Risk Management Specialist

POSITION SUMMARY

This position is responsible for coordinating the activities and operations relating to loss control programs and risk management for the City of Dickinson. This position will be supervised by the City Attorney and work closely with Administration, Supervisors, and Employees. Responsibilities will include coordinating insurance coverage and managing claims of City property and work related injuries of personnel.

RESPONSIBILITIES

Essential Duties:

- Develops, implements, and maintains the organization's safety policies and procedures for claims and incident handling.
- Coordinates the review and root cause analysis of serious workplace incidents; makes recommendations to mitigate future incidents.
- Assists with the development and implementation of long range objectives relating to health, safety, liability and property.
- Responsible for keeping records of safety related incidents, and prepares operational and statistical reports.
- Works with division supervisors to provide safety training to staff.
- Performs evaluation of safety policies, methods, and programs.
- Oversees management of employee injuries, Workforce Safety and Insurance compliance, return to work and light duty cases, liability and property claims.
- Will respond or take calls relating to City involvement with vehicle accidents, drug/alcohol testing, and damage to City property, injuries or fatalities; may be after normal business hours.
- Oversees and maintains assets on Insurance policies with State and local firms.

Knowledge, Skills and Abilities:

- Ability to communicate effectively verbally and in writing.
- Knowledge of current principles and practices of risk management initiatives and programs for proper loss control.
- Investigative techniques and procedures for evaluating accident investigations.
- Critical thinker and problem-solving skills.
- Good time-management skills.
- Familiarity with applicable Federal, State, and local laws, codes, and regulations relating to the various aspects of risk management.
- Monitors compliance with regulations of DOT, OSHA, DEQ, EPA, ADA, Title VI, and Workers Compensation.
- Familiarity with insurance policies, including Boiler, Marine, Auto and Commercial Liability
- Ability to implement loss control and safety programs.
- Ability to respond to accident scenes or medical facilities as needed, including after normal business hours.
- Skilled in compiling, analyzing, and summarizing information.
- Ability to use a variety of office equipment and related applications.

Judgement/Decision Making:

- Develop, interpret, and implement City policies, procedures, and programs.
- Performs duties with limited supervision within the parameter of established city policy, procedures and guidelines.
- Set work priorities and work independently with minimal supervision.

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- Conflict resolution
- Maintain confidentiality and be HIPPA compliant.
- End results and strategic issues are discussed with City Attorney.

RELATIONSHIPS

Leadership/Supervisory Responsibilities:
- Responsible for enforcement of the safety program within the City of Dickinson.
- Will mentor and provide guidance when necessary through safety training and/or material review.
- Will coordinate with other Supervisors when performing safety trainings/material review.

Relation to Others:
- Regular and substantial contact with State (NDIRF), Workforce Safety and Insurance (WSI), local Insurance firms, and designated medical providers.
- Will regularly interact with other City Departments and employees.
- Create and deliver presentations to groups.
- Coordinates and reviews media releases on incidents or events of community importance.

SKILLS

Education and Experience (position requirements at entry):
- Associate's Degree in risk management, business administration, health administration or a closely related field, and/or Bachelor's degree preferred.
- Three to five years of increasingly responsible experience in safety, risk management, human resources, or an insurance related field.
- One year or more working knowledge of insurance claims, desired.
- Or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Special Requirements (position requirements at entry):
- Valid Driver's License
- Possession of, or ability to obtain Advanced Safety Certificate (ASC), or Certified Occupational Safety Specialist (COSS).
- Ability to obtain 40 hour Hazwoper certification within two years of hire.
- Other pertinent safety certifications or designations are desirable as well.
- Attain ICS 100 & 200 certifications in first year and 300 & 400 certifications in second year of employment.

WORKING CONDITIONS

Environment:
- Positions in this class typically require: stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, hearing, seeing and repetitive motions.
- Light work: exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- Will occasionally be subject to potentially hazardous conditions generally found in shop environments and construction sites.

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CLASSIFICATION: Grade 18 (G-18)
FLSA: Exempt
Approved by City Commission: 12/04/2018
Updated: 12/17/18 by Robert Sivak, Janilyn Murtha, Linda Carlson, Joseph Gaa; 04/11/2019 by Janilyn Murtha, 6/16/2025 updated to reflect new pay scale - NT.