

CITY OF SALINAS

RISK & BENEFITS ANALYST

BARGAINING UNIT /CLASS CODE
CONF. MGMT. / C16

DEFINITION

Under the administrative direction of the Human Resources Officer, the Risk & Benefits Analyst provides professional level support in the administration of the City's Risk Management program; identifies, researches and measures all exposure to loss, performing related duties as required.

DISTINGUISHING CHARACTERISTICS

This is a single position professional classification, characterized by the responsibility to provide confidential and administrative support to the Human Resources Officer in receiving, evaluating and processing workers' compensation, liability, and property damage claims filed against or sustained by the City. The incumbent works independently within established guidelines to conduct investigations, prepare recommendations, and process claims referred to the Human Resources/Risk Management Division.

ESSENTIAL JOB FUNCTIONS OF THE POSITION Duties may include, but are not limited to the following:

Under the direction of the Human Resources Officer, administers all of the City's risk management programs to include health, workers' compensation and liability programs and services. Oversee work of clerical or technical support staff. Receive and prepare an initial evaluation of liability claims. Review reports for completeness and accuracy. Research additional information on reported incidents with City staff and the public. Prepare necessary documentation in compliance with state and federal laws and regulations and coordinate with third party administrators and legal counsel. Receive and review reports of occupational illness and injury for completeness and accuracy. Prepare and write contracts and agreements relative to employee benefits and safety programs. Perform as employee liaison for benefits coordination. Process claims and maintain appropriate documentation and coordinate with third party administrators. Calculate statistical information for and prepare annual OSHA and other reports as required. Receive and review vehicular accident reports. Pursue reimbursement for damage costs or request estimates of damages incurred. Review pre-placement, biennial and fitness for duty medical information. Receive and respond to complaints and requests from the public. Coordinate and oversee City's Injury and Illness Prevention Program, to include scheduling of city-wide safety training and annual safety inspections. Participate in the preparation of and the conduct of training for the City's Safety Program. Plan, develop and implement special surveys, reports and related projects as assigned. Promote and maintain safety in the work place. Perform other related duties as assigned.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computer, business machines and related equipment; vision sufficient to read printed materials, visual display terminals; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead; physical mobility sufficient to move about the office work environment and during occasional off-site facility inspections; physical strength to lift up to 20 lbs.; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

**CITY OF SALINAS
RISK & BENEFITS ANALYST (continued)**

WORKING CONDITIONS

The work environment is primarily in a business office subject to sitting at a desk for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal. Occasionally, outdoor work and walking on uneven surfaces is required as the City's safety officer.

QUALIFICATIONS

Knowledge of:

Laws, rules, regulations and codes relating to workers' compensation; medical terminology, budgeting and insurance funding. Public agency liability requirements. Techniques and practices used to research reported incidents. Office management techniques and practices. Statistical concepts and methods. Principles of local government organization and administration. Operation of personal computers with proficiency using word processing and spreadsheet programs.

Ability to:

Read and understand complex written material. Learn and apply complex rules, regulations and codes as related to risk management. Deal effectively with people from diverse backgrounds. Use an automated information system. Review and maintain files. Prepare and submit required state and federal reports. Work independently. Promote the mission, values and standards of an effective public organization, particularly in the area of customer service.

License or Certificate:

Possession of a valid California Driver's License.

Education and Experience:

Any combination of education and/or experience which demonstrates possession of and competency in requisite knowledge and abilities would be qualifying; a typical way to obtain the required knowledge and abilities would be a bachelor's degree in Business Administration, Public Administration or related field and three (3) years progressively responsible, journey level experience in risk management functions or administration of claims in one or more of the following areas: workers' compensation, liability, property claims and employee health.

Reviewed _____
Department Director

Approved _____
Human Resources Officer

Approval Date _____

ORIG: 2-94, REV: 9-99, REV: 10-05