

# South Jordan City

## Job Description

**Title:** Risk Management Analyst  
**Org:** 100210  
**Pay Grade:** GH16

**Effective Date:** 06/25/2023  
**FLSA:** Non-Exempt  
**Workers Comp:** Clerical

### GENERAL PURPOSE

Under general direction, perform a variety of administrative duties related to organizing, coordinating and implementing the City's Risk Management function.

### SUPERVISOR

Director of Administrative Services

### POSITION(S) SUPERVISED

None

### ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's manager.

Job attendance is required, except for authorized leave.

Assist in the administration of the claims management process for employees injured on-the-job. Insure compliance with state and federal rules and regulations, including OSHA reporting and record keeping requirements.

Meaningfully engage with other City Teams and Team members in the coordination and performance of all work activities, in a manner consistent with the City's Service Values, with the end of accomplishing the mission of the City.

Monitor and advocate the development of local and state enabling legislation as approved by the City attorney's office that would effectively support the development and sustainability of the City.

Formulate, develop, and carry out all work within applicable City policies and applicable law. Accomplish performance goals established with the employee's manager.

Assist in coordinating and implementing liability claim processing, handling worker's compensation claims, OSHA reporting, incident investigation, safety programs, risk, accident, and loss reduction programs, and tracking of the risk management fund.

Oversee administration of worker's compensation claims, encourage mitigation of costs and appropriate use of transitional duty; compile, disseminate, and analyze OSHA Reports.

Assist in facilitating the implementation of risk management programs and liability issues throughout the City.

Assist in preparing elements of a Risk Management plan by developing standards and assessing and evaluating insurance coverage and applications. Evaluate employee safety issues. Participate in the process for and facilitate inspections of work sites to assure that the City is in compliance with all applicable state and federal safety codes, regulations and laws.

Conduct technical research analysis and prepare detailed reports and recommendations on issues concerning the functions and operations of assigned programs.

Respond to inquires on program policy, procedural matters as appropriate. Review and evaluate existing and pending safety rules and regulations. Assess potential impacts, make recommendations regarding interpretation and compliance options to departments and provide regular updates to supervisors & managers including maintenance of current copies of applicable regulations for reference by city personnel.

Develop and maintain tracking and retrieval system for monitoring claims and potential claims filed against the City. Assist the Director of Emergency & Risk Management, the City's insurance adjuster and departments in gathering claims information, evaluating claims, minimizing City impacts and recommending corrective action is taken where necessary.

Coordinate with HR to administer the Drug Free Workplace policy, including CDL, reasonable suspicion, post-accident and random drug testing.

Conduct investigation of liability claims, including responding to incident scenes, preserving evidence, taking photos and/or video, taking statements, locating witnesses, and obtaining cost and repair estimates. Manage claims processing, including validity and liability assessment, approving and/or recommending legal dispositions, and documenting caseload.

Develop, implement, and monitor cost-effective insurance programs to cover City-owned property, vehicles and employees, including surety bonds.

Implement risk management programs required by the city insurance carriers, city risk managers, and city manager to protect the health, safety, and welfare of city employees and the public; prevent financial loss and reduce insurance premiums; conduct affairs of the department to reduce insurance premiums and reduce the potential for claims and lawsuits against the city.

Assist in identifying, conducting, documenting, and/or arranging needed safety and liability training, and recommend incentive and recognition programs.

Consult with Department Heads to identify and remedy at-risk facilities, work processes, conditions and/or situations.

Participate in Emergency Management activities to prepare for, respond to, mitigate against, and recover from disasters.

Assist in developing, implementing, and monitoring cost-effective insurance programs to cover city-owned property, vehicles and employees, including surety bonds.

Some, 40% or less of the essential job duties may be performed regularly from a remote location upon authorization.

Perform other duties as assigned.

#### MINIMUM QUALIFICATIONS

1. Education and Experience:
  - A. Bachelor's Degree from a regionally accredited college or university with major course work in risk management, industrial safety and health, safety management, finance, business or related field;
  - AND
  - B. Two (2) years risk management related experience;
2. Special Qualifications:
  - Valid Utah Class D Drivers License
  - Associate of Risk Management (ARM) certification preferred
  - License in the State of Utah as a Notary Public preferred
  - Successfully complete all required Homeland Security courses including NIMS and ICS training.

3. Knowledge, Skills and Abilities:

Knowledge of tort law, insurance adjusting practices, risk management principles, and safety practices. Ability to collect, analyze, and synthesize complex risk and organizational issues. Ability to communicate effectively, both orally and in writing. Ability to operate a personal computer and Microsoft products. Ability to travel independently to various locations throughout the City and surrounding areas.

4. Working Conditions:

Comfortable working conditions, handling light weights, intermittent sitting, standing, and walking. Continuous talking, hearing and seeing required in the normal course of performing the job. Common eye, hand, finger dexterity required to perform essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, critical thinking and creative problem solving. Subject to extreme weather conditions. Occasionally will be in rain, floods, mud, etc. Considerable exposure to stressful situations as a result of human behavior and the demands of the position. Frequent local travel required in normal course of job performance.

*The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.*

*Human Resources Use Only*

<b>Job Class:</b>	<b>Clerical Non-Exempt</b>	<b>EEO-4 Class:</b>	<b>Adm Support</b>
<b>Location:</b>	<b>Risk Management</b>	<b>EEOP Class:</b>	<b>Adm Support</b>
<b>Group/BU:</b>	<b>General Pay Plan</b>	<b>Tech-Net Match:</b>	<b>221</b>