



City of North Charleston Vacancy Notice

Position: Risk Manager
Department: Human Resources
Pay Grade: 122 (\$87,386 - \$133,371)

GENERAL STATEMENT OF POSITION

Under limited supervision, plans and coordinates the implementation and administration of a comprehensive risk management program for the City of North Charleston municipal government, including the identification and treatment of potential loss exposures, and the design and/or administration of safety programs to prevent or minimize loss from employee injuries. Performs related administrative and professional work as required. *Full Job description attached.

MINIMUM TRAINING, EDUCATION and/or EXPERIENCE:

Requires a Bachelor's degree in business administration, public administration, risk management or related field supplemented by two to three years of responsible experience in risk management, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities.

Posted: 11/18/2024

Deadline: Until Filled

Finisha I Bennett, SHRM-SCP, MA, MJ
Deputy Director – Human Resources

City of North Charleston
South Carolina

An Equal Opportunity Employer

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|---|------------------------------------|-------------------------|-------------------|---------------|
| Job Title: | RISK MANAGER | | Job Code: | 704 |
| Core Comp Group | ADMINISTRATIVE | | FLSA: | EXEMPT |
| Pay Grade: | 122 | | | |
| Effective Date | 09/09/2020 | Revision A: Risk | LHM 09/09/2020 | |
| Revision B: | | Revision C: | | |
| FOR DEPARTMENTAL/OFFICE USE ONLY | | | | |
| Dept. | Human Resources | | Dept. # | 430 |
| Location: | City Hall | | EM Status: | |
| Reports To: | Director of Human Resources | | | |

Summary Objective

Under limited supervision, plans and coordinates the implementation and administration of a comprehensive risk management program for the City of North Charleston municipal government, including the identification and treatment of potential loss exposures, and the design and/or administration of safety programs to prevent or minimize loss from employee injuries. Performs related administrative and professional work as required.

Essential Functions

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Plans, coordinates and directs the implementation and administration of a comprehensive risk management program for the City of North Charleston.
- Develops and manages the division's annual budget.
- Develops and implements employee safety and risk management policies and procedures.
- Evaluates and makes recommendations to City management on liability and risk management strategies and techniques. Compiles data to project expected claims costs and ensure the adequacy of City reserves to fund claims.
- Administers the liability insurance programs and identifies potential loss exposures related to Worker's Compensation, property and general liability.
- Coordinates the negotiation of all property and casualty insurance programs for favorable coverage and costs; reviews contracts for appropriate language and compliance with applicable standards.
- Monitors the claims process with current carriers; initiates and processes claims for injured workers, damage to property owned by the City, claims by citizens for general liability issues, etc.; works with insurance adjusters for all lines of coverage to process, handle and resolve claims filed; works with medical providers to follow up on treatment for Worker's Compensation claimants, obtain office notes, provide insurance coverage information, and ensure proper billing.
- Collaborates with attorneys to resolve litigation filed against the City.
- Coordinates the City-wide safety program, which includes safety training, safety awareness and incentive programs, and staff support for the Safety Committee.
- Conducts safety audits and inspections; investigates and analyzes accidents involving City employees, equipment or property to ascertain causes; prepares related recommendations and reports.
- Coordinates the development and maintenance of the employee safety handbook and employee safety manual; maintains Material Safety Data Sheets for all chemicals used by City departments.

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- Coordinates emergency evacuation drills.
- Confers with department heads and supervisors concerning liability and safety matters and worker's compensation issues.
- Stays abreast of any changes in OSHA standards; assists departments in compliance with standards. Maintains OSHA guidelines and records.
- Coordinates division activities and functions with those of other City departments and divisions, and outside agencies as appropriate.
- Maintains all safety / insurance records as required by federal, state and local regulatory agencies.
- Conducts and attends various meetings as required.
- Receives and responds to inquiries, concerns, complaints and requests for assistance from employees, citizens and others regarding risk management, insurance and safety matters.
- Provides instruction and guidance to clerical support staff.
- Receives and reviews various records and reports including Workers Compensation reports, accident reports, incident reports, injury reports, invoices, medical bills, settlement checks, safety documentation and rosters, inspection forms, budget documents, training materials, insurance claims, litigation documentation, memos, correspondence, etc.
- Prepares and/or processes injury and property reports, claims, requisitions, inspection reports, Safety Committee records, budget documents, memos, correspondence, etc.
- Refers to policy and procedure manuals, computer manuals, codes and ordinances, laws, regulations, safety guidelines, insurance policies, training manuals, etc.
- Operates a vehicle and a variety of equipment such as a computer, printer, fax machine, copier, calculator, telephone, typewriter, scanner, audio-visual equipment, etc.
- Uses clerical and computer supplies.
- Interacts and communicates with various groups and individuals such as the immediate supervisor, other administrative staff and department heads, all other City employees, Safety Committee members, other government agencies, sales representatives, attorneys, insurance company representatives and administrators, medical personnel, and the general public.
- Performs general administrative/office duties as required, including typing reports and correspondence, entering and retrieving computer data, copying and filing documents, sending and receiving faxes, ordering supplies, answering the telephone, etc.
- Performs related duties as required.
- It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.
- Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.
- May be designated to report to work during hazardous weather or emergency conditions.
- Performs related work as may be required.

Knowledge, Skills and Abilities

- Knowledgeable of the methods, procedures and policies of the City as they pertain to the performance of duties of the Risk Manager.
- Knowledgeable of the functions and interrelationships of the City and other governmental agencies.
- Knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position.
- Ability to make sound, educated decisions. Has thorough understanding of the principles of risk management, insurance administration, and occupational health and safety.
- Ability to plan and implement programs, policies and procedures to minimize loss to the City and to promote the well-being of employees and citizens.
- Knowledgeable of the occupational hazards and safety precautions of the various personnel positions and functions of City departments.

- Knowledgeable on how to apply managerial concepts and principles; has knowledge of administrative principles involved in developing and directing various programs and related activities.
- Ability to offer instruction and advice to co-workers regarding safety / risk management policies, methods and regulations.
- Ability to plan and implement effective safety training programs.
- Ability to aid co-workers and employees of other departments as required.
- Ability to use independent judgment and discretion in determining procedures, setting priorities, setting schedules, maintaining standards, planning for future City needs and resolving problems.
- Ability to learn and utilize new skills and information to improve job performance and efficiency.
- Ability to compile, organize and utilize various financial information necessary in the preparation of the division budget, and knows how to prepare and monitor the budget.
- Knowledgeable of modern office practices and technology; has skill in the use of computers for word and data processing.
- Ability to read and interpret complex materials pertaining to the responsibilities of the job.
- Ability to assemble and analyze information and make written reports and records in a concise, clear and effective manner.
- Knowledgeable of the terminology and various professional languages used within the department. Knows how to make public presentations.
- Knowledge of proper English usage, punctuation, spelling and grammar and paying attention to detail in preparing reports and correspondence. Ability to communicate effectively both verbally and in writing.
- Ability to complete assignments and be personally accountable for all equipment, computers, City vehicles and City property.
- Ability to be reliable in terms of attendance and punctuality.
- Ability to take initiative without the need of direct supervision; make sound judgement decisions in routine and non-routine work assignments and analyze problems or procedures and evaluating alternatives by selecting the best course of action.
- Ability to provide excellent customer service to all internal and external customers in the delivery of City services by following through on customer requests in a positive, courteous, timely, respectful and professional manner with the utmost integrity in the best interest of the public.
- Behave consistently regarding the City's expectations for ethical conduct and present self in a professional and positive manner and accept responsibility for actions. Makes decisions in the best interest of the City.
- Manages time and priorities effectively to achieve objectives.
- Ability to demonstrate knowledge of job and work cooperatively and effectively with customers, co-workers, and the public and establish positive working relationships by supporting the organizations decisions, goals and objectives.
- Ability to handle stressful situations and react calmly and quickly in emergency situations.

Minimum Education and Experience Requirements

Requires a Bachelor's degree in business administration, public administration, risk management or related field supplemented by two to three years of responsible experience in risk management, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities.

Physical Demands

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Unavoidable Hazards (Work Environment)

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

- None

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Special Certifications and Licenses

- Valid South Carolina Driver's License

Americans with Disabilities Act Compliance

The City of North Charleston is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Standard Clauses

This position may be required to be on call during emergency disasters and subject to 24-hour shifts or other emergency schedule that is necessary to meet the City's needs.

May be required to work nights, weekends and holidays to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

Essential Safety Functions

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.