

RISK MANAGEMENT DIVISION LEADER

NATURE OF WORK

This is highly responsible administrative and technical work in the formulation and management of self-insured and fully insured risk management programs for City of Lincoln and related entities.

Work involves responsibility for the formulation and management of self-insured and fully insured programs which include real property, liability, workers' compensation, casualty, long-term disability, vehicular, and all other insurable risks. Work also includes managing, surveying, planning and evaluating risk coverage of governmental property, assets, operations classified hazardous and all other insurable risks and developing comprehensive safety, risk mitigation/loss control programs. An employee in this class is expected to exercise considerable independent judgment and initiative requiring technical understanding of all aspects of insurance policy provisions. Supervision is received from an administrative superior with work being reviewed in the form of effectiveness and cost of coverage provided. Supervision may be exercised over subordinates engaged in various phases of insurance management.

EXAMPLES OF WORK PERFORMED

Inventories city assets and evaluates operations subject to risk, structures self-insured programs and acquires insurance coverage needs by consulting with City departments and meeting with insurance brokers to purchase the appropriate insurance for the best possible coverage.

Identifies and manages exposures subject to financial risk; prepares an insurance budget that allocates insured and self-insured costs to City departments and divisions.

Negotiates claim settlements and cooperates with the legal department to provide information involving litigation; reports pertinent claims to excess insurance carriers and collaborates in settlements of loss.

Monitors insurance contracts to determine changes in insurance requirements and coverage.

Oversees applicable regulatory compliance.

Compiles and prepares data for the receipt of bids in relation to insurance needs; analyzes bids and recommends bids for acceptance; maintains records for proper administration of insurance programs and recovery of money for insured losses.

Develops and oversees an organizational wide safety, risk mitigation and loss control programs.

Develops and manages the Risk Management Information System and Workers' Compensation Information System.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of all types of risk coverage available including but not limited to real property, casualty, workers' compensation, long term disability, vehicular, and all related insurable risks.

Thorough knowledge of the preparation of insurance specifications, bids and contracts.

Considerable knowledge of current insurance industry developments and legislation which may affect risk coverage.

Ability to negotiate settlements of loss claims with insurance carriers.

Ability to prepare complex mathematical and statistical analyses of loss claims and coverage costs utilizing spreadsheets and other applications.

Ability to establish and maintain effective working relationships with government officials, insurance carrier representatives, employees, and the general public.

Ability to lead a team and effectively manage the human resources to provide the highest level of productivity, competency and customer service.

Ability to communicate effectively both orally and in writing.

Ability to demonstrate competency in public risk management skills.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in insurance, business administration, or related field with five years of experience in various types of risk coverage; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

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