



CITY OF COLTON EMPLOYMENT OPPORTUNITY

RISK MANAGER

Final Filing Date: Open Until Filled

Salary: \$5,547-\$6,742/mo. + City paid PERS of 4% for 2.7% @ 55 plan; Cafeteria Plan - \$990/month to purchase medical, dental & vision; City paid life and long term disability insurance and employee assistance program.

THE POSITION

This position, under the general direction of the Human Resources and Finance Directors, is responsible for planning, organizing, developing, coordinating, managing and administering the City's Risk Management and insurance programs.

MINIMUM QUALIFICATIONS

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for the position. A typical way of obtaining the required qualifications is to possess:

Education and/or Experience: three years of increasingly responsible professional risk management experience including workers' compensation and liability claims administration, property and insurance management, loss prevention, and/or other insurance brokerage. A Bachelor's Degree in Public Administration, Human Resources or a related field is required.

License/Certificate: Possession of a valid Class C California driver's license. A Workers' Compensation Certificate is desirable.

Knowledge of: Principles and practices of workers' compensation, loss prevention, and safety program administration. Modern office equipment including a computer and applicable software. Reporting requirements for on-the-job injuries, property damage or loss and safety violations. Knowledge of state and Federal law as it applies to liability, safety and workers' compensation claims. Occupational hazards and standard safety practices. Methods and techniques for basic report preparation and writing.

Ability to: Prepare clear and concise administrative and statistical reports and analysis. Maintain accurate and confidential records. Handle confidential matters with discretion. Work closely with outside claims administrators, attorneys, medical directors, physicians and City personnel. Investigate City liability claims. Understand, explain and apply policies and procedures. Analyze and recommend policy and procedural changes. Utilize a variety of office equipment. Establish and maintain effective working relationships.

Skill to: Operate computer and applicable software. Effectively operate a motor vehicle on City streets.

ESSENTIAL FUNCTIONS

May include, but are not limited to the following:

- Plan, develop, organize and administer safety, workers' compensation and liability programs.
- Develop and implement policies and procedures pertinent to the City's loss control, liability and safety programs.
- Develop systems and programs to reduce risk exposure.
- Administer the liability claims program by coordinating claims administration with third-party administrators.
- Administer the City's Pull Notice Program.
- Oversee safety, workers' compensation and insurance related files and documents.
- Receive, analyze and ensure the appropriate processing of liability claims and lawsuits.
- Investigate liability claims and lawsuits to ensure claim validity.
- Process Summons and Complaints.
- Oversee and administer the City's general insurance programs, including self-insurance, contract renewals and certificates of insurance.

There is currently one vacant position in the Risk Management Division. Current city employees who would like to be considered for this position as a lateral transfer must participate in the recruitment process and be certified to the eligibility list.

SELECTION PROCEDURE

Includes, but is not limited to, the following: Submit a completed City of Colton application to (no facsimiles accepted):

Human Resources Dept
552 N La Cadena Dr
Colton, CA 92324
(909) 370-5062
Mon - Thur 7am to 6pm
www.ci.colton.ca.us

- Applicants whose qualifications best meet the City's needs will be invited to an oral and skills exams. Please note: Depending on the applicant pool, all applicants meeting the minimum qualifications will NOT necessarily be selected to participate in the testing phase.
- All successful candidates will be certified to an eligibility list good for one year.
- Appointment is contingent upon passing a pre-employment medical examination (including a drug/alcohol screening), fingerprinting, proof of high school diploma or GED and proof of current personal auto insurance.
- The Immigration Reform and Control Act of 1986 requires that all new employees verify identity and entitlement to work in the United States by providing required documentation.

THE PROVISIONS OF THIS ANNOUNCEMENT DO NOT CONSTITUTE A CONTRACT, EXPRESSED OR IMPLIED, AND ANY PROVISION CONTAINED IN THIS BULLETIN MAY BE MODIFIED OR REVOKED WITHOUT NOTICE.

AA/EOE—The City of Colton encourages the applicants of bilingual persons, women, minorities and persons with disabilities. The City will attempt to reasonably accommodate applicants with disabilities upon request.

- Monitor and analyze insured and uninsured risks making recommendations on appropriate types and levels of insurance.
- Analyze loss expectancies; procure insurance and excess insurance policies.
- Respond to questions from employees regarding insurance programs.
- Serve as a resource to employees, elected officials, directors and supervisors regarding liability and safety issues.
- Act as facilitator in coordinating the City's Injury and Illness Prevention Program.
- Represent the City regarding liability issues in Small Claims Court, Superior Court, arbitration, and mediation hearings.
- Monitor all claim expenditures related to loss history, settlements, subrogation, annual expense and reserves.
- Initiate settlement decisions on liability claims and lawsuits and prepare documentation to present to the attorney or third party administrator.
- Work with attorneys and independent adjusters to negotiate settlement of lawsuits, answer interrogatories and appear at mandatory settlement conferences, trials and depositions.
- Authorize payment on all settlement recommendations and/or agreements and payment of funds expended on all liability matters.
- Chair the City's Safety Committee; implement and monitor programs.
- Attend the City's Traffic Committee meetings and prepare recommendations for solutions or mitigation of unsafe conditions, situations or accidents.
- Plan, schedule and conduct periodic safety training for City employees.
- Represent the Director in board and staff meetings on risk management related issues.
- Conduct surveys and compile a variety of reports and documents relative to program activities.
- Interpret pertinent Federal, State, and City laws, codes and/or regulations regarding liability claims, policies and procedures.
- Prepare reports of City property damage and prepare requests for insurance reimbursements, restitution or subrogation.
- Counsel injured employees regarding benefits, medical treatment and job status.
- Conduct safety inspections to ensure that City safety program guidelines are met.
- Investigate accidents and prepare related reports.
- Prepare annual budget for liability and safety expenditures.
- Train, supervise and evaluate subordinate personnel.
- Provide support to the City's Finance Director on risk management issues.
- Perform other related duties as required.