

COUNTY OF SOLANO
RISK ANALYST (ENTRY)
RISK ANALYST

DEFINITION

Investigates, evaluates and resolves claims from Worker's Compensation, General Liability, property liability, medical malpractice, and fleet vehicle loss; consults with County departments to minimize risk and safety exposures; assists in administration of Injury and illness Prevention Program (IIPP), Worker's Compensation, Family Medical Leave Act and Property & Casualty Insurance Renewal.

CLASS CHARACTERISTICS

Risk Analyst (Entry): Positions at this level perform at the entry, learning, and developmental capacity. Employees at this level assist in routine, non-controversial duties of moderate difficulty and within established parameters that are designed to develop broader and more in-depth knowledge and skill; they are expected to become fully aware of the ordinances, laws, regulations and policies related to the area of assignment.

Risk Analyst (Journey): Positions at this level perform the full range of duties as assigned, working independently and exercising judgment and initiative. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are expected to be fully aware of the ordinances, laws, regulations and policies related to the area of assignment.

This class is distinguished from the Human Resources Analyst by the latter's responsibility for a larger number and variety of professional level responsibilities. It is distinguished from the Risk Manager that supervises this classification and is responsible for overseeing the operations and activities of all areas of assignment within this unit.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Risk Manager.

Exercises no supervision .

EXAMPLES OF DUTIES –*Duties may include but are not limited to the following:*

Investigates claims to determine compensability for workers compensation by interviewing employees, witnesses and other individuals; advises employees on claim procedures and required documentation; serves as an intermediary between employees, department and the third party claims administrator in securing information, resolving problems and processing claims.

Reviews requests for Family Medical Leave Act, California Family Medical Leave and

Pregnancy Disability Leave; determines if employees meet minimum eligibility requirements and if requested leave meets guidelines; reads and interprets regulations for of leave requests.

Investigates claims of environmental conditions that could potentially cause injury or illness; interviews employees, documents complaints, confers with facilities and health representatives to determine possible actions for mitigation; surveys facilities, programs and services to identify potential exposure to claims.

Responds to requests for ergonomic adjustments made by departments; ensure that evaluations requests from doctors in workers compensation cases are referred through the third party administrator; implements adjustments.

Reviews certificates of insurance for coverage dates, liability coverage amounts and additional related language to determine financial responsibility.

Reviews and analyzes claims from property, liability, medical malpractice and fleet vehicle loss with claims administrator for loss control and corrective action; manages activities of liability claims administrator to ensure effective claims processing.

Conducts safety audits; provides safety and risk management training; implements the County risk management programs designed to reduce frequency and severity of losses throughout the County; revises and updates the County's safety manual.

Administers the IIPP; makes recommendations and changes as needed.

Attends meetings as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Federal and State legal statutes related to assigned area.

Principles and practices of loss control programs.

Medical and technical terminology used in industrial injury/illness cases and in the insurance industry.

Legal and political environment affecting local government.

Skill to:

Operate office equipment including a personal computer, copy and fax machines and printers.

Ability to:

Interpret and apply laws, regulations, ordinances and rules relating to workers' compensation programs.

Read and interpret rules, regulations and legislation/laws.

Analyze claims and accordance with applicable laws and County procedures and policies.
Exercise independent judgment in resolving claims.

Assist in providing safety training to employees.

Communicate effectively both verbally and in writing with people of diverse socio-economic backgrounds and temperaments; demonstrate tact and diplomacy.

Research regulations, procedures and/or technical reference materials; prepare narrative and statistical reports.

Maintain confidentiality of information.

Establish and maintain cooperative working relationships.

EXPERIENCE AND EDUCATION/TRAINING

Risk Analyst (Entry)

Experience:

Some experience in risk management, safety, workers compensation or insurance is desirable.

Education/Training:

A Bachelors Degree is required from an accredited college or university, preferably in business administration, risk management, industrial hygiene or safety; human resources management or public administration.

Risk Analyst:

Experience:

Two years of experience in the field of risk management, safety, worker's compensation or insurance is required.

Education/Training:

A Bachelors Degree is required from an accredited college or university, preferably in business administration, risk management, industrial hygiene or safety; human resources management or public administration.

SPECIAL REQUIREMENTS

Possession of, or ability to obtain, a valid California Class C driver's license may be required.

SUPPLEMENTAL INFORMATION

Independent travel may be required.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Requires the ability to recognize and identify colors, shapes, sounds, forms, tastes or textures associated with job-related objects, materials and tasks.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions.



Director of Human Resources

Established Date: May 2000

Revised Date: May 8, 2009