

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

TITLE: Senior Risk Management Specialist GRADE: I CODE: 2730
SERIES: Risk Management DATE: 1/13/88
REV: 10/24/90

Class Definition

Under direction, assists with the administration of the management/insurance function of the Commission. Working in the Department of Administration, assists in the administration of a comprehensive risk management program through the identification and control of risks inherent in Commission operations. Performs other related duties as assigned.

Examples of Important Duties

1. May represent the Commission or serve as a panel member for the self-insurance fund.
2. Recommends goals and objectives for risk management function. Sets standards. Develops policies and procedures. Coordinates activities with other Commission units and government agencies.
3. Plans, schedules, and assigns work. Evaluates work and counsels staff on ways to improve performance. Assists in selection and training of staff. Initiates disciplinary action. Approves time cards and leave requests.
4. Establishes guidelines and reviews Commission policies, procedures, programs and facilities. Meets with Executive Director, department heads, managers, attorneys, and other experts. Analyzes statistical and financial data (e.g., accident reports, insurance claims, litigation costs). Conducts special studies of Commission units. Identifies type, degree and probability of risks which naturally arise from Commission operations (e.g., accidents, injuries, property damage, theft, legal liability). Writes reports.
5. Performs inspection of facilities, work sites, or equipment when necessary to develop strategies to control risk (e.g., eliminate vs. reduce, assume vs. transfer). Analyzes cost/benefit of strategies. Determines acceptable level of risk. Develops or participates in the development of programs (e.g., safety, insurance, contracting) to minimize or eliminate risk within resources available. Recommends type and level of insurance coverage (e.g., auto, property). Reviews facility plans, equipment specifications, and contract provisions to minimize risk to the Commission and comply with state and federal standards.

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Examples of Important Duties (Continued)

6. Assists in drafting specification for property and casualty insurance and assists in selection of insurance companies.
7. Reviews technical literature, meets with vendors, conducts surveys and exchanges information with other government agencies to study risk management issues and identify new policies, procedures, equipment and supplies which might be useful to the Commission.
8. Maintains records of insurance claims, accidents, injuries, expenditures and other related data. Writes periodic administrative reports.
9. May participate in conducting training courses on risk management functions and procedures.

Important Worker Characteristics

- A. Considerable knowledge of (1) accounting; (2) building safety codes; (3) Commission activities; (4) Commission organization;* (5) Commission policies and procedures;* (6) equal employment opportunity; (7) insurance; (8) Merit System Rules and Regulations;* (9) risk management; (10) statistical analysis; (11) supervision.
 - B. Skill in operation of (1) auto; (2) camera; (3) microcomputer; (4) user-friendly software.
 - C. Considerable ability to (1) solve complex problems involving many variables; (2) analyze data; (3) write technical reports and correspondence; (4) speak clearly; (5) make oral presentations to large groups; (6) organize work efficiently.
- * Developed primarily after employment in this job class.

Minimum Qualifications

1. Bachelor's degree or four years experience in risk management, insurance, or related subjects; and
2. Three years experience in one or more of the above areas; or
3. An equivalent combination of education and experience.
4. Valid driver's license.

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Working Conditions

Works in office. May perform field inspections. Some driving. May be exposed to toxic chemical or occasional hazardous situations.