



CITY OF GLENDALE (AZ)
invites applications for the position of:

Risk and Safety Analyst

SALARY:	\$57,241.00 - \$85,862.00 Annually
OPENING DATE:	03/23/17
CLOSING DATE:	Continuous

DESCRIPTION:

Oversees, coordinates and participates in a variety of activities and functions related to the administration of the City's risk management, general insurance and safety programs. Responsibilities include claims and litigation administration, investigations and audits, report preparation, and compilation of statistics, coordination of care, safety training, job safety analysis, and compliance activities to assure a safe workplace for employees, and safe public facilities for citizens and includes authority to settle and deny claims within authorized limits.

ESSENTIAL FUNCTIONS:

1. Within authority as granted by the City Risk Manager, thoroughly investigates, negotiates, settles and denies claims in accordance with City Ordinance on all liability, property, personal injury and employment practices claims against the City.
2. Responds to large loss events and/or emergencies to conduct the investigation and to assist in safety coordination activities. Obtains contractors to provide cleanup of damage to city buildings and property and works with the department on the repair.
3. Interviews all involved parties to an incident or accident to obtain all the facts and assemble the necessary evidence including interviewing principals, witnesses, police officers, physicians, lawyers, accountants, experts, and other professionals, photographs and creates diagrams of accident scene, researches data, obtains and directs experts, obtains, reviews and summarizes medical records, oversees the claims management software database, enters data and runs reports. Documents all pertinent information and all claim activity to fully evaluate and quantify a claim.
4. Pursues subrogation to recover money for the City.
5. Pursues excess insurance carrier claims to obtain reimbursement.
6. Assists in litigation management for tort litigation against the City including property, liability and employment practices. Participates in mediations, settlement conferences and trials and other related meetings.
7. Submits documentation for reimbursement to the Budget & Finance Department for claims and litigation settlements. Reports all bodily injury claims to Medicare as required under the law.
8. Oversees and participates in City training programs to minimize losses resulting from accidents, natural causes, regulatory non-compliance, and legal insurance claims against the City; conducts risk management new employee orientation; maintains database for related training needs.
9. Provides direction to departments on insurance issues for the City; works with outside contractors and brokers; manages and issues certificates of insurance for the City.
10. Coordinates safety program activities; ensures compliance with OSHA and related local, state, and federal regulations; conducts safety inspections; responds to complaints of safety hazards; oversees and/or conducts safety training; reviews and updates all OSHA related

programs and policies as necessary, oversees the city-wide safety committee. Serves as a Risk Management representative on City departments' safety committees. Assists in the development and coordination of emergency evacuation plans.

11. Communicates effectively and professionally both in writing and verbally. Assists management in evaluating the efficiency and effectiveness of service delivery methods and procedures and recommends improvements.
12. Prepares a variety of reports, charts, graphs.
13. Maintains absolute confidentiality of work-related issues and city information.
14. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS & SPECIAL REQUIREMENTS:

Bachelor's Degree in Risk Management, Claims, Safety, Physical Sciences, Occupational Safety, Public or Business Administration or related field and four years of increasingly responsible experience in safety inspection and/or training experience, claims investigation and settlement and litigation management, in the state of Arizona.

Knowledge of:

Operational characteristics, services, and activities of a risk management department and safety program. Must possess a strong understanding of principles, practices and terminology of the insurance industry and self-insurance programs including property, liability and employment practices claims, litigation, safety, loss reduction and loss control and OSHA laws and regulations. Municipal claims management, claims adjusting, and subrogation. and related City policies, ordinances and codes

Effective communication and negotiation strategies.

Research techniques, methods, and procedures

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases

Pertinent federal, state, and local laws, codes, and regulations

Ability to:

Collect, compile, research, and analyze information and data

Evaluate and analyze claims, litigation and risk management issues

Prepare clear and concise administrative and financial reports.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals

Handle multiple projects and other matters simultaneously and use good judgement in prioritizing work.

Interpret and apply federal, state, and local policies, laws, rules and regulations

Work independently or as part of a team

Communicate clearly and concisely, both orally and in writing

Establish and maintain effective working relationships

Visit and move about job and accident sites, ascend and descend elevations of various inclines, safely position self under and around objects with minimal space to examine damage and traverse uneven terrain.

Perform job duties when exposed to dust, grease, noise, inclement weather, temperature extremes, unpleasant odors and identify and avoid exposure to environment materials or hazards.

Any equivalent combination of training and experience that provides the required knowledge, skills and abilities is qualifying.

Special Requirements

Valid Arizona driver's license

Arizona Department of Insurance Adjuster License

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.glendaleaz.com>

Position #2017 -01123
RISK AND SAFETY ANALYST
LB

5850 W. Glendale Ave.
Glendale, AZ 85301
623-930-2270

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Risk and Safety Analyst Supplemental Questionnaire

- * 1. This position requires a Bachelor's Degree in Risk Management, Claims, Safety, Physical Sciences, Occupational Safety, Public or Business Administration or related field and four (4) years of increasingly responsible experience in safety inspection and/or training experience, claims investigation and settlement and litigation management, in the state of Arizona. OR, Eight (8) years of the professional experience listed above. Do you meet this requirement?
Yes No

- * 2. PLEASE DO NOT LIST REFER TO RESUME FOR THE FOLLOWING QUESTIONS: Describe your experience in each of the following areas: thoroughly investigating, negotiating, settling and denying claims

- * 3. Preparing case evidence for lawsuits:

- * 4. Mediation/Settlement Conference:

- * 5. Root cause analysis of investigations:

- * 6. Contract review and analysis:

- * 7. Development and facilitation of training programs: (specify types of programs)

- * 8. Do you possess a Valid Arizona driver's license and Arizona Department of Insurance Adjuster License?
Yes No

- * Required Question