

RESOLUTION NO. 95-134

A RESOLUTION OF THE LODI CITY COUNCIL
APPROVING THE REALLOCATION OF
RISK MANAGEMENT TECHNICIAN TO RISK MANAGER,
APPROVING CLASS SPECIFICATION AND SALARY RANGE FOR
RISK MANAGER, AND FURTHER APPROVING PART-TIME CLERICAL
HELP TO ASSIST IN THE IMPLEMENTATION OF THE PROGRAM

RESOLVED, that the Lodi City Council does hereby approve the reallocation of the Risk Management Technician to Risk Manager, assigned to the Mid-Management group, as shown on Exhibit A, attached hereto; and

FURTHER RESOLVED, the Council hereby approves the following salary range for the Risk Manager position:

A	B	C	D	E
\$ 3,784.43	\$ 3,973.65	\$ 4,172.33	\$ 4,380.95	\$ 4,600.00

BE IT FURTHER RESOLVED, that the City Council hereby approves part-time clerical help to assist in the implementation of the program.

Dated: October 18, 1995

I hereby certify that Resolution No. 95-134 was passed and adopted by the City Council of the City of Lodi in a regular meeting held October 18, 1995 by the following vote:

AYES: Council Members - Davenport, Pennino, Sieglock, Warner
and Mann (Mayor)

NOES: Council Members - None

ABSENT: Council Members - None

ABSTAIN: Council Members - None


JENNIFER M. PERRIN
City Clerk

RISK MANAGER

DEFINITION:

To manage, direct, and coordinate the activities of the City's comprehensive risk management program including management of self-insured workers' compensation, general liability, collision, and unemployment insurance compensation programs; employee benefits and retirement plan; to coordinate program activities with other divisions and departments; assist the Human Resources Director in other aspects of human resource development such as compensation, classification, policies and procedures, labor relations, and training; perform related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Human Resources Director. May exercise direct supervision over professional, technical, and clerical staff.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to the following:

Prepare and administer program budgets.

Supervise and participate in the administration of the City's general liability, workers' compensation, property damage, vehicular physical damage, catastrophe insurance, transit insurance, loss recovery, and crime insurance programs.

Direct, oversee, and participate in the development of the division's work plan.

Plan, develop, and review the City-wide risk administration and loss control programs and policies; ensure conformance of program to established standards; recommend policies to reduce risk, conserve liability reserves, and provide for open case liability reserves.

Ensure State compliance of the City's workers' compensation program with applicable laws and regulations; establish charge-back rates for City departments.

Supervise and conduct audits of invoices for annual program deposits and authorizes payments; solicit bids from brokers for insurance coverages for forms of coverage as deemed necessary.

Coordinate policies, bids, renewals, enrollments, and changes for all City employee health insurance programs, state unemployment insurance, disability insurance, deferred compensation, and disability retirements.

Plan and coordinate the workers' compensation program, including liaison work between City departments, third party administrators, employees, and service providers.

Negotiate adjustments and settlements of uninsured losses and insured losses involving damages to City and/or private property.

EXAMPLES OF DUTIES: (Cont'd)

Represent the City's interest on risk management boards, authorities, in court, or wherever appropriate
Analyze trends in liability coverages and case law.
Make recommendations for insurance coverage, purchase, and cost; reviews contracts and agreements relating to required certificates of insurance.
Supervise and investigate claims; directs and assists in preparing cases for litigation.
Act as Safety Officer for the City; conducts inspections and training ensuring compliance with CAL-OSHA regulations.
Oversee and maintain the City's drug and alcohol testing program.
Conduct surveys and provide written and oral reports on human resource issues.
Perform related duties as required.

MINIMUM QUALIFICATIONS:

Knowledge of:

Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
Liability and employee benefits insurance coverages.
Principles, practices, and techniques of establishing, maintaining, and modifying a comprehensive risk management program.
The records and reports necessary in the insurance and claims field.
Workers' compensation law and claims adjustment administration.
Records and procedures relating to court actions on insurance and related legal matters.
Principles and practices of budget preparation and administration.
Principles and practices of organization, administration, and personnel management.

Ability to:

Plan, organize, and develop risk management and loss prevention programs.
Develop, implement and coordinate effective programs for safety and training.
Analyze and interpret a variety of complex insurance, medical, and legal documents.
Prepare clear and concise reports.
Perceive and analyze problems correctly and take effective corrective action.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain cooperative working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE:

Any combination equivalent to experience and education that would likely provide the required knowledges and abilities would be qualifying. A typical combination is:

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in business or public administration or a related field.

Experience:

Three years of increasingly responsible administrative experience in industrial safety, risk management, loss prevention, or municipal/corporate insurance administration.

LICENSES AND CERTIFICATES:

Possession of an appropriate, valid Driver's License from the California Department of Motor Vehicles.