



June 2020  
FLSA: Exempt

## **SAFETY & RISK MANAGEMENT ANALYST**

### **DEFINITION**

Under general direction of the Director of Safety & Risk Management, plans, administers and provides oversight for a comprehensive safety and risk management program including but not limited to, workers' compensation, general liability, training, and related programs; plans, organizes, oversees, and reviews the work of staff performing technical and administrative support related to the District's safety and risk management programs; ability to act in the capacity of the Director of Safety and Risk Management in development, planning, and evaluation of such programs, provides consulting services to District departments related to all aspects of safety and risk management programs and activities; performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Director of Safety and Risk Management. Provides daily administrative supervision to the Safety Risk Management Technician.

### **CLASS CHARACTERISTICS**

The Safety & Risk Management Analyst position is a management position that oversees, directs and participates in all safety and risk management activities, exercises independent judgment and initiative, including the analysis of day-to-day departmental operations and programmatic functions. The Safety & Risk Management Analyst requires frequent interpretation and application of policies, procedures, and regulations. This class is distinguished from the Safety and Risk Management Technician by having programmatic oversight for assigned programs and supervision of staff. This class is further distinguished from the Director of Safety and Risk Management in that the latter manages all safety, risk management, loss prevention and training programs.

### **EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Administers the workers' compensation and general liability programs by processing and monitoring claims submitted; scheduling appointments for claimants; providing information to claimants, attorneys, and third-party administrators; conducting inspections and investigations; attending hearings and legal proceedings as required; coordinating the return to work program; maintaining databases and files; and preparing reports and related documentation.
- Acts as a liaison between third-party administrators, medical providers, claimants, and District management.
- Provides highly complex analysis to the Safety and Risk Management Director; researches and maintains data and information and prepares staff reports, documents, and other necessary correspondence.
- Administer claims; coordinate response activities to minimize litigation risk to the District. Assist in the litigation caseload for District Counsel and outside service providers.
- Develops safety and risk management curriculum and training and education of staff; ensures compliance with federal and state laws, regulations, and standards as they are updated or changed;

- participates in training of new employees on health and safety policies, procedures, and regulatory requirements; supports the Director with developing and implementing a long-range training plan.
- Oversees various programs including Department of Motor Vehicle (DMV) Pull Program, respirator, hearing conservation, random drug testing, and ergonomics programs by sending notifications to appropriate parties, scheduling medical appointments as necessary, monitoring program compliance, and maintaining databases and files.
  - Analyze cost and effectiveness of insurance and self-insurance options; assist with retained risk evaluation and annual insurance renewals.
  - Conducts research regarding updates in federal and state laws and regulations pertaining to risk management and workers' compensation programs; advises the Director and appropriate departments of changes in laws and regulations.
  - Maintains the District's documentation of safety and occupational health activities as required by the State of California Code of Regulations Title 8.
  - Conducts follow-up action with District departments and divisions to ensure compliance with the inspection and training requirements of the District's Injury and Illness Prevention Program.
  - Provide information to District personnel regarding changes in laws and regulations, including the Cal/OSHA program and federal and state regulations related to safety issues; act as a resource person regarding mandated state and federal safety requirements.
  - Develops and distributes health and safety information and directives to District staff.
  - Monitors safety and risk management programs and activities; identifies opportunities for improving service delivery methods and procedures; reviews with appropriate management staff; implements improvements.
  - Plans, organizes, assigns, supervises, and reviews the work of assigned staff in Safety/Risk Management Department; evaluates employee performance, counsels employees, and recommends initial disciplinary action; assists in selection and promotion; trains staff in work and safety procedures.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Policies, procedures, practices, and methods related to workers' compensation, liability claim processing, occupational health and loss prevention programs.
- Program management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Applicable federal, state, and local laws and District policies and procedures relevant to health and safety and risk management.
- Principles and techniques of employee training.
- Research and reporting methods, techniques, and procedures.
- Principles and procedures of record keeping, technical report writing, and preparation of correspondence and presentations.
- Modern office practices, methods, and computer equipment and applications related to the work.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, and regulatory organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- Safety hazards and appropriate precautions applicable to work assignments.

### **Ability to:**

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work

- standards for assigned safety and risk management programs.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
  - Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
  - Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff.
  - Communicate clearly and effectively both orally and in writing.
  - Organize, implement, and direct safety and risk management and related programs and activities.
  - Interpret, apply, and explain federal, state, and local laws and regulations, and policies, procedures, and practices of health and safety and risk management.
  - Review and process general liability and workers' compensation and general liability claim documents for completeness and accuracy.
  - Effectively represent the department and the District in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
  - Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
  - Maintain confidentiality of sensitive personal information of employees, former employees, and other matters affecting employee relations.
  - Analyze situations and identify pertinent problems/issues; collect relevant information; evaluate realistic options; and recommend/implement appropriate course of action.
  - Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
  - Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities may be qualifying. A typical way to obtain the required qualifications would be:*

Four (4) years of increasingly responsible experience working with risk managements, claims management, workers compensation programs or closely related field. Equivalent to completion of an Associate's degree in occupational health and safety a related field or completion of a professionally recognized certification program.

**Licenses and Certifications:**

Possession of, or ability to obtain, Workers Compensation Claims Administration certificate, Certified Workers Compensation Professional, or Associate in Risk Management (ARM) certification within one (1) year of appointment.

Must possess a valid California Class C Driver's License at the time of employment. The ability to drive District vehicles is a specific requirement for this position. It is the employee's responsibility to maintain a driving record that is acceptable to the District's insurance carrier and meet minimum eligibly standards for the District Vehicle Insurance Coverage.

[Minimum Eligibility Standards for District Vehicle Insurance Coverage](#)

**PHYSICAL DEMANDS**

[LINK to Safety Risk Management Analyst Physical Demands](#)

**WORKING CONDITIONS**

Work in normal office environment with controlled lighting and ventilation and moderate noise levels. May be required to work outside of normal business hours to proctor recruitment examinations or facilitate employee training sessions.

**ADDITIONAL INFORMATION**

**Disaster Service Worker:**

Employees of Vallejo Flood and Wastewater District are, by State and Federal law, Disaster Service Workers. In the event of a declaration of emergency, any employee may be assigned activities which promote the protection of public health and safety or the preservation of lives and property either at the District or within the local area, or your own community.