



City of Tempe

RISK MANAGEMENT SPECIALIST

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	123	<i>Department:</i>	Financial Services
<i>Supervision Level:</i>	Non-Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Financial Services Technician II+
<i>Safety Sensitive / Drug Screen:</i>	Yes	<i>Physical:</i>	No
Click here for more job classification information including current salary range.			

REPORTING RELATIONSHIPS
Receives general supervision from the Risk Manager.
May provide direction to administrative staff or volunteers assigned to the division.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	Two (2) years of experience in one (1) or more of the following: insurance subrogation and recovery, liability claims processing, workers' compensation, occupational safety, or experience directly related to the core functions of this position.
<i>Education:</i>	High school diploma, GED or equivalent. Specialized training in workers' compensation, liability insurance or occupational safety is preferred.
<i>License / Certification:</i>	Certification in Workers' Compensation Claims Administration and/or Associate in Claims (AIC) is preferred.

ESSENTIAL JOB FUNCTIONS
Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.
To actively support and uphold the City's stated mission and values. To perform a variety of technical and complex paraprofessional responsibilities involved with the Risk Management Division, including responsibilities related to the City's self-insurance program, workers' compensation program, liability claims program, and the employee safety program.

OTHER DUTIES AS ASSIGNED
Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Review property damage reports, analyze situations for liability and recovery potential, identify and develop subrogation opportunities by gathering missing information and potential sources of recovery; determine whether potential subrogation files will be deemed non-recoverable or recoverable and pursue recovery from responsible third parties and insurance carriers.
- Set up recovery/subrogation case management files in the Risk Management Information System. Use organizational, analytical and time management skills to organize daily workflow to maximize recoveries; provide the Risk Manager timely status updates on recoveries; send out notification letters and lien statements to all parties of interest; prepare subrogation demands to send to at-fault parties.
- Assist the Risk Management Claims Adjuster in processing liability, automobile, and property claims against the City. Intake claim information as reported by claimants, both internal and external; provide first line of contact with new claimants and inform them of the claim processing form; instruct claimants on the claims process; process payment on settled claims with the guidance of the Risk Management Claims Adjuster and the Risk Manager.
- Maintain database of Certificates of Insurance for citywide events and contracts to ensure proper coverage and protection of the City's interest; correspond with other cities agencies, insurance companies and city departments regarding insurance information.
- In consultation with the Worker's Compensation Program Specialist, provide workers' compensation program information to employees, workers' compensation agencies, medical providers, and City staff regarding program elements, time-off policies, and information related to workers' compensation insurance.
- Work with supervisors and employees to ensure the proper and timely reporting of all the job injuries suffered by city employees; facilitate employees receiving immediate medical attention for serious injuries.
- Assist the Safety and Risk Training Coordinators in implementing city-wide safety compliance activities and maintain various safety records and reports to ensure compliance with safety regulations.
- Coordinate safety program elements, including prescription safety glasses, Hepatitis A& B vaccinations, and medical recertification of Commercial Driver License (CDL) employees.
- Enter information into databases, research and analyze risk data, compile and produce reports from databases and other software programs; maintain a variety of statistical records.
- Assist Risk Management staff in maintaining the division website; create and design newsletters, bulletins, fliers, forms, certificates or other documents.
- Provide general administrative support for the Risk Management Division including but not limited to answering main phone, ordering supplies, processing payments and creating purchase requisitions and processing payroll.
- Perform related duties as assigned.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY
<p><i>Effective March 2005</i> <i>Revised July 2021 (updated MQ's and job duties)</i></p>

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Job Title: Risk Management Specialist

Job Code: 123

VEHICLE OPERATION	YES	NO
Will this position drive a City vehicle?		X
Will this vehicle require a Commercial Drivers License?		X

	Never 0% of time	Occas. 1-35% of time	Freq. 36-65% of time	Contin. 66-100% of time
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WORK WITH OR EXPOSURE TO THE FOLLOWING				
Machinery*	X			
Electrical*	X			
Power Tools*	X			
Hand Tools*	X			
Personal Protective Equipment*	X			
Computer Software				X
Fumes	X			
Chemicals	X			

ENVIRONMENT				
Indoors				X
Outdoors	X			
Working in or around water	X			
Extreme Heat	X			
Extreme Cold	X			
Office Setting				X
Confined Spaces	X			
Excessive Noise**	X			
Heights	X			
Sewage Exposure	X			
Bodily Fluid Exposure	X			

ENDURANCE				
Sit				X
Stationary / Stand		X		
Traverse / Move		X		

VISION REQUIREMENTS	YES	NO
Close (clear vision at 20 inches or less)		X
Distance (clear vision at 20 feet or more)		X
Color (ability to identify and distinguish colors)		X
Depth Perception (three-dimensional vision, ability to judge distances and spatial relationships)		X
Peripheral (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)		X
Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)		X
No Special Vision Requirements		X

Maximum LIFT / CARRY	Lift	Carry
5-25lbs		X
26-50lbs	X	
51-75lbs		
76-100lbs		

Maximum PUSH / PULL	Push	Pull
5-25lbs		
26-50lbs	X	X
51-75lbs		
76-100lbs		

MOVEMENT	YES	NO
Bend / Stoop / Twist	X	
Crouch / Squat	X	
Kneel / Crawl	X	
Above Shoulder Level	X	
Below Shoulder Level	X	
Repetitive Arm Use		X
Repetitive Wrist Use	X	
Repetitive Hand Use	X	
Neck Range of Motion		X
Climb Stairs / Ladders		X
Traverse Uneven Surface		X
Traverse Even Surface	X	

ADDITIONAL CONSIDERATIONS:

*DEFINITIONS/EXAMPLES
Machinery: bucket truck, riding mowers, backhoe etc.
Electrical: wiring, outlets, fuses etc.
Power Tools: push mowers, jackhammers, drills, chainsaw etc.
Hand Tools: hammers, wrenches, shovels, wheel barrels, saws etc.
Personal Protective Equipment: respirators, Tyvek coveralls, hard hats, fall protection harness etc.

**** Hearing test is required**