

Greater Cleveland Regional Transit Authority

www.gcrt.org

Position Description

Job Title: 0905.Risk Analyst II

Location: Cleveland, OH, US

Summary:

Responsible for overall development, maintenance and enhancement of the GCRTA Risk Management System (RMIS). This system is the single primary database containing all accident, injury and claim statistics for third party liability and Workers' Compensation claims for the authority. It is utilized for internal data analysis by Risk Management and provided to many other departments of GCRTA (Operations, Service Planning, Safety, Senior Management, and Finance). It is also critical for external reporting obligations for a number of governmental agencies (FTA, OSHA, and BWC). The Risk Analyst II coordinates with and oversees aspects of the Risk Analyst I position. The Risk Analyst II is responsible for: Coordination and testing of upgrades to the RMIS with the Information Systems Department and communication thereof to end users; Ensuring data integrity and control of security to the RMIS; Acts as liaison and primary contact with system vendor and government agencies; Proposes re-engineering of intra and inter-departmental processes to improve efficiency and quality of data. The Risk Analyst II also acts as an assistant to the Director of Risk Management and performs the following duties: Coordination of the annual budget process for the RM department, preparation and submission of exposure data for various underwriting submissions, completion of insurance applications, various risk analysis projects (e.g. Impact on collision rates due to mobile camera systems, Occupational vs. Non-occupational injury rate analysis / cost projection), coordination with an actuarial firm to produce an annual actuarial report and various other duties as may be required. This position will promote a safe and secure atmosphere, follow all safety and security rules and perform other related duties as assigned.

Job Requirements

Minimum Requirements: Applicants must have a Bachelor's Degree, preferably in Business Administration, Computer Science or a related field. Applicants must have at least 5 years experience in data base management, statistical analysis (preferably including specific experience in analyzing insurance, claims and safety data) or risk management. Applicants must also have experience in using a variety of computer software packages. Excellent organizational, mathematical, analytical and communication skills are required. Applicants must possess the ability to prioritize multiple tasks in a complex, changing environment. Experience analyzing insurance claims is a plus. Bilingual abilities are a plus.

Additional Details

Working Conditions: The working conditions described below are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

Environmental Conditions: This person will work predominantly in an office type environment

Physical Demands: While performing the duties of this job, the employee is regularly required to sit for up to 8 or more hours a day. The employee is frequently required to see, hear and speak. The employee may be required to work at a desk top computer for more than 5 hours a day.

Mental Demands: Reading, watching, studying, observing, focused listening, auditing, inspecting, proofreading, evaluating. Ability to give, receive and analyze information, prepare written materials. Ability to communicate effectively (verbal and written); interpret policy, procedures and data.

Selection Process: This is a non-bargaining exempt position. Merit System rules do not apply. No Eligible List will be established. The selection process will include one or more components to demonstrate applicants' knowledge, skills and abilities in job related areas. These may include exercises such as practical demonstrations, written communications, oral interviews and/or competency assessments.

AN EQUAL OPPORTUNITY / ADA EMPLOYER / A DRUG-FREE
WORKPLACE

Contact for Interested Candidates

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