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FLSA: EXEMPT  
Bargaining Unit: UM  
JCN: 1503

## County of El Dorado

November 1995 Revised December 2003  
Revised March 2005  
Revised December 2012

### SENIOR SR. RISK MANAGEMENT ANALYST

#### DEFINITION

Under general direction, performs complex administrative, analytical, budgetary, systems, statistical, and other management activities in support of a comprehensive risk management and employee benefit programs; and makes recommendations for policy, procedure, and budget development and implementation; and performs related duties as assigned.

#### DISTINGUISHING SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Risk Manager. Exercises direct or general supervision over professional, technical, and/or administrative staff.

#### CLASS CHARACTERISTICS

This class is the working lead level in the Risk Management Analyst series with responsibility for providing direction to other Risk Management staff and/or performing the most complex functions of the Risk Management division. It is distinguished from the Principal Risk Management Analyst in that the latter has management responsibility for the oversight of daily operations and activities for assigned programs.

This is the advanced journey -level class in the professional Risk Analyst series. Incumbents work under general direction and exercise a high level of discretion and independent judgment in performing the full range of routine to complex functions in the Risk Management Division. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. Incumbents are responsible for functioning as a lead or supervisor, which involves planning, organizing, supervising, reviewing, and evaluating the work of staff executing various risk management programs and activities, and is responsible for providing professional-level support to the Risk Manager. Successful performance of the work requires an extensive professional background as well as the ability to coordinate departmental work with that of other departments and outside agencies.

#### EXAMPLES OF DUTIES/TYPICAL JOB FUNCTIONS (Illustrative Only)

- Plans, organizes, and oversees the daily functions, operations, and activities of risk management programs.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends within departmental policy, appropriate service levels; recommends and administers policies and procedures.
- Reviews and recommends insurance requirements for new contracts; approves contracts; procures updated insurance documentation annually per agreements.

- Develops and standardizes procedures and methods to improve and continuously monitors the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; identifies opportunities for improvement.
- Serves as a back-up for the Risk Manager on advisory committees, namely the Threat Assessment Team, the Traffic Advisory Committee, and the Board of Directors for the Joint Powers Authority.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; processes County liability claims; reviews submissions, obtains information, settles claims within specified limits, and confers and coordinates activities with third party administrators.
- Develops, coordinates, and implements occupational safety and health programs designed to reduce risk and ensure workplace safety.
- Oversees and conducts thorough audits and investigations and analyses of hazards, accidents, injuries, and incidents, including California Occupational Health and Safety Administration (Cal/OSHA) reviews; recommends changes to preclude injuries.
- Reviews, develops, and updates safety related policies and procedures as required by law or as necessary; maintains County safety-related manuals and documentation, including preparing and distributing appropriate communications.
- Establishes and implements safety training objectives; plans, develops, schedules, conducts, or arranges for regulatory and other safety/health related training; facilitates monthly safety coordinator meetings; prepares and maintains required reports.
- Coordinates the ergonomic training program; evaluates and analyzes workstations and modifications; purchases equipment and maintains inventory of equipment.
- Oversees Department of Motor Vehicle Pull Program files, including notification of new and terminated employees; notifies appropriate departments of changes in employee driver's license status.
- Inspects and monitors County facilities for compliance with federal, state, and local safety and health regulations, as well as industry standards; checks and ensures supply of safety equipment and materials.
- Develops and maintains the County's Injury and Illness Prevention Program, emergency action plans, and other related plans and programs.
- Develops complex financial, statistical, and budgetary recommendations, including rate computations, cost applied charges, actuarial analysis and budgets.
- ~~Provide general oversight and coordination of effort between risk management support staff and other professional staff.~~
- ~~Act~~ Acts as liaison to actuarial ~~and health benefits~~ consultants, third-party administrators, computer systems personnel, and/or other highly specialized services.
- ~~Makes recommendations~~ Recommends to the Risk Manager ~~regarding the~~ initiation ~~and~~, development, and implementation of new programs and procedures, including the establishment of new administrative procedures, contracting procedures, systems ~~analysis, analyses, and~~ communications, ~~and implementation.~~
- ~~May represent~~ Confers with and interprets policies, procedures, and regulations to County staff, contractors, insurance company representatives, third-party administrators, and the public.
- Represents the County and the division in meetings with representatives of governmental agencies, professional and business organizations, employee organizations, and the public.
- ~~May review accident reports, medical reports, correspondence and other materials regarding worker's compensation claims; manages claims to encourage worker return to employment where possible.~~
- ~~May oversee and conduct investigations to determine the cause of accidents.~~
- ~~Orients employees regarding health and other benefit programs and insurance coverage; 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; prepares claims statements and follows-up as required.~~

- ~~May supervise support staff as assigned.~~
- ~~➤ Coordinates, conducts, and directs various special studies and projects related to the risk management function, such as asbestos control, hazardous materials inventory, and employee surveys, actuarial studies, health benefit design changes, fully insured vs. self insured health plans.~~
- ~~➤ Conducts and arranges for various training programs related to the risk management function, such as CPR Cardiopulmonary Resuscitation and injury prevention, new employee orientation and disability process.~~
- ~~Confers with and interprets policies, procedures and regulations to County staff, contractors, insurance company representatives, third party administrators and the public.~~
- ~~Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval; works to ensure compliance with applicable federal, state, and local laws, rules, regulations, and ordinances.~~
- ~~➤ Maintains accurate records and files; prepares reports, correspondence, and a variety of written materials material.~~
- ~~Directs the work of support staff on a project or day-to-day basis.~~
- ~~Provides administrative assistance for the County's optional benefits program.~~
- ~~Attendance and punctuality that is observant of scheduled hours on a regular basis.~~
- ~~➤ Performs related work duties as assigned.~~

## **QUALIFICATIONS**

**~~NOTE:~~** ~~The level and scope of the knowledge and skills listed below are related to the job duties as defined under Distinguishing Characteristics.~~

### **Knowledge of:**

- ~~Principles and practices of leadership.~~
- ~~➤ Advanced principles and practices of risk management and self-insurance.~~
- ~~Principles Advanced principles and practices of worker's workers' compensation and employee benefit and/or insurance programs.~~
- ~~➤ Applicable laws, policies and regulations.~~
- ~~➤ Analytical methods and techniques, including statistical and financial analysis.~~
- ~~Basic supervisory principles and practices.~~
- ~~➤ Basic training Training techniques and presentation principles. Advanced business data processing applications and systems.~~
- ~~Fully Insured and self-insured operations.~~

### **Skill in:**

- ~~Analyzing, interpreting, applying and explaining complex laws, rules and regulations.~~
- ~~Performing complex Medical and legal terminology relating to workers' compensation matters.~~
- ~~Policies, regulations, specifications, and requirements governing health, safety, and accident prevention of County field and office environments, including accident analysis and prevention methods and techniques.~~
- ~~Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.~~
- ~~Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to the assigned area of responsibility, including safety, safety, contract insurance, workers' compensation, liability, Health Insurance Portability and Accountability Act, Americans with Disabilities Act, Cal/OSHA requirements, and related laws.~~

- Advanced principles and practices of insurance administration and recovery, including risk analysis, loss prevention, and insurance purchasing for general and financial liability protection; principles of underwriting and indemnification.
- Effective instructional methods and techniques in presentations.
- Analytical methods and techniques, including statistical and financial analysis.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, and the training of staff in work procedures.
- Methods of evaluating liability and workers' compensation claims and computing benefit.
- Complex research, ~~analyzing~~analysis of alternatives, and ~~recommending~~recommendation of practical solutions.
- ~~Preparing~~Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

#### **Ability to:**

- Plan, organize, and coordinate the work of professional, technical, and administrative support staff.
- Effectively provide staff leadership and work direction.
- Perform complex research, analyze alternatives, and recommend practical solutions.
- Prepare clear, concise, and effective written reports, correspondence, and other written materials~~material~~.
- ~~Exercising~~Exercise sound, independent judgment within established policy and procedural guidelines.
- ~~Maintaining~~Maintain accurate records and files.
- ~~Establishing and maintaining~~Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of ~~the~~ work.
- ~~Planning, assigning, training and supervising the work of staff.~~

#### **Other Requirements:**

Must possess a valid driver's license.

#### **Education and Experience:**

~~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.~~

~~Education: Equivalent to graduation from a~~ Any combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying.

~~Equivalent to a bachelor's degree from an accredited~~ four-year college or university with major coursework in business or public ~~administration~~ administration, human resources, industrial engineering, or a closely related field;

~~-and-~~

~~Experience: Two~~

AND

~~Four (4) years of professional-professional-level experience in risk management and/or employee benefits administration, specifically workers' compensation, or~~ at a level equivalent to the County's class of Risk Management Analyst II.

### **Physical Demands:**

Lead or supervisory experience is preferred.

### **Licenses and Certifications:**

➤ Possession of, or ability to obtain, a valid California Driver's License by time of appointment and a satisfactory driving record.

### **PHYSICAL DEMANDS**

Must possess mobility to work in the field and in a standard office setting and use standard office equipment, including a computer; ~~enter~~ enter confined work spaces to inspect and evaluate various County sites and facilities, including traversing uneven terrain and climbing ladders and stairs; to attend meetings and to operate a motor vehicle; vision to read printed materials and a computer screen; and make inspections; and hearing and speech to communicate in person, before groups, and over the telephone; ~~finger.~~ Finger dexterity ~~and the use of both hands is needed~~ to access, enter, and retrieve data using a computer keyboard or calculator; and to operate standard office equipment. Positions in this classification ~~sit for extended periods of time, generally walk on level surfaces, frequently bend, stoop, kneel, and reach and bend.~~ to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Reasonable accommodations will be made for individuals on a case-by-case basis.

### **ENVIRONMENTAL CONDITIONS**

Employees ~~must possess the ability to lift objects weighing up to 25 pounds, carry or push materials and objects weighing up to 15 pounds~~ primarily work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also perform site inspections and facility evaluations with uncontrolled temperature conditions and direct exposure to hazardous conditions and/or substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

### **Environmental Elements:**

~~Employees work in an indoor office environment occasionally under deadline conditions; may be exposed to emergency situations, and may interact with upset staff.~~

~~**Working Conditions:**~~

**WORKING CONDITIONS**

May be required to work extended hours to attend meetings or meet deadlines.