JOB DESCRIPTION

Coachella Valley Water District Date July 11, 2013

TITLE: Risk Management Specialist

DEPARTMENT: Human Resources

SECTION: Risk Management

REPORTING RELATIONSHIP:

Reports to: Risk Manager

Supervises the following positions: Not applicable

DEFINITION: Under general supervision, coordinate and perform complex analytical work involving the district’s risk management and insurance programs including and not limited to the total administration of the district’s insurance compliance, self-insured workers’ compensation, and property and casualty insurance programs.

ESSENTIAL FUNCTIONS:

1. Responsible for contract compliance and insurance requirements. Performing routine and specialized tasks related to insurance requirements. Maintains records and databases for the District’s insurance compliance program for vendors. Prepares non-compliance reports for distribution to departments. Initiates telephone calls on District permanent encroachment permits to request compliance with existing insurance requirements within contracts. Have the ability to research databases and search engines.

2. Responsible for the administration of the district’s self-insured workers compensation program. This includes coordinating all claims information to district departments and claims administrator, reconciliation of all benefits internal and external, correspond with district counsel, interface with district auditors on reserving practices, management and employee training, prepare and present the State’s annual self-insurers report.

3. Establish claim administration procedures and guidelines for monitoring and auditing the activities of the district’s third-party administrator and legal defense counsel.

4. Preparation of board presentations, employee/supervisor presentations and general manager reports.

5. Prepares insurance renewal underwriting information, documentation, and applications for the District’s property and casualty insurance program. Maintaining property and policy schedules.

6. Participate in the development of an annual insured and self-insured budget, including adequacy of reserving practices for self-insured programs.

7. Assist risk manager in analyzing and evaluating district's exposure to risk.

8. Performs general office duties, which include special projects, filing, operating a computer workstation, answering phones, or any other tasks that fall under the Risk Management sections umbrella.
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MINIMUM QUALIFICATIONS:

License or Certificates: Valid California Operators license issued by the State Department of Motor Vehicles. Department of Motor Vehicles driving record may influence employment or classification.

Experience: Three years performing analytical work involving one or more of the risk management or workers’ compensation functions: insurance compliance, insurance, self-insurance, claims management, risk financing, risk or loss identification.

Knowledge of:
- Operation and activities of a risk management program
- Methods of research and analysis
- State workers’ compensation laws, regulations and practice.
- Modern office procedures, methods, and equipment including computers and related software
- Technical and medical terminology related to the cause and treatment of occupational injuries and illnesses
- Administration of property and casualty insurance policies and practices

Abilities:
- Actively perform day to day activities of the Risk Management Department.
- Prioritize and meet deadlines.
- Communicate effectively both verbally and in writing.
- Exercises sound, independent judgment using general policy guidelines.
- Establish and maintain cooperative working relationship.
- Use professional customer service skills.
- Operate a computer workstation and accurately input data.
- Maintain accurate and up-to-date records and files.
- Prepare clear and concise reports and/or special projects.

Education: Graduation from a recognized college with a Bachelor’s degree in business, public administration, finance or related field. Two additional years of the specified experience may be substituted for the required education on the basis of 30 semester units being equivalent to one of experience up to two years.

PHYSICAL REQUIREMENTS:

1. Drive District vehicle (Minimal).

2. Sits for prolonged periods of time.

3. Operate computer work station and answer phones.

See Human Resources for physical assessment form.

I acknowledge that this job description is an accurate representation of this position as of this date.

Approval Department Head_____________________________  Date __________

Approval General Manager_____________________________  Date __________