

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: RISK MANAGEMENT ANALYST

BASIC FUNCTION:

Under the direction of the Risk Manager, perform highly responsible and professional functions relative to the risk management process which includes the identification of exposures to loss, development of alternatives to control exposures, selecting and implementing loss control techniques, and evaluating their effectiveness. Functional areas of responsibility include General Liability, Workers' Compensation, Property and Casualty, Injury and Illness Prevention, and other areas of risk identified according to district needs.

ESSENTIAL FUNCTIONS:

Perform highly responsible and professional risk management duties related to identification of exposures to loss, development of alternatives to control exposures, selecting and implementing loss control techniques, and evaluating their effectiveness.

Identify exposures to loss such as through conducting surveys, investigations, internal auditing, research, and loss analysis.

Analyze loss exposure such as through scenario and hypothetical analysis, using problem solving strategies, legal research, risk diagramming, and gate analysis.

Recommend loss control techniques such as exposure avoidance, loss prevention, loss reduction, segregation of loss exposure units, and contractual transfers for risk control and financing.

Implement loss control and risk financing techniques, and evaluates their effectiveness through survey, investigation, loss data analysis, and internal auditing.

Conduct the risk management process by working with district elected and appointed officials, employees, agents, contractors, volunteers, brokers, joint powers authorities, and insurers.

Develop, monitor and maintain programs and activities relative to General Liability, Property and Casualty, Workers' Compensation, Injury and Illness Prevention, claim management and litigation.

Develop as necessary and maintains a risk management information system and database; maintains records and produces both demand and required reports.

Receive, analyze and respond to divisions, departments and school sites inquires and operational needs relative to loss exposures, loss control and risk financing techniques.

Review contracts for exposures, risk financing provisions, and develops appropriate contract language for the contractual transfer of loss control and risk financing.

Develop and conduct training on various areas of exposure and their respective loss control techniques to a variety of audiences both from within and outside the District.

May serve as the District's representative or alternative representative on boards to joint powers authorities and professional organizations.

Provide information and data, and assistance to claim administrators and defense counsel.

Develop, monitor and maintain assigned programs such as those relative to disability rights and access, child abuse reporting, stormwater management, drug and alcohol testing, emergency preparedness, hazardous materials handling, comprehensive school safety, and risk financing.

Conduct comprehensive job analyses to determine position essential functions, the minimum requirements to be possessed in order to perform them, and job hazard analysis; assists in conducting validation studies and recommends employment practices to prevent discrimination and workplace injuries.

Operate a variety of office equipment including a computer and assigned software.

Perform related duties as assigned

DEMONSTRATED KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Risk Management functions, practices and procedures.

Methods and techniques in the Risk Management process including exposure identification, analysis, development of options, selection, implementation and evaluation.

Exposure and loss data collection and analysis methods and techniques.

Loss control techniques.

Risk financing techniques.

Principles, practices and regulations of claim administration and litigation defense.

District organization, operations, policies and regulations.

Applicable laws, codes, rules and regulations.

Risk Management computer software, database, spreadsheet and word processing applications.

Record-keeping and report preparation techniques and formats.

Research methods.

Modern office practices, procedures and equipment.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills, using tact, patience and courtesy

Interpersonal relationship dynamics and their applicability to a variety of situations.

Mathematical computations and formulation including statistics, actuarial, insurance and finance reports.

Techniques of public presentation.

Analyze data using a variety of methods, and arrange data into understandable formats.
Interpret, apply and explain applicable laws, codes, rules, regulations, policies, procedures, insurance documents, actuarial reports, finance tables, contracts and various coverage documents.
Assist personnel in all organizational structural levels relative to their loss exposure needs and make appropriate recommendations.
Prepare and maintain a variety of records, files and reports.
Analyze situations accurately and adopt effective courses of action.
Operate a variety of risk management information systems including proprietary and internal.
Operate a variety of office equipment.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships.
Discern and work with confidential information; work confidentially and with discretion.
Organize and prioritize work.
Prepare and deliver oral presentations.
Complete work with many interruptions.
Complete multiple projects simultaneously.
Obtain required certifications or professional designations per applicable statute or regulation.
Maintain consistent, punctual and regular attendance.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: bachelor's degree in business or public administration, risk management or a related field, and four years of professional experience relative to loss assessment and control, claim administration, or risk financing.

LICENSES AND OTHER REQUIREMENTS:

Valid California drivers' license.
Certifications and professional designations may be required subject to statutes and regulations governing respective functional areas of responsibility.
Personal transportation for job-related travel.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment with constant interruptions.
Outdoor and various facility environments for field work