



**MANAGER, RISK**  
**FLSA: EXEMPT**  
Grade 29 \$54,552.59 - \$87,284.15

**GENERAL DEFINITION**

This is a responsible, professional position, the primary duties of which are to develop, manage, and, administer the risk management programs of the City. The employee in this classification shall have responsibility for the management and administration of workers' compensation and general liability to include automobile and property insurance. The incumbent shall also perform management and professional work directing risk management functions for the City to prevent, minimize, evaluate, or avoid losses relating to public liability, property damage, and employee injury.

**ESSENTIAL JOB DUTIES**

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Formulates and implements policies for risk management programs.
- Prepares bid specifications and RFPs, evaluates bids, proposals, and makes recommendations regarding the purchase of insurance programs.
- Serves as a contract administrator for insurance policies.
- Compiles, analyzes, and interprets statistics relating to personnel injuries, frequency, and severity factors; recommends training, job modification, and other strategies for addressing such issues.
- Develops and administers safety awareness and training programs promote safe work practices, and develops accident prevention and loss control methods, procedures, and programs.

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- Confers with physicians, attorneys, insurance providers, and contract providers in the conduct of daily worker's compensation administration.
- Conducts analyses and research for the purpose of identifying trends or problems and providing recommendations for the future direction of the risk management programs.
- Reviews and advises city management concerning insurance requirements as they relate to various projects, programs, and contracts. Advise on contractual insurance wording and protection limits.
- Reviews proof of insurance documents; advises appropriate City personnel whether the documents meet City insurance requirements.
- Coordinates handling of Workers' Compensation claims with the City's third-party administrator. Represent the City at hearings and mediation.
- Interacts with attorneys, claims administrators, medical providers, and the employee in return to work and light-duty assignment decisions.
- Develops cost containment strategies for risk management programs; negotiates terms and contracts associated with such changes.
- Exercises professional discretion and confidentiality concerning all matters undercharge.
- Cooperating with the Department of Health and Human Services Office of Civil Rights and other legal entities in any compliance reviews or investigations.

**KNOWLEDGE, SKILLS, AND ABILITY**

- Knowledge of modern risk management practices, requirements, and procedures.
- Ability to accurately interpret insurance policies.
- Knowledge of claims administration techniques.
- Ability to evaluate risk claims and exposures.
- Professional communication skills, sufficient to interact successfully with carriers, agents, agencies, and attorneys.
- Ability to gather and analyze data, reaching rational conclusions from the review of data.

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- Ability to write clearly.
- Ability to evaluate proposals and bids for insurance, and training programs for such qualities as responsiveness, completeness, quality, cost, and effectiveness.
- Ability to project costs, and prepare and monitor budgets.
- Knowledge of the principles of effective safety programs and the ability to manage them.

**MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE**

Bachelor's degree in Business or Public Administration, Risk Management, Insurance, or related field; with a minimum of five (5) years progressively responsible risk management experience, preferably for a moderate scale governmental or similar public sector agency.

**PHYSICAL REQUIREMENTS**

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of lightweight (5-15 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors. Some tasks require visual abilities. Some tasks require oral communication ability.

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A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements are subject to possible modification§ to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the abilities and aptitudes to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat of significant risk to the health or safety of themselves or other employees. Requirements are representative of the minimum level of knowledge, skills, and ability.

I \_\_\_\_\_ have read and acknowledge receipt of the job classification.

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Manager Approval  
Civil Service Rule Sec 2-96

\_\_\_\_\_  
Date