



CITY OF RENTON
invites applications for the position of:
Risk Management Analyst

An Equal Opportunity Employer

SALARY: \$5,448.00 - \$6,688.00 Monthly
\$65,376.00 - \$80,256.00 Annually

OPENING DATE: 12/08/17

CLOSING DATE: Continuous

UNION AFFILIATION: Non-Represented

DEPARTMENT: Human Resources Risk Management - Risk Management

JOB DESCRIPTION:

This position is Open Until Filled with a first review date of **January 3, 2018**.

The City of Renton will be screening applicants without any personal identifiers. Cover letters and Resumes are **not** required and candidates will not be able to attach any documents to their applications. **Please make sure to submit a complete, detailed, and updated job application.**

In addition to the salary posted, the City contributes **4%** of the salary to a deferred compensation retirement savings plan. The Salary listed is at the 2017 rate.

JOB SUMMARY:

Perform professional duties in the development, implementation and administration of policies, programs, and procedures in the areas of safety, risk management, and related programs to control and to help minimize the city's liability and loss exposure. Conduct independent research; provide internal safety management consultation services; and communicate with city officials, departments, staff, outside agencies, and the general public regarding a variety of risk management, safety, training, insurance, and related matters. Complete tasks according to established policies and procedures, work independently with limited supervision, and contribute through knowledge, skills, and good work habits.

About the City of Renton:

The City of Renton embraces a diverse and inclusive workforce and prides itself on promoting collaboration and teamwork in a positive environment while providing high quality services to the community.

The City of Renton, with a population of 102,700 (2017), is located on the southeast shore of Lake Washington, just south of Seattle. Renton's strong economic base, diverse marketplace and favorable business climate have attracted the attention of nationally recognized companies that are providing employees and their families an outstanding quality of life. Renton is the home of Boeing, PACCAR, IKEA, and the Seattle Seahawks.

Communication from the City of Renton:

We primarily communicate via e-mail during the application process. E-mails from rentonwa.gov and/or governmentjobs.com should be placed on your safe domain list to ensure you receive notifications in a timely manner. As a precaution, you may also want to check your junk e-mail folders.

[This classification is part of a series as follows:](#)

Analyst Level: Oversee risk management processes and lead projects on occasion. Provide technical, professional, and analytical risk management support to managers and employees. Apply appropriate laws, policies, and contract language to risk management issues and provide responsive, approachable, and effective customer service to all internal and external customers. Work independently, keeping supervisor apprised of project and workload status. Ability to move to senior level includes exposure or experience in most or all risk management functional areas, demonstrated knowledge of relevant laws, policies, and contracts, and confidence in researching, making decisions, and counseling managers and employees.

Senior Level: Oversee complex and/or high-profile risk management processes, proactively identifying issues that require research or change, and taking the lead on most projects. Provide experienced technical, professional, and analytical risk management consultation and oversight to managers and employees. Apply appropriate laws, policies, and contract language to risk management issues and provide responsive, approachable, and effective customer service. Apply appropriate laws, policies, and contract language to risk management issues. Work independently, keeping supervisor apprised of project and workload status.

SUPERVISION:

Reports To: Risk Manager

Supervises: None

JOB DUTIES/RESPONSIBILITIES:

Essential Functions:

- Coordinate and maintain the citywide employee Accident Prevention Program and all related safety programs and policies to assure compliance with applicable regulations.
- Organize, coordinate, and/or conduct safety training courses as well as citywide training programs.
- Perform accident investigations and analysis to determine the root cause of an accident, injury, or near miss incident.
- Ensure city and departmental compliance with applicable safety laws, regulations, and other legal requirements.
- Responsible for implementation and maintenance of the Safety Data Sheet (SDS) software tracking and inventory in accordance with Chemical Hazard Communication Program standards.
- Coordinate citywide commercial driver's medical and drug testing programs. Ensure follow up and notifications based upon results and regulations.
- Provide assistance in the development, implementation, administration, and review of safety and risk management policies and procedures.
- Coordinate and serve as staff liaison to the citywide Central Safety Committee to assure compliance with regulations. Participate in departmental safety meetings.
- Consult and communicate with internal departments and external organizations and agencies on a variety of safety and risk management issues and topics; and perform periodic evaluations to assist departments in managing their loss exposures.
- Effectively promote safety awareness through safety programs and a wide variety of communication methods.
- Assist with coordination and maintenance of the city's risk management programs including, but not limited to, insurance, loss control, accident prevention, safety, claims, and related training.
- Assist with administration of the city's purchased insurance programs such as liability, property, workers' compensation excess coverage, boiler and machinery, etc. Analyze the feasibility and effectiveness of services, coverage, and options available; recommend changes, alternative coverage, or funding sources; and implement modifications to programs.
- Assist in the evaluation and administration of the city's self-insured programs such as liability, property, workers' compensation, and automobile physical damage; act as a city's liaison with third party administrators to provide research and information.
- Analyze, develop, implement, and maintain the automation of all programs within area of responsibility.
- Assist with the determination of insurance requirements for special activities and make recommendations for compliance with legal codes, regulations, and insurer

recommendations.

- Serve as a member or chair of various city committees and task forces.
- Assist in the development and administration of the department budget and departmental goals and objectives.
- Conduct research and analysis; and perform special projects.
- Assist with the recovery of dollars owed to the city due to negligent acts that lead to damaged city vehicles and/or property; make court appearances as necessary. Oversee the administration and adjudication of all non-litigation claims; maintain claims and lawsuit files and summaries.
- Remain current with relevant technological advancements as it relates to field.
- Maintain regular, reliable, and punctual attendance, work evening and/or weekend hours as assigned, and travel as required.

Standard Functions:

- Act as Risk Manager in the manager's absence, as assigned.
- Perform other duties as assigned.
- May be assigned to support critical city priorities during disasters or other emergencies.

EDUCATION, EXPERIENCE, AND LICENSE REQUIREMENTS:

- Bachelor's degree in Risk Management, Insurance Management, Industrial Hygiene, or a related field.
- Two years of safety or risk management experience in workplace safety, loss control, risk assessment, self-insured programs administration, insurance brokerage, insurance underwriting, or other related experience
- Or 6 years of relevant education and experience
- Associate Safety Professional (ASP) or higher safety credentials or substantial progress towards achieving this designation, or its equivalent within two years.
- Valid driver's license.
- Public sector is experience preferred.
- Successful passing of a required background check.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

The following represent the physical demands that must be met to successfully perform the essential functions of this job:

- 80% of work is performed in a typical office environment and the remaining 20% is performed outdoors in all weather conditions, and involves moving throughout the facility and community.
- Driving and field work required.
- Constantly operate a computer and other office equipment.
- Frequent communication with City employees and customers.
- Lift or move items weighing up to 25 pounds regularly.
- Climb and work from ladders, climb stairs, and bending, stretching, and standing for extended periods.
- Noise level out in the field is moderately loud and noise level in the office is moderately quiet.
- Night meetings required.

Approved reasonable accommodation requests will be made to enable individuals with disabilities to perform the essential functions of the job.

[Please click here for a detailed job classification.](#)

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.rentonwa.gov/jobs>

Job #2017 HRRM RMA
RISK MANAGEMENT ANALYST
BS

OUR OFFICE IS LOCATED AT:
1055 South Grady Way

Renton, WA 98057
425-430-7650
bsandler@rentonwa.gov

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Risk Management Analyst Supplemental Questionnaire

- * 1. Do you have a at least two years of safety or risk management experience in workplace safety, loss control, risk assessment, self -insured programs administration, insurance brokerage, or insurance underwriting?
 Yes No

- * 2. What is your experience with safety regulation compliance issues?

- * 3. Do you have experience in reviewing, updating, and /or writing policies and procedures?
 Yes No

- * 4. If you answered "Yes", to the question above, please explain your experience and provide examples. If you answered "No", type "NA."

- * 5. Please explain your experience in conducting employee injury/accident investigations.

- * 6. Please provide a summary of your experience with employee training.

- * 7. Please rate your computer proficiency level with Microsoft Excel.
 No Experience
 Low
 Medium
 High

- * 8. Please rate your computer proficiency level with PowerPoint.
 No Experience
 Low
 Medium
 High

- * 9. Please rate your computer proficiency level with SharePoint.
 No Experience
 Low
 Medium
 High

- * Required Question