



CITY OF CHARLOTTESVILLE
invites applications for the position of:

Risk Manager

An Equal Opportunity Employer

Applications must be submitted online at www.charlottesville.gov/jobs

CLOSING DATE: 02/01/21 05:00 PM

GENERAL SUMMARY:



The City of Charlottesville is seeking qualified candidates to be considered for the position of Risk Manager who are highly motivated and who strive for success by demonstrating Charlottesville's Core Values of Leadership, Trust, Creativity, Respect, and Excellence.

The hiring salary range for this position is \$70,000 to \$100,000 annually. This is a full-time, exempt, position. Starting offer is based on applicable education, experience, and internal equity. The position also provides excellent benefits including 13 paid holidays, paid vacation and sick leave, health insurance options with employer contribution, employer-paid life insurance, City's retirement options.

This position is responsible for overseeing, developing and implementing effective and proactive risk management policies and programs to protect employees as well as the City's physical and financial assets. Assesses and implements programs which increase awareness of effective risk management practices and policies. Incumbent will work with all City departments to identify current and potential risks in order to eliminate or mitigate such risks. Identifies, analyzes, and mitigates loss exposures by developing and administering activities for the City related to claims management, Worker's Compensation programs administration, liability, risk financing, and loss control in the effort to prevent, reduce, and minimize financial loss to the City. This position will also manage the City's OSHA safety program and City's vehicle use policy.

Supervision is exercised over the Centralized Safety Coordinator. Position reports to the Director of Finance.

ESSENTIAL RESPONSIBILITIES AND DUTIES:

- Responsible for the procurement and management of contracts for third party claims administration, risk consulting, and insurance brokerage services.
- Assesses and implements effective risk management strategies to increase awareness by researching industry standards and trends, developing and implementing goals and objectives, working with departments to identify current and potential risks, and developing standards and procedures.
- Oversees claims processing from third party administrator and reviews claims appeals, makes recommendations, and approves actions.
- Responsible for third party claims handling to include communication with, and internal investigation on behalf of insurance provider claims adjusters, as well as subrogation for damage to self-insured property.
- Administers the Worker's Compensation Program, to identify employee injury trends, conduct quarterly claim reviews, and implement a cost-effective return to work program.
- Recommends actions for review by coordinating with departments, employees, the public and staff; inspecting sites of injuries or accidents; identifying hazards for reduction or elimination; and completing accident investigations.

- Makes field inspections of City property, office and construction sites to monitor safety program compliance.
- Responsible for developing, implementing, and monitoring risk transfer strategies including reviewing City insurance policies for appropriate coverage and pricing, and reviewing City contracts for compliance of established insurance requirements to eliminate the assumption of unnecessary risks.
- Monitors and maintains claim history data to ensure compliance with policy provisions, industry practices, and Code of Virginia requirements.
- Communicates statistical claims information to departments and based on this information recommends and facilitates programs geared towards improving workplace safety and reducing the City's risk of financial loss.
- In collaboration with the Centralized Safety Coordinator, serves as the City's internal resource regarding Occupational Health and Safety. This includes ensuring compliance with OSHA regulations as applicable, leading the City's safety committee, developing and conducting training regarding workplace safety, and conducting worksite safety evaluations.
- Administers the City's vehicle use policy and driver education program.
- Assists with preparing and monitoring the Risk Management operating budget and allocating costs to City departments as needed to fund risk management programs, insurance policies, and safety-related activities.
- Assists in preparation and delivery of presentations to a variety of audiences. Attends meetings, seminars and conferences as required.
- Supervises and trains subordinate staff, as well as determining training needs for employees city-wide.
- Performs related duties as assigned.

EDUCATION,
EXPERIENCE AND
SKILLS:

Minimum Qualifications:

- Any combination of education and experience equivalent to a bachelor's degree in Finance or Risk Management, Business or Public Administration, Insurance, Human Resources or related field.
- Minimum of five (5) years of experience in risk management, processing and handling both employee injuries and claims and property, casualty for citizens and City losses. Extensive knowledge of the principles and practices of safety administration, risk analysis and OSHA as applied to local government.
- Valid VA driver's license is required by employment start date. (To view our driving eligibility requirements, visit <https://www.charlottesville.gov/faq.aspx?qid=166>).

(An equivalent combination of training and experience, as approved by the department, may be used to meet the minimum qualifications of the classification)

Preferred Qualifications:

- Advanced professional designations such as Certified Risk manager (CRM), Associate in Risk Management (ARM), and/or Chartered Property and Casualty Underwriter (CPCU) preferred.

Skills: Thorough understanding of the laws and regulations as they relate to self-insurance and risk management; thorough understanding of various types of liability and risks; comprehensive knowledge of claims handling procedures and processes; Ability to understand and interpret regulations related to Worker's Compensation, safety and insurance, ability to analyze data and recognize training needs and to develop appropriate programs to limit liability exposure; ability to persuade and encourage voluntary participation in safety and loss-control management programs; Ability to interpret and enforce safety regulations; ability to properly don and doff a wide variety of protective equipment and clothing; ability to plan, implement, and monitor technical programs of safety administration; computer skills and experience with routine business software programs and the ability to manage data in databases and spreadsheets, prepare training related presentations and materials and prepare reports; excellent oral and written communication skills.

**PHYSICAL
CONDITIONS &
WORK CONTACTS:**

This position may be required to work after-hours including weekends, nights and/or holidays.

Occasional travel required to attend trainings and conferences.

Environmental: The job may risk exposure to bright/dim light, dusts and pollen, extreme heat and/or cold, wet or humid conditions, extreme noise levels, animals/wildlife, vibration, fumes and/or noxious odors, traffic, moving machinery, electrical shock, and heights.

Physical and Dexterity: The greater part of this position requires field work which requires a moderate amount of walking and must have the ability to occasionally twist, turn, push, pull, bend, crawl, crouch, stoop, kneel and climb. The office work portion of this position requires sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis and routine keyboard operations.

Position may involve exposure to extreme temperatures, extreme brightness, chemicals/hazardous waste, gases/gas leaks, blood-borne pathogens, acidic or harsh substances, electrical hazards, extreme darkness, fumes/airborne particles and fuels.

Sensory: The job requires normal visual acuity, field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception. The noise level in the work environment is usually moderate.

Visual, auditory and physical abilities such as climbing, crawling, stooping and otherwise traversing a variety of field location work sites with a diverse array of potentially hazardous conditions such as roadways, confined spaces, rooftops, heavy equipment, mechanical and/or electrical hazards, and outdoor settings such as parks, fields and trails may be required.

Individuals required to register with Selective Service must show proof of registration as a condition of employment (pursuant to Section 2.2-2804, Code of Virginia.) The City requires pre-employment drug testing for all positions. Applicants selected for positions that require driving will be asked to provide a certified copy of their DMV driving record and must meet The City's driving eligibility requirements. The City of Charlottesville is an Equal Opportunity Employer. Minority and disabled individuals are encouraged to apply. The City of Charlottesville will make reasonable accommodations for persons with disabilities. You will be asked to provide proof of identity and eligibility for work in the U.S. in accordance with the Immigration Reform and Control Act.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.charlottesville.gov/jobs>

For more information, please contact:

City of Charlottesville

Department of Human Resources

P. O. Box 911

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Charlottesville, VA 22902

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Job #201200011

RISK MANAGER