



City of Casa Grande

Safety/Risk Management Specialist

GENERAL PURPOSE: Under general supervision, performs technical and administrative risk management duties in claims management, loss prevention, occupational safety and health, and other related areas.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Develops, organizes, supervises and participates in occupational health and safety programs.
- Provides training to employees in occupational health and safety programs, and in general risk management loss control programs.
- Processes insurance claims made by working with the city's insurer or resolving claims in-house as appropriate.
- Monitors documents for compliance with Federal, state, and local policies and practices.
- Develops, reviews and revises risk management and safety policies and procedures as needed. Administers provisions of City Risk Management Manual.
- Cooperates with attorneys, claims adjusters and claims processing personnel regarding claims and legal actions against the city.
- Conducts studies; researches risk management issues and regulations; conducts surveys of comparable organizations and analyzes results.
- Collects financial, technical and administrative information and compiles data for reports; updates and corrects department databases.
- Coordinates processing of workers' compensation claims and return-to-work policies.
- Coordinates CDL Drug & Alcohol Testing Program.
- Provides staff support to the City Safety Committee.
- Assists with handling and settlement of simple property and liability claims.
- Performs other duties as assigned or required.

SUPERVISION EXERCISED: None.

JOB DESCRIPTION

1105 Safety/Risk Management Specialist

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's Degree in Business or Public Administration, Risk Management, or related field, and three (3) year's experience in accident and loss control programs, claims management, or similar experience; OR an equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- Knowledge of City organization, operations, policies and procedures.
- Knowledge of the principles, techniques and methods of loss prevention and risk identification.
- Knowledge of OSHA, ADOSH, DOT, and related safety standards.
- Knowledge of workers' compensation laws and benefits.
- Knowledge of property and liability insurance policies, principles and practices.
- Knowledge of property and liability claims management.
- Knowledge of tort liability law and litigation management.
- Knowledge of contractual risk transfer techniques.

- Skill in understanding, interpreting and applying relevant City rules and regulations.
- Skill in assembling data and preparing summaries, analysis, recommendations and reports.
- Skill in applying the principles of loss prevention, risk identification and risk transfer.
- Skill in reading and understanding insurance policies.
- Skill in working under pressure of deadlines, and establishing and maintaining cooperative working relationships with employees, officials, other agencies and the general public.
- Skill in identifying needs, preparing, conducting and coordinating loss-prevention training.
- Skill in effective oral and written communication.

Special Requirements: Valid Arizona driver's license.

Physical Demands / Work Environment: A standard office environment and field work.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needed.