

RISK AND SAFETY ADMINISTRATOR

Definition:

Under the general direction of the Director of Administrative Services, provides a wide variety of complex administrative and technical services within the risk management, safety and security program areas.

Distinguishing Characteristics:

This is a mid-management, FLSA exempt position requiring independent work with only general direction. The incumbent is expected to perform the day-to-day activities as well as provide instruction, guidance, technical advice and direction to staff, the public and department managers within the risk management, safety and security programs. The duties require prolonged sitting, as well as frequent walking, sometimes over uneven or steep terrain or slippery surfaces. The incumbent must be able to operate a motor vehicle. The position requires occasional bending, stooping, twisting, reaching and climbing. Hearing requirements include the ability to hear normal conversations. Vision requirements include close vision, distant vision, peripheral vision, depth perception and the ability to adjust focus. Lifting up to 25 pounds is required on an occasional basis.

Examples of Duties:

- Develop, administer and evaluate the Agency's insurance coverage including but not limited to property, automobile, general liability, construction liability and workers' compensation;
- conduct investigations for claims, workers' compensation and civil issues;
- conduct safety inspections, investigations and reviews;
- serve as advisor to departments and Agency safety committee on safety issues;
- make presentations to management staff, General Manager, Board of Directors, employees, and others as assigned;
- prepare annual risk management and safety budget;
- administer assigned budgetary responsibilities throughout the year;
- review and evaluates program activities and services;
- administer activities with insurance carriers, claims administrators, insurance brokers and defense attorneys;
- review, process and oversee claims and may settle claims up to insurance deductibles;
- evaluate, review, recommend and administer Agency-wide security efforts;
- may act for the Department Director in his/her absence;
- apply appropriate regulations and laws;
- conduct interviews and perform investigations on a variety of risk, safety and human resources issues;
- gather data on a variety of administrative and managerial issues;

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- analyze data and recommend appropriate actions;
- investigate and respond to inquiries and complaints;
- maintains records;
- prepare correspondence and reports;
- recommend changes to procedures or regulations based on studies;
- confer with staff and implement smooth transition to new systems or procedures;
- review and remain current on new legislation or administrative rules and regulations;
- administer Records Retention policy and manage secure records storage facilities;
- administer Agency's FCC licenses;
- assist in Americans with Disabilities Act (ADA) accommodation reviews, policies and procedures;
- review contracts for liability and insurance requirements;
- perform related duties as required.

Qualifications:

Knowledge of:

- Principles and practices of modern public administration;
- modern records management and techniques;
- public risk management and loss control principles and practices;
- workers' compensation laws and procedures;
- the Americans with Disabilities Act (ADA);
- principles and practices of safety programs;
- contracts and legal agreements;
- investigative techniques and practices;
- interviewing techniques;
- pertinent local, federal and state laws, ordinances, regulations and rules;
- principles of industrial and vehicular safety;
- training and development principles;
- basic accounting principles;
- English usage in business and government practices;
- personal computer operations and Internet resources.

Ability to:

- Compile and analyze information regarding existing procedures;
- express ideas clearly and concisely in oral and written communication;

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- analyze problems and adopt appropriate courses of action;
- adapt with flexibility to change;
- work with and control sensitive, confidential information;
- establish and maintain effective working relationships with others;
- train others in safety and safe working practices;
- supervise staff and evaluate work;
- prepare and administer annual program budgets;
- maintain efficient and effective risk management systems and procedures;
- analyze risks and exposures and recommend appropriate actions;
- comprehend and interpret complex regulations, laws and guidelines;
- develop and maintain effective safety programs and procedures;
- function independently with little direct supervision;
- negotiate with vendors and service providers;
- produce accurate and complete records and correspondence;
- conduct effective investigations and audits in compliance with federal and state regulations, laws and guidelines;
- use personal computer, common word processing and spreadsheet software, Internet applications, calculator, photographic/video equipment and automobile.

Education/Experience:

Sufficient education, training and experience to demonstrate the knowledge and abilities listed above. These would normally be acquired by completion of the requirements for graduation from an accredited college or university in Public Administration or Business Administration and five (5) years experience in safety management, risk management, insurance claims management, public agency administration or an equivalent combination of education and experience.

License/Certificates:

Must possess and maintain a valid California driver's license with an acceptable driving record.