

The Maryland-National Capital Park and Planning Commission

TITLE: Risk Management Technician
SERIES: Risk Management

GRADE: F CODE: 2709
DATE: 9/28/89

Class Definition

Under general supervision, performs technical administrative risk management work involving considerable responsibility, complexity, and variety within the Department of Administration. Participates in administering a Commission-wide risk management program. Performs other related duties as assigned.

Examples of Important Duties

1. Assists in overall risk management program administration. Assists in developing and updating standards, policies and procedures. Provides technical assistance to operating departments and coordinates insurance information with other Commission units and government agencies. Monitors insurance policies to ensure adequate coverage and timely renewal.
2. Administers Subrogation Program Commission-wide. Arranges and conducts investigation of vehicle accident or property damage. Resolves disputes with third parties or their insurers over amount of damage/loss. Orders and reviews police reports from respective county police jurisdictions and Park Police or receives verification of descriptions and costs of damage from operating department and/or third party claimants. Collects payments and conveys to Finance Department Remittance Advices. Reconciles monthly summaries and prepares and conveys general ledger statement of Finance. Responsible for audit control of all collected claims for damage/loss to real property or vehicles.
3. Reviews and interprets contract provisions to ensure that contractors meet specific insurance requirements. Refers to Contract Manual for compliance and contacts vendors to advise them of same.
4. Evaluates and processes complex insurance claims to be forwarded to Claims Service. Monitors reimbursement claims of Commission from Self Insurance Fund.
5. Collects, organizes and disseminates statistical and financial data at the request of operating departments or own division management, such as accident reports, insurance claims and claim payments.

The Maryland-National Capital Park and Planning Commission

TITLE: Risk Management Technician
SERIES: Risk Management

GRADE: F CODE: 2709
DATE: 9/28/89 PAGE: 2

Important Worker Characteristics

- A. Considerable knowledge of (1) accounting; (2) claims adjusting; (3) Commission activities;* (4) Commission organization;* (5) Commission policies and procedures;* (6) insurance; (7) Merit System regulations;* (8) risk management.*
- B. Skill in operation of (1) auto; (2) microcomputer;* (4) user-friendly software.*
- C. Considerable ability to (1) solve complex problems involving many variables; (2) analyze data; (3) read technical reports and correspondence; (4) write technical reports and correspondence; (5) use proper spelling, punctuation, and grammar; (6) speak clearly; (7) make oral presentations to large groups; (8) organize work efficiently; (9) deal with volunteer organizations.

* Developed primarily after employment.

Minimum Qualifications

- 1. Two years technical training or experience in risk management, insurance, claims adjusting, or related subjects; and
- 2. Two years experience specializing in one or more of these areas; or
- 3. An equivalent combination of education and experience.
- 4. Valid driver's license or the ability to acquire one.

Working Conditions

Works in office. Some driving. Moderate pressure to meet deadlines.