

## **CITY OF FONTANA RISK MANAGER**

**DEFINITION:** Under general supervision, the Risk Manager identifies areas of exposure to loss or injury which results from the activities of City government; plans, promotes and coordinates the activities of a comprehensive City insurance, safety, and risk program analysis, develops and recommends programs to protect the City against catastrophe loss; and minimizes potential risks; and performs related duties as required.

### **Supervision Received and Exercised:**

The Risk Manager provides professional support to the Director of Human Resources/Risk Management and provides direct supervision over the office as directed.

### **ESSENTIAL FUNCTIONS** – Duties may include, but are not limited to, the following:

- Administers the formulation and implementation of policy for the City's risk management program, which includes, the safety program, self-insured program, earthquake program (revenue bond buildings), self-insured liability program, self-insured workers' compensation program, self-insured workers' compensation subrogation program, and any other peripheral and/or related programs. Monitors and regulates the outcome of potential losses to minimize financial impact to the City.
- Reviews, evaluates, and reports on the overall effectiveness of the various elements of the comprehensive risk management program, such as safety, loss control, claims management and the like.
- Develops and maintains current specifications for all types of insurance coverage deemed necessary to adequately protect losses, and writes specifications for the purchase of insurance by bid or negotiation.
- Keeps abreast of current developments in the fields of risk management and insurance, and incorporates necessary or desirable changes into City policies affecting the comprehensive insurance and risk management programs.
- Coordinates and participates in the investigation of liability claims.
- Maintains liaison with City departments' heads and employees on insurance or workers' compensation matters. Makes recommendations regarding investigations and claims resolution.
- Acts as the City's liaison to third party administrators, appeals board and attorneys. Prepares reports and analyzes data for insurance renewals.
- Provide consultation to the city community in an effort to ensure safe work and build awareness of risk management services.
- Oversees renewals including property, general liability, workers compensation and fidelity bonds for employees, volunteers and special risk insurance; receives and reviews claims correspondence.
- Manages the preparation of certificates of insurance for outside agencies.
- Represents City at court hearings, court appearances, depositions; and monitors subpoena processes.

- Oversees claim reviews, prepares and presents cases in Small Claims Court.
- Maintains records and files of losses, accidents, liability claims and other risk management information; reviews staff time and expense reports.
- Develop and manage City-wide safety and training programs.
- Acts as the City's Safety Officer in compliance with SB198, responsible for establishing a Safety Committee, identifying safety representatives, conducting regular safety meetings, coordinating through safety representatives, regular safety audits, inspections, and any needed and necessary training.
- Develops and conducts initial safety training for new employees, following-up with division managers to ensure division specific training has occurred upon hiring.
- Maintains records of all initial training, division specific training, and any ongoing training.
- Assist in the development of the department budget.
- Recommends and participates in the development of Division goals and objectives, policies and procedures.
- Supervise, train and evaluate assigned staff.
- Establishes and maintains effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Maintain prompt and regular attendance.
- Other duties as assigned.
- This position is always evolving. Therefore, employer reserves the right to modify this job description as necessary.

**THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.**

**WORKING CONDITIONS:** Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision when preparing and reading written reports and other work related documents. Acute hearing is also required when providing phone and counter assistance. The employee may occasionally be required to travel to different sites and locations; when working outdoors the incumbent may encounter extreme weather conditions, including wet, hot, cold, wind, and heavy vehicle traffic. The noise level in the work environment is usually quiet to moderate when indoors and moderate to loud when outdoors. The nature of the work may also require the incumbent to work in heavy vehicle traffic conditions and often work with constant interruptions. When performing inspections, the incumbent may be exposed to a variety of hazardous substances which may include solvents, chemicals and fumes, grease/oil, and dust.

**EXPERIENCE AND TRAINING GUIDELINES:** A combination of experience and training that would provide the required knowledge and abilities is qualifying. The incumbent must have knowledge of :

- Applicable city, county, state and Federal statutes, rules, ordinances, codes and regulations governing municipal law, risk management and loss control principles and of file and records management.
- Skilled in assessing and prioritizing multiple tasks, projects and demands, working within conflicting and multiple deadlines to complete projects and assignments, assessing, analyzing, identifying and recommending solutions to problems, oral and written communication using standardized English, and in establishing and maintaining positive and productive working relationships with both internal and external customers.
- Ability to complete essential duties with little to no supervision.
- Proficient in the use of a personal computer, electronic devices and other industry related software to perform essential job duties.
- Principles and practices of public personnel administration.
- Statistical concepts and methods.
- Principles and practices of budget administration.
- Effective supervisory and personnel management practices and procedures.
- Effective customer service techniques and principles.

**Experience and Education:** Certified as a Risk Manager and possesses a Bachelor's degree from an accredited college or university in public administration, business administration or closely related field, AND five (5) years of increasingly responsible experience in a professional capacity in the field of risk management. Demonstrated work experience in public sector, knowledge of California laws, and designation as an Associate in Risk Management (ARM) are desirable.

**Licenses/Certifications:** Possession of, and continuously throughout employment, a valid CA Class "C" Driver's License or equivalent. The incumbent is a Certified Risk Manager (CRM).

**SUPPLEMENTAL INFORMATION:** Incumbents are required to complete a Statement of Economic Interest Form (700 Form) annually and ethics training bi-annually, pursuant to AB 1234.