



CITY OF CASA GRANDE

Job Opportunity

SAFETY/RISK MANAGEMENT SPECIALIST

Ideal candidate has experience performing technical and administrative risk management duties in claims management, loss prevention, occupational safety and health, and other related areas.

SALARY: \$42,051 to \$57,988 annually, paid bi-weekly, with appointment normally made at the entry-level step; plus excellent benefits. This position is exempt under FLSA guidelines.

MINIMUM REQUIREMENTS: Bachelor's Degree in Business or Public Administration, Risk Management, or related field, and three (3) year's experience in accident and loss control programs, claims management, or similar experience; or an equivalent combination of education and experience. Valid Arizona driver's license required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develops, organizes, supervises and participates in occupational health and safety programs.
- Provides training to employees in occupational health and safety programs, and in general risk management loss control.
- Processes insurance claims made by working with the city's insurer or resolving claims in-house as appropriate.
- Monitors documents for compliance with federal, state, and local policies and practices.
- Develops, reviews and revises risk management and safety policies and procedures as needed. Administers provisions of City Risk Management Manual.
- Cooperates with attorneys, claims adjusters and claims processing personnel regarding claims and legal actions against the city.
- Conducts studies; researches risk management issues and regulations; conducts surveys of comparable organizations and analyzes results.
- Collects financial, technical and administrative information and compiles data for reports; updates department databases.
- May assist with processing workers' compensation claims and handle settlement on simple property and liability claims.
- Provides staff support to the City Safety Committee.
- Performs other duties as assigned or required.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of City organization, operations, policies and procedures.
- Knowledge of the principles, techniques and methods of loss prevention and risk identification.
- Knowledge of OSHA, ADOSH, DOT, and related safety standards along with workers' compensation laws and benefits.
- Knowledge of property and liability insurance policies, principles, practices and claims management
- Knowledge of tort liability law and litigation management.
- Knowledge and skill in applying the principles of loss prevention, risk identification and risk transfer.
- Skill in understanding, interpreting and applying relevant City rules and regulations.
- Skill in assembling data and preparing summaries, analysis, recommendations and reports.
- Skill in reading and understanding insurance policies.
- Skill in working under pressure of deadlines, and establishing and maintaining cooperative working relationships with employees, officials, other agencies and the general public.
- Skill in identifying needs, preparing, conducting and coordinating loss-prevention training.
- Skill in effective oral and written communication.

Application required. Deadline: April 20th. See our website for details
and to apply on-line: www.ci.casa-grande.az.us (520) 431-8607

CLOSING DATE: APRIL 20, 2007



