

DISTINGUISHING CHARACTERISTICS

Employees in this classification receive limited supervision within a broad framework of policies and procedures. This job class requires journey-level and specialized knowledge of risk management insurance programs, including the ability to analyze and interpret insurance related policies, procedures, and contracts.

Analyzes cost and effectiveness of insurance/self insurance programs; evaluates vendor performance and third party claims administrators

Assures for the proper transference of risk through contracts, protecting the Office in contracts and providing technical assistance in evaluating proposed contracts



Telephone techniques and etiquette

Correct English usage including grammar, punctuation, spelling, and sentence structure

Ability to:

Perform specialized technical support unclassified support, according to (c)U, (c)4 (i)-2 (n)-10 (c)4 (LJ EM)

Generally, any combination of education and experience that demonstrates the required knowledge and abilities will be considered as qualifying. A typical method of demonstrating these qualifications would be:

- x Bachelors degree from accredited college or university with major course in business administration, public administration, occupational or environmental health or a related field
- x Two years of increasingly responsible experience in business or public administration preferably including one year of experience in institutional risk management insurance programs, contracts administration, workplace safety, environmental health or another related area

WORKING CONDITIONS:

ENVIRONMENT: Indoor and outdoor environments.

PHYSICAL ABILITIES: Ability to read small print of code, insurance policies and computer printouts; hear and speak to converse over the telephone and in person with others; manual dexterity of hands and fingers to operate a computer keyboard, telephone and other office equipment; sitting or standing for extended periods of time; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store supplies; lifting light objects; hearing and speaking to exchange information and make presentations; move over rough terrain and climb ladders to investigate claims; and seeing to read and write reports.

OTHER CHARACTERISTICS: Must be willing to work such hours as necessary to accomplish the job requirements; ability to drive; travel locally to attend meetings and to investigate claims; travel further distances to attend seminars and conferences.

BARGAINING UNIT: Office, Technical and Business Services (OTBS) Unit

Personnel Commission Approval: 08/01/84

Revised: 07/08/85, 1/86, 1/26/99, 06/21/01, 04/10/08