



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

An Equal Opportunity Employer

DEPARTMENT: Human Resources

JOB TYPE: Probationary Full-Time

SALARY: \$23.08 - \$29.42 Hourly
\$47,996.42 - \$61,195.47 Annually

OPENING DATE: 10/16/18

CLOSING DATE: 10/29/18 04:00 PM

DESCRIPTION: To support the City's Risk Management function and claims administration with the goal of protecting the interests and assets of the City. Establish and maintain accurate detailed records of risk management programs and all financial transactions for the department.

ESSENTIAL FUNCTIONS:

- Receives and screens communications and claim submissions to Risk Management Department.
- Processes and reviews incoming mail and enters in appropriate file record.
- Enters claims and incidents into claims management systems.
- Conducts claims administration through comprehensive investigation. Researches, analyzes and responds verbally and in writing to claimants, attorneys and insurance companies on variety of claims, including personal injury, property damage, vehicle damage, costs incurred and civil rights.
- Negotiates settlements and drafts appropriate general release agreements with oversight of Risk Manager.
- Obtains necessary information from departments for property damage subrogation claims and monitors for receipt of recovery funds.
- Participates in safety committee and internal inspections. Coordinates and presents at department meetings under direction of Risk Manager.
- Prepares referrals forms for health safety programs and screening appointments at the employee health center. Tracks completion and results in appropriate file record.
- Verifies CDL licenses on a quarterly basis and manages any discrepancies.
- Monitors the AED maintenance program for city departments.
- Interacts with third party administrator for workers' compensation claims.
- Reports required information to the state with oversight of Risk Manager.
- Reviews invoices and processes appropriate payment method with accurate account codes.
- Processes approved claims for payment in Financial Management System.
- Reconciles fleet assets for computation of internal self-insurance fund charge-backs with oversight of Risk Manager.
- Prepares information for the actuary along with Risk Manager.
- Conducts research in response to department requests for information.

- Prepares weekly, monthly, quarterly, and annual financial related reports for claims reporting and tracking for the Risk Manager's review.
- Updates Risk Management Manual as approved by Risk Manager.
- Purges claim records according to administrative regulation and manages all risk related records.
- Performs general clerical and administrative functions within the Risk Management Department.
- The intent of this class description is to provide a representative summary of the types of duties and responsibilities that would be required of classifications given this title and shall not be construed as a declaration of the specific duties and responsibilities of any position. Incumbent may be required to perform job-related tasks other than those specifically presented in this job description.

**MINIMUM
QUALIFICATIONS:**

- Associates Degree in Public Administration, Accounting, Business or a related area of study
- Three (3) years of administrative duties
- Or the equivalent in education, training, and experience, which would provide the necessary knowledge, skills and abilities

**JOB BASED
COMPETENCIES:**

- Ability to perform general clerical duties in a timely and organized manner.
- Knowledge of modern office management practices, procedures and equipment.
- Ability to analyze claim data and present an action plan to the Risk Manager.
- Ability to communicate a claim denial to a claimant.
- Ability to prepare risk management reports and statements.
- Knowledge of generally accepted accounting principles as applied to accounting, auditing and financial reporting.
- Knowledge of risk management fund, budgetary and encumbrance accounting.
- Experience with personal computers and popular software packages such as spreadsheets.
- Ability to establish and maintain effective working relationships with other employees, departments and general public.
- Ability to work evenings, early mornings or weekends occasionally if an emergency arises or otherwise needed for a work assignment.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.sarasotaf1.gov>

COMPUTER AVAILABLE AT:

111 S Orange Avenue
Sarasota, FL 34236

EEO/AA/ADA/Vet Pref

Risk Management Analyst Supplemental Questionnaire

- * 1. VERY IMPORTANT: In order to be deemed complete and receive further consideration, applications must include Education, Work Experience, and Certificates and Licenses (when applicable). Please also be sure to include duties related to the position for which you are applying in the work history. Note: "See Resume" is not acceptable. • I understand and acknowledge the above statement

Yes No

- * 2. Please indicate your highest level of education:
 - No Diploma or Degree
 - High School Diploma or GED
 - Some College or Business School Training
 - Associate Degree
 - Bachelor Degree
 - Master Degree
 - Ph.D, JD, MD or similar
- * 3. How many years of experience do you possess with administrative duties related to risk management?
 - No experience, but willing to learn
 - 1-2 years of experience
 - 3-4 years of experience
 - 5-6 years of experience
 - 7+ years of experience
- * 4. Is your stated years of work experience and/or education in the field of Accounting, Business, Public Administration or related, risk management field?
 - Yes
 - No
- * 5. Do you hold a current and valid Claims Adjuster license?
 - No
 - Yes
- * 6. Please select the types of claim(s) with which you have had at least two years of experience (check all that apply)
 - Workers Compensation
 - General Liability
 - Auto Liability
 - Subrogation
- * 7. Please describe your work experience in the following areas, including the number of years of work experience with each: 1) Risk Management, 2) Safety, and 3) Insurance Claims:
- * 8. What is the highest level of desk authority you have had for setting claims?
- * 9. Explain your process for adjudicating a claim:
- * 10. Please describe an area of your work experience which reflects your highest level of individual accountability:

- * Required Question