data processing applications.

**SKILLS:**

- Analyzing, interpreting, applying and explaining complex laws, rules and regulations.
- Performing complex research, analyzing alternatives and recommending practical solutions.
- Preparing clear, concise and effective written reports, correspondence and other written materials.
- Exercising sound independent judgment within established policy and procedural guidelines.
- Maintaining accurate records and files.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

**HISTORY**

**JCN# 1501, 1502**

Created: June 1990