

WASHINGTON COUNTIES RISK POOL JOB DESCRIPTION

<u>Position:</u>	RISK ANALYST
<u>Reports to:</u>	Executive Director
<u>FLSA Status:</u>	Exempt
<u>Experience Level:</u>	Intermediate
<u>Annual Salary:</u>	\$68,832 or higher depending on qualifications and experience

Nature of Work: Under general supervision, assist with the planning, organizing and implementation of the WCRP risk management program. Provide the WCRP and its members with analysis of risk and recommendations on improving risk management programs. Participate in meetings and trainings as needed. Assist with the WCRP and member counties compliance with the WCRP Membership Compact and Risk Management Policy.

Duties and Responsibilities:

1. Perform annual member on-site risk evaluations, and special examinations as needed.
2. Analyze industry and member loss data for developing and implementing WCRP and member loss prevention and risk management programs.
3. Act as a resource for member counties concerning loss prevention and risk management, including but not limited to practices, policies and procedures.
4. Assist with the development and delivery of specific WCRP risk management training.
5. Assist with the research and development of loss control and risk reduction programs for individual member counties, regions and Pool-wide.
6. Collaborate with the WCRP Claims Department in identifying loss trends for the development of loss control programs and training.
7. Assist with the development of the annual loss control work plan(s) and participate in annual budget development as requested.
8. Assist with the content development and distribution of WCRP Alert Bulletins, WCRP newsletters, website and annual reports.
9. Participate in, and assist with the planning of, WCRP Risk Management Committee meetings for developing and implementing risk management programs and policies.
10. Participate in various local, regional, and national risk management organizations.
11. Maintain and enhance effective and productive relationships between the Pool and its member counties and their staffs.
12. Perform other functions as assigned.

Knowledge and Skills and Abilities:

1. Modern principles, practices, methods and techniques of loss control and safety programs; applicable laws, rules and regulations governing tort liability and public entity insurance, risk management and safety programs.
2. Principles and practice of supervision and training.
3. Research methods and procedures.

4. Proficient use of MS Office and ability to learn and utilize claims management database.
5. Effectively handle and keep sensitive, privileged information confidential.
6. Communicate effectively, both orally and in writing.
7. Excellent time-management skills.
8. Maintain accurate and complete records.

Working Conditions and Physical Effort:

1. Work is normally performed in a typical interior/office work environment.
2. No or very limited physical effort required.
3. No or very limited exposure to physical risk.
4. Significant travel with some overnight stays is required to sites throughout the state.

Minimum Qualifications:

1. Bachelor's Degree with course work risk management, or safety management preferred.
2. Experience in claims handling, law enforcement or investigative experience preferred.
3. RMPE (Risk Management for Public Entities) certification preferred.
4. ARM (Associate in Risk Management) certification, or ability to obtain same w/in 2 years of employment.
5. Minimum of three (3) years of risk management, safety, loss control, or claims experience.
6. One (1) year of pooling or other local government experience.
7. Valid unrestricted (except vision) driver's license and a driving record meeting WCRP standards.