



DATE	September 2010
JOB CODE	
FLSA	EXEMPT
EEO	

JOB TITLE: Risk Coordinator
 DEPARTMENT/DIVISION: Finance
 REPORTS TO: Chief Financial Officer

SUMMARY: Responsible for overseeing contracts with Outside Risk Management Pool (ORMP) which includes both Third Party Administrator services and insurance policies for various coverage lines including workers compensation and property and casualty claims. which includes automobile, property, general liability and related subrogation. With the help of the ORMP loss control specialist and Organizational Development, coordinates safety initiatives and safety programs with city departments including targeted programs designed to reverse emerging trends. Receives and analyzes monthly, quarterly and annual city wide and department reports supplied by the ORMP in order to communicate emerging trends and target training where most needed. Assists the CFO in the evaluation of the effectiveness of the ORMP and the Risk Management program. Work is performed with limited supervision.

ESSENTIAL JOB FUNCTIONS:

- Contract Administrator for ORMP contracts for 1) workers compensation claims including related subrogation 2) Property and Casualty which includes property, automobile, general liability and related subrogation and 3) safety consultant contract.
- Notifies City Attorney’s office of those claims that appear headed for litigation to ensure proper coordination between the City Attorney, impacted department and ORMP legal staff.
- Ensures all claims filed with the city are forwarded to the ORMP in a timely manner.
- Ensures adequate communication is occurring between ORMP and related departments.
- Analyzes claim reports received from ORMP summarizing claims received, amounts paid, and claims closed and disseminates to applicable City departments and management.
- Assists employees, impacted department and vendors with workers’ compensation issues that have not been resolved by the ORMP.
- Assists claimants and others with property and casualty claims that have not been resolved by the ORMP.
- Prepares or reviews state-mandated reports regarding workers’ compensation injuries, attends with ORMP, WC related hearings;
- Participates in State-mandated and insurance carrier audits.
- Coordinates safety initiatives with ORMP loss control specialists and organizational development including safety training, proactive site inspections and related employee recognitions and celebrations.
- Processes small internal claims that are below the deductible amount including any related subrogation.
- Ensures regulatory compliance and that all regulatory notifications have been filed in a timely manner.
- Coordinates biennial actuarial analysis of claims for actuarial liability estimate for financial reporting.
- Assists, when necessary, in accident investigations and follow up including working with the ORMP’s outside investigators and any department initiated accident review boards.
- Performs or ensures ORMP loss control specialist performs follow-ups for any significant safety violations or findings to ensure proper corrective actions have been implemented.

- Assists CFO in the evaluation of the performance of the ORMP and the Risk Management program.
- Performs other duties as assigned.

SUPERVISORY/BUDGET RESPONSIBILITIES:

- Prepares non-personnel related budget for the Risk Fund.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of workers' compensation principles and practices;
- Knowledge of Texas Tort Claims Act and other applicable Federal, State, and Local laws, rules, guidelines, and regulations;
- Knowledgeable in conduct of claims investigations;
- Knowledgeable in property and casualty insurance claims process;
- Skilled in providing customer service;
- Skilled in prioritizing, organizing, and managing multiple simultaneous projects;
- Skilled in reading, interpreting, applying, and explaining rules, regulations, policies, and procedures;
- Skilled in preparing clear and concise reports;
- Skilled in maintaining sensitive and confidential information;
- Skilled in gathering and analyzing information and making recommendations based on findings and in support of organizational goals;
- Skilled in operating a computer and related software applications;
- Skilled in communicating effectively with a variety of individuals.

MINIMUM QUALIFICATIONS:

- High School Diploma or G.E.D.
- Five years risk management, safety or claims handling experience.
- Must possess a valid Texas Class C Driver's License.

PREFERENCES:

- Texas Department of Insurance License for Property & Casualty and Worker's Compensation.
- Associates or Bachelor's Degree in Business or related degree

WORKING CONDITIONS:

- Frequent reaching, sitting, standing, talking, seeing, hearing, and manual dexterity.
- Work is typically performed in a standard office environment.

CONDITIONS OF EMPLOYMENT:

- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check