



Classification Title: Risk Management Analyst

Department:	Environmental Health and Safety	EEO6 Code:	5
Employee Group:	Classified	Salary Grade:	34
Supervision Received From:	Manager, Environmental Health and Safety and Risk Management	Date of Origin:	9/2016
Supervision Given:	Direction and Guidance	Last Revision:	4/2023

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.

JOB SUMMARY.

Performs highly responsible and difficult duties in supporting and administering assigned elements of the District’s risk management and loss control program; under direction, administers the District’s COVID-19 Recovery Plan; administers District insurance coverage programs to ensure protection of the District’s interests and conformance with District policies and legal requirements; participates in conducting site inspections to identify any loss control issues and concerns.

DISTINGUISHING CHARACTERISTICS.

The Risk Management Analyst is a professional class responsible for participating in administration of the District’s risk management and loss control programs and services, including insurance coverages and other loss prevention strategies. The incumbent is also responsible for supporting development and administering elements of the District’s COVID-19 Prevention Recovery Plan. Assigned duties require a detailed understanding and application of risk management, insurance and claims and loss prevention practices and procedures and the ability to carry out assigned risk management and COVID-19 Recovery Plan duties with a significant degree of initiative, independence and judgment.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.

Essential Functions: Essential responsibilities and duties may include, but are not limited to, the following:

1. Conducts analyses of District rules, policies, procedures and practices and industry best practices and participates in developing and recommending risk management strategies and new and revised policies and procedures for ensuring the protection of District assets and financial interests; conducts or participates in annual site inspections to assess the District’s exposure to risk from various sources.
2. Recommends purchase of policies for a broad range of insurance coverages including special events coverage; drafts specifications for the purchase of insurance by bid or negotiation; reviews insurance policies for possible coverage improvements to ensure adequate protection against loss at the most effective cost; may negotiate insurance policy terms and conditions with brokers and underwriters annually; works directly with brokers and carriers to clarify District requirements and seek resolution of complex issues.
3. Participates in administering the Covid-19 Recovery Plan; stays current on Covid-19 mitigation guidance and education provided by federal, state and regional health agencies; analyzes and recommends updates to the District’s Covid-19 Recovery Plan and related policies and practices; works with Human Resources Services to schedule Covid-19 training activities; assists the Manager, Environmental Health & Safety in working with other District staff to develop and

implement effective technology solutions to support Covid-19 Plan administration and compliance; participates in monitoring Covid-19 compliance activities, collects and maintains data and prepares periodic reports; provides support to the Manager, Manager, Environmental Health & Safety in meetings with the Emergency Operations Committee, Policy Group and District departments on Covid-19 Prevention initiatives.

4. Analyzes District contracts, agreements, purchase orders and permits to ensure compliance with District policies; determines whether insurance coverage, indemnifications and endorsements submitted by contractors and vendors are in conformance with District policies and requirements; provides information and explains insurance and indemnification requirements to other District staff and contractors, vendors and consultants.
5. Assists in adjudicating standard claims; performs initial claim reviews and follows up with departments to obtain information to resolve questions, discrepancies or missing information; prepares letters of rejection or insufficiency to claimants for approval by administration.
6. Participates in maintaining and reporting of insurance and claims records, using District databases and filing systems; establishes initial claims reserves and the correct loss/damage types; gathers data, researches claims and prepares reports of findings to administration; maintains liaison with carriers in the claims settlement process; posts claim payments/settlements and closes claim files following final adjudication; identifies risk and loss trends, and areas where courses of action are required to mitigate or eliminate loss.
7. Acts as a liaison in coordinating department matters between District personnel, students, the public and insurance companies/broker representatives related to insurance procedures, accidents, incidents and claims; follows through to ensure that needed action is taken; responds independently to a variety of department matters over the phone, in person and online; provides information and handles issues that may require sensitivity, tact and independent judgment.
8. Works closely with Environmental Health and Safety (EHS) staff to ensure workplace safety programs are in place to minimize loss experience; analyzes workplace safety and injury data and works with EHS staff, Human Resources Services and Joint Powers Agency staff to develop and implement injury reduction plans; works with Human Resources Services and District managers to ensure appropriate work accommodations are developed aid in employee return to work following injury or accident.

Marginal Functions:

1. Supports assigned shared governance committees; makes all meeting arrangements including preparation and posting of agendas and notices; prepares and distributes agendas and supporting documents to appropriate parties; takes and transcribes meeting minutes.
2. May provide lead work direction to lower-level staff, short-term employees and student workers; may assign work and ensures completeness, accuracy and conformance with District/departmental and legal/regulatory requirements and standards; may provide information, guidance and training on work processes and technical procedures.
3. Researches and provides information for California Public Records Act requests.
4. May represent the District in meetings with brokers and at industry meetings.
5. Performs related duties and responsibilities as required.

QUALIFICATIONS.

Experience and Education/Training Guidelines: Any combination of experience, education and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Four years of experience in risk management in an insurance company, brokerage or employer risk management department.

Education/Training: Equivalent to a bachelor's degree in business administration, finance, environmental health and safety, or a related from an accredited college or university.

Knowledge of:

1. Principles, practices, methods and techniques of administering risk management and loss control programs, particularly relating to ensuring adequate general and financial liability protection.
2. Federal and state laws governing governmental liability and the indemnification of risk, particularly as applicable in a community college setting.
3. Property and casualty insurance trends, practices and types of coverage.
4. Policies and procedures for reporting property damage and personal injuries.
5. Research methods and statistical analysis techniques.
6. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
7. Principles, practices, concepts and techniques used in customer service, public relations and community outreach.
8. Provisions of the California Public Records Act and the Ralph M. Brown Act.
9. Modern office practices, procedures and equipment including computers and applicable software programs.

Skill in:

1. Analyzing information, data and issues, evaluating alternatives and reaching sound decisions on recommendations on risk management, loss control and COVID-19 prevention compliance issues.
2. Understanding, interpreting, explaining and applying complex loss control, risk management and Covid-19 compliance issues and requirements to other District managers and staff, students, other agencies and the public.
3. Analyzing contract and agreement documents to ensure compliance with District insurance and indemnification requirements.
4. Working with contractors, brokers and carriers, and with District managers and staff to resolve difficult coverage and claims issues.
5. Organizing, setting priorities and exercising sound independent judgment within assigned areas of responsibility.
6. Communicating information accurately and effectively; comprehending requests for information or assistance; maintaining a courteous and tactful manner when under pressure or in an antagonistic situation.
7. Preparing clear, concise and accurate reports, documents, data entries, and other written materials.
8. Operating a computer and other standard office equipment and using spreadsheet, word processing and enterprise software.
9. Maintaining accurate and complete claims records and files.
10. Maintaining confidentiality of files and records.
11. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.
12. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, age, cultural, physical or mental disability, gender, gender expression, gender identity, medical condition, nationality, race, sex, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.
13. Exercising tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.
14. Establishing and maintaining effective working relationships with those encountered in the course of work.

WORKING CONDITIONS.

Environmental Conditions: The employee works under typical office conditions, and the noise level is usually quiet to moderate.

Physical Conditions: Essential and marginal functions may require physical fitness requirements necessary to perform the job functions with or without accommodation, such as the ability to sit, stand and walk for prolonged periods and to use hands to repetitively finger, handle and feel computers and standard business equipment.

TERMS OF EMPLOYMENT.

The duration of any fully restricted funded position in this classification is dependent upon the continuation of funding.