



City of Kansas City, Missouri Job Class Specification

Job Title: CHIEF RISK
MANAGER

Department: GENERAL
SERVICES

Job Code: 3056U

Status: EXEMPT

Grade: Unclassified

Summary

The Director of Risk Management is accountable for defining and directing the City's Risk Management programs, which includes management of comprehensive insurance programs, occupational safety and health programs, loss control and loss prevention programs, claims adjusting and resolution programs, budget preparation and expenditure review. The Director of Risk Management reports to the Director of the General Services Department and serves as the central liaison to the City's Risk Management Committee.

Duties and Responsibilities

- Key contributor in the identification, development, implementation, and review of risk management programs to avert or limit serious impact on City's financial structure from unplanned and uncontrolled losses.
- Works collaboratively with diverse leaders to maintain close working relationships with all City departments with respect to risk management activities.
- Oversees Risk Management information systems for timely and accurate recording of losses, claims, settlements, insurance premiums and other risk related costs and information.
- Analyzes exposure information, identify risk occurrences, and project financial consequences of losses.
- Prepares operational and risk reports, accompanied by management analysis and recommendations.
- Confers with counsel on legal issues affecting City exposure to risks, and on defense of litigated claims.
- Collaborates with counsel to brief the City Attorney on pending litigation against the City.
- Manages the staff of Corporate Safety professionals in the General Services Department's Corporate Safety and Risk Management Division.
- Manages the in-house casualty claims adjusting process and the self-insured insurance program.
- Maintains strategic relationships with other professional and regulatory organizations in the risk management, safety and loss-prevention fields.
- Oversees the development and presentation of employee safety training programs.
- Procures property, general liability, workers' compensation, medical malpractice insurance as required, to conserve the resources of the City and provides technical assistance evaluating proposed insurance contracts.
- Analyzes bid proposals and contracts for outside contract work or services necessary to implement and continue risk management programs.
- Develops departmental budget, performs continuous expenditure reviews, and participates in budget adjustment requests.
- Reports to the Risk Management Committee as it pertains to insurance costs and coverage and pending claims or lawsuits to settle or defend.

Technical Skills

- Principles and practices of risk management, insurance coverage, occupational safety, loss control and loss prevention, claims and settlement management.
- Applicable federal and state rules and regulations.
- Commercial law, including liability, worker's compensation, contract law, and safety engineering practices.
- Safety and health standards.
- Financial accounting and budgeting principles.
- Program monitoring and evaluation techniques.
- Principles and practices of supervision and personnel administration.
- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Clear and direct communication.
- Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- Identifying complex problems, analyzing information and evaluating options or results to choose the best solution to solve problems and implement solutions.
- Communicate information and ideas, both orally and in writing, so others will understand and ensure the communication is appropriate to the needs of the audience.
- Establish and maintain constructive and cooperative working relationships with individuals from the public, all levels of the organization, including Elected Officials.

Education and Experience

To be determined by Department Director.

**Certificates/
Licenses/Special
Requirements**

Must pass a background check as prescribed by the City.

Specialized training in risk management programs, risk assessment, occupational safety management and claims management.

Preferred training, certifications and/or other special requirements:
One or more of the following are indicative of the preferred background and expertise:
Associate in Risk Management (ARM), Associate in Claims (AIC), Certified Safety Professional (CSP), Licensed Risk Manager, Certified Insurance Administrator.

**Supervisory
Responsibility**

Supervision is exercised over clerical and professional staff.

**Supervision
Received**

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

Created

08/22

Revised

12/24