

CLASS TITLE: Risk Analyst

DEFINITION

Under direction, performs professional level duties in support of the District's claims management, contract management, insurance, and risk management functions by ensuring accordance with District policies, regulations, and contractual requirements related to insurance; interacts and negotiates with vendors, contractors, consultants, insurance brokers and agents on insurance requirements; provides technical assistance to District departments regarding insurance requirements and liability exposure.

DISTINGUISHING CHARACTERISTICS

This is a single-level class where employees within this class perform the full range of duties as assigned including management of all property and liability claims made against the District, overseeing the District's insurance coverage, and ensuring that District contracts include all insurance requirements necessary to adequately protect the District and its functions. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned management personnel. May exercise technical and functional supervision over assigned technical and administrative support personnel.

EXAMPLES OF ESSENTIAL DUTIES: *the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.*

Interacts, negotiates and provides information to contractors, consultants, vendors, insurance brokers and agents regarding the District's insurance requirements for purchasing contracts, professional service agreements, and public works construction projects.

Reviews, interprets and explains District risk management practices and procedures to District departments, vendors, contractors and consultants.

Receives and examines certificates of insurance, policy endorsements and policy terms and conditions for compliance with District insurance requirements; approves insurance documentation before contracts are executed.

Reviews, analyzes and establishes levels of risk associated with various construction, professional and vendor services.

Performs full range of administrative functions in support of processing claims, contract, insurance, and risk management tasks. Tracks and monitors District contracts for compliance with District insurance requirements.

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Develops standards, procedures, and guidelines related to the level and type of insurance required for District projects; researches and recommends changes to insurance coverage requirements based on State and Federal laws, statutes, codes and industry practices.

Participates in the request for proposals and request for bids processes to ensure insurance requirements adequately protect the District's interests; represents the District during the bidding process to explain, interpret and provide guidance regarding the District's insurance requirements.

Provides assistance to other District personnel on contracts management functions, including the preparation, review, and finalization of contract documents.

Receives, reviews, processes, and responds to public liability and property claims; coordinates with legal staff and insurance carriers; renews District property and casualty insurance.

Oversees the District's compliance with statutory claims requirements.

May plan, prioritize, and review the work of staff, develop schedules and methods to accomplish assignments, provide and coordinate staff training, and work with employees to correct deficiencies.

Builds and maintains positive working relationships with co-workers, other District employees and the public using principles of good customer service.

Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices of a comprehensive insurance program. English usage, spelling, punctuation, and grammar. Contract language as it pertains to insurance policies and requirements. Insurance coverage and policies related to liability and casualty insurance. Pertinent Federal, State and local laws, codes and regulations. Modern office procedures, methods and computer equipment. Principles and practices of technical and functional supervision and training.

Skill/Ability to:

Perform professional duties in the analysis and application of a comprehensive insurance program. Monitor risk/insurance program activities relative to compliance with local, State, and Federal requirements and professional standards. Receive, review and process public liability claims. Read and understand technical specifications, laws and codes as they relate to insurance and risk management programs. Provide technical and functional supervision over assigned staff and effectively train staff. Establish and maintain effective working relationships with those contacted in the course of work. Communicate clearly and concisely, both orally and in writing. Ability to maintain regular and predictable attendance. On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical

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policy and procedures. On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 20 pounds or less.

Experience and/or Education:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Three years of responsible professional experience involving the development and administration of a comprehensive risk program.

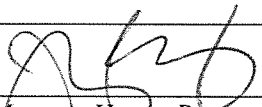
Education:

Equivalent to a Bachelor's degree from an accredited college or university in business administration, risk management, insurance or a related field.

SPECIAL QUALIFICATIONS

License and Certificate:

Possession of, or ability to obtain, a valid California driver's license at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

 _____ Manager, Human Resources	<u>8/30/2018</u> Date
Established: 08/18/2009 Revised: 08/29/2016 FLSA: Exempt Unit: Non-Safety	