

**CITY OF COCONUT CREEK
JOB DESCRIPTION**

JOB TITLE: Risk Manager
DEPARTMENT: Human Resources
FLSA STATUS: Exempt

GENERAL PURPOSE:

This is an At-Will Administrative Officer position responsible for performing highly complex professional work in the area of Risk Management for the City. Identifies and takes preventive steps to handle events that affect personnel safety and municipal liability specifically the financial impact of events for which the City, its officers, and employees may be liable. Requires interaction with all staff throughout the City, contractors working for the City, and external agencies. This position exercises significant latitude in determining objectives and approaches to critical assignments.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the classification. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Administers the City's insurance policies pertaining to property, casualty / liability, workers compensation, short-term disability, long-term disability, and long-term care
- Administers the City's Drug-Free Work Place Policy coordinating post-accident, random, and reasonable suspicion testing, follow-up programs, and reporting requirements
- Conducts and coordinates safety-related training, and conducts ergonomic assessments of positions and workstations to prevent cumulative trauma injuries
- Manages the City's compliance with the Family and Medical Leave Act (FMLA) and administers the FMLA program; reviews and approves FMLA Leave requests, medical certifications, and follows-up with employees to ensure that leave benefits are appropriately designated; and coordinates with Payroll and other departments on FMLA issues, benefits, and payments
- Coordinates physical and psychological evaluations; ensures that employees return to work in a capacity that minimizes any potential liability to the City
- Develops policies and completes various forms, reports, correspondence, schedule of values, and certificates of insurance
- Develops and implements safety programs, policies, and procedures to mitigate and/or minimize risks thereby reducing insurance costs and costs of claims
- Ensures compliance with workers' compensation and Florida statutes

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- Investigates accidents, monitors trends, and makes recommendations for corrective and preventive action
- Keeps current on changes in insurance and benefit environment, as well as laws pertaining to liability and workers compensation
- Meets with other City departments and senior management to address safety and risk concerns and insurance and liability concerns
- Prepares and reviews requests for proposals (RFP's); evaluates proposals, makes recommendations to management and/or the City Commission on insurance matters, and reviews contracts to ensure appropriate insurance coverage and that all requirements are met
- Prepares the insurance budget as well as the safety budget; assists departments with safety-related budget requests
- Processes claims and communicates with claims adjusters and attorneys, preparing and producing any requested documents and staying abreast of the status of all claims
- Processes payments relating to property and vehicle repairs, deductibles, premiums or related expenditures
- Researches and evaluates the City's exposure to loss and potential risks; recommends and implements methods to reduce, eliminate, transfer, and/or insure against potential losses and risks to the City
- Reviews Fitness-For-Duty certificates and manages the City's Return-To-Work program
- Reviews training materials and coordinates training regarding the Drug-Free Workplace Program (DFWP) for effectiveness and compliance
- Surveys real estate property replacement values and cash values on all City equipment to determine and maintain proper levels of insurance coverage

MINIMUM QUALIFICATIONS:

Bachelor's degree in risk management, insurance, business administration, public administration, finance, or related field; master's degree a plus; supplemented by ten (10) or more years' experience in risk management, safety management, or human resources; an equivalent combination of education, certification, training, and/or experience may be considered.

Must possess a valid state of Florida Class E driver license. Must have training in the following: FEMA's Community Emergency Response Team (CERT) programs and FEMA Incident Management and National Preparedness

At least one nationally recognized Risk Management certification e.g. Associate in Risk Management (ARM) is preferred.

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KNOWLEDGE, SKILLS AND ABILITIES:

- Advanced knowledge in modern risk management principles, practices, methods and techniques; group insurance, funding, statistical research, and experience ratios; and workers' compensation laws
- Knowledge of budgeting principles and practices
- Skill in personal organization and planning
- Skill in negotiating and influencing others
- Skill in providing good customer service
- Ability to manage multiple projects and programs with few support resources
- Ability to interpret laws and statutes applicable to the risk management field
- Ability to comprehend insurance policies
- Ability to analyze local, state, and federal statutes as they relate to personal injuries, property damage, vehicle accidents, and other risks
- Ability to clearly communicate and understand information in English, both orally and in writing
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to regularly attend work and arrive punctually for designated work schedule

PHYSICAL REQUIREMENTS:

Depending on functional area of assignment, tasks involve the ability to exert light physical effort usually involving some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). Usually involves some climbing, balancing, stooping, kneeling, crouching, crawling, walking or standing. Tasks may involve extended periods of time at a keyboard or work station and extended periods of standing and/or walking.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed inside without potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and/or poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery and/or moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, violence and/or disease, or pathogenic substances.

SENSORY REQUIREMENTS:

Some tasks require manual dexterity, in addition to visual and hearing acuity.

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The job description does not constitute an employment agreement between the City and employee and is subject to change by the City as the needs of the City and requirements of the job change.

The City of Coconut Creek is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Job Title

Name (print)

Supervisor's Name (print)

Employee Signature

Supervisor's Signature

Date

Date