

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB145 Risk Manager
POSITION #/TITLE: 0730 Risk Manager	Adopted: 07-97
	Revised: 01-11

POSITION DESCRIPTION

Dept: Finance-Administrative Services	Manager Level: Program Administrator
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 15
Reports To Position #/Job Code #/JC Title: 2406/NB354/Finance Director	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Exempt	City Overtime Status (Employee Type): Exempt (Salaried)
Physical Demand Rating: Sedentary	Work Environment: Controlled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Job fit assessment, Excel
Personal Protective Equipment: None	

General Statement of Duties

Develops, implements and manages the City's Risk Management program for the protection of City employees and property; performs related work as required.

Distinguishing Features of the Class

Considerable leeway is granted for the exercise of independent judgment and initiative.

Examples of Essential Work (Illustrative Only)

Plans, develops, coordinates and evaluates the operational processes and functions of the City's Risk Management program;

Evaluates City's exposure to risk and recommends ways to reduce, transfer or fund risks;

Performs in-depth research and analysis and serves as a resource person to City management and administrative personnel regarding issues affecting the City's Risk Management activities;

Meets and consults with the City's Human Resources Director and other City department and division heads regarding risk management activities and issues;

Designs, develops, evaluates and recommends various risk management strategies and programs, suggests changes as needed and coordinates implementation;

Expands and updates the Risk Management Procedures and Operations Manual;

Procures insurance and risk management services in accordance with City purchasing policies and recommends selection of providers;

Prepares Request for Proposals including actuary services, building value appraisal services and insurance coverage;

Reviews insurance policies when received and, if necessary, requests corrections to meet the City's specifications and requirements;

Coordinates and negotiates settlements of claims submitted to the City's property, boiler, liability, blanket bond and former workers compensation stop loss insurance companies;

Reviews and writes insurance sections in City bid specifications and contracts;

Reviews and approves certificates of insurance received by the City;

Provides the public information and quotes about buying the liability insurance required to hold events on City property thru the City's Special Events Liability policies;

Prepares certificates of self-insurance for the City Manager's signature for third parties requesting proof of financial responsibility required by contract or to use their property;
Operates Risk Management Internal Service Funds in compliance with Iowa regulations and GASB pronouncements for financial reporting of risk management activities;
Analyzes loss data and produces reports including a risk management annual report;
Provides claims and loss information to the City Safety and Loss Control Specialists;
Researches and responds to non-City employee requests for information or questions concerning the City's Risk Management activities;
Provides risk management advice and guidance to City management;
Performs claims administration for self-insured liability claims including determination of liability, assigns a vehicle damage appraiser and/or claims adjuster, negotiates settlements, obtains appropriate approval prior to payment of claims and sets open claims reserves;
Seeks payment for damage to City vehicles caused by other drivers and if they are uninsured, arranges payment plans and requests a City invoice be sent to them;
Maintains self-insured liability claims files, all signed releases, computer files including payments and expenses per claimant, recoveries and loss summary totals;
Provides accident data for review in the Vehicle Accident Review Committee meetings;
Maintains and updates insured buildings, contents and artworks lists and values;
Administers damage claims to insured City property between the department deductible and policy deductible and maintains loss records;
Codes and approves payments charged to the Liability/Property Fund, Health Fund and Dental Fund;
Checks workers compensation indemnity payment forms for proper approval, calculations, and coding prior to payment and monitors medical and other bills charged to the Workers Compensation Fund;
Calculates and seeks reimbursement for self-insured workers compensation indemnify and medical payments for each City employee injured in vehicle accidents when the other driver is at fault;
Downloads medical, prescription drugs and dental claims detail and verifies medical detail totals match claims administrators reimbursement requests;
Maintains and stores Protected Health Information (PHI) in accordance with HIPAA rules and the City's written PHI security procedures;
Monitors and reports on health care claim expenses and implications for future costs;
Prepares waiver requests and submits compliance information to Iowa Insurance Division;
Compiles and analyzes claim losses and expenses;
Checks actuary reports for accuracy, logical assumptions and reasonableness of reserve and funding recommendations;
Prepares proposed budgets for all four risk management funds;
Develops cost allocation formulas and calculates liability and property charges to City departments and private companies managing or leasing City buildings;
Calculates Workers Compensation rates, Health plan rates and Dental plan rates;
Attends meetings, conferences and workshops;
Performs all work duties and activities in accordance with City policies, procedures and safety practices;
Attends work regularly at the designated place and time;
Supports continuous process improvement initiatives;
Performs related work as required.

Required Knowledge and Abilities

Thorough knowledge of the principles and methods of public policy and management research and analysis and the preparation of related reports and presentations;
Thorough knowledge of the principles, practices and processes of public sector risk management and loss control;
Thorough knowledge of premium statements and claim reports;
Ability to analyze risk within City activities;
Ability to communicate effectively and maintain working relationships with the Mayor, City Council, department heads and other supervisory personnel, other City employees and private sector organizations;

Ability in analysis and negotiation of agreements with insurance carriers and others involved in the City's Risk Management and loss control activities;
Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Graduation from an accredited college or university with a Bachelor's Degree in Public Administration, Risk Management, or a closely related field; and
Considerable experience in public sector Risk Management; or
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

Valid Iowa Driver's License upon appointment.

Essential Physical Abilities

Requires the following with or without reasonable accommodation:
Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;
Sufficient vision, which permits the employee to review a wide variety of written correspondence, reports and related materials in both electronic and hard copy form;
Sufficient manual dexterity, which permits the employee to operate a keyboard and produce handwritten materials and notations;
Sufficient personal mobility, which permits the employee to visit various and other work stations in the City.