

STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION

CLASSIFICATION SERIES:

Risk Management

SERIES NO.:

6678

MAJOR AGENCIES:

Administrative Services only

EFFECTIVE DATE:

02/26/2012

SERIES PURPOSE:

The purpose of the risk management occupation is to administer state's risk management & self insured liability programs.

CLASS TITLE:

Risk Management Administrator

CLASS NUMBER:

66786

EFFECTIVE DATE:

03/07/2004

CLASS CONCEPT:

The managerial level class works under direction & requires thorough knowledge of insurance & risk in order to plan, develop & manage statewide risk management program for effective loss control & supervise assigned personnel.

CLASS TITLE: Risk Management Administrator	CLASS NUMBER: 66786	BARGAINING UNIT: EX
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EFFECTIVE DATE:

03/07/2004

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Plans, develops & administers comprehensive & effective loss control (i.e., risk management) state insurance program (e.g., state auto liability, risk bonding), develops policies, procedures & cost control measures regarding auto liability, risk evaluation & management & bonding programs for public officials (e.g., identifies & quantifies sources of risk; implements strategies for risk avoidance; performs cost/value analysis on self-insuring program & outside carriers; formulates costing structures for proper assessment, rate determination & underwriting for all risk areas to ensure adequate coverage of risks assumed; ensures maintenance of appropriate reserve funds, aggressive claims management & loss recovery program), develops comprehensive plan of self-insurance & purchased insurance in all major coverage lines, determines goals & objectives for risk management program & develops methods to monitor & evaluate program effectiveness, determines reasonable limits of insurance coverage & levels of retention consistent with financial requirements of state, negotiates all risk management service contracts (e.g., contract claims adjusters, loss control consultants, broker marketing services, casualty actuarial services, contract computer services), provides consultative advice to county & local government & other state officials concerning risk management policies, practices & procedures & evaluates recommendations of staff & consultants that identify & analyze potential risks of major loss to state & determines appropriate action & supervises assigned staff.

Plans, develops & administers management information systems for all state insurance programs, coordinates with investment managers to ensure long-range stability for all state self-insured liability programs, directs management research activities to improve state's risk management programs, develops programs to protect state from risk of accidental loss & analyzes feasibility of proposed risk funding improvements (e.g., bank plans, insurance fronting, state revolving fund, reserve funds), authorizes payments (e.g., insurance premiums, broker fees & commissions, risk management consultant fees), monitors loss control program & advises appropriate department head of excellent or poor loss control experience; confers with other governmental agencies whose regulations affect state's risk management program; represents state as member of local &/or national organizations.

MAJOR WORKER CHARACTERISTICS:

Knowledge of principles, practices & procedures or risk management, insurance underwriting, liabilities, property damage & claims settlement; business administration; insurance contracts; tort & contract law; finance & actuarial concepts; budgeting as it relates to insurance programs & organization; management; supervisory principles/techniques; motor vehicles; safety practices*; office management; agency policy & procedures*; government structure & process*; public relations; speech & written communication. Ability to deal with many variables & determine specific action; use geometry & trigonometry; develop complex reports & position papers; prepare meaningful, concise & accurate reports; interview job applicants effectively; establish friendly atmosphere as supervisor of work unit; prepare & deliver speeches before specialized audiences & general public.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of graduate major core program in business administration to include coursework in insurance & risk; valid driver's license.

-Or 48 mos. exp. as corporate &/or government risk manager or insurance officer or broker handling major governmental or corporate accounts; 6 mos. trg. or 6 mos. exp. in supervisory principles/techniques, management or office management; 6 mos. trg. or 6 mos. exp. in public relations; 1 course or 3 mos. exp. in budgeting; 1 course or 3 mos. exp. in speech & written communication techniques; valid driver's license.

-Or 24 mos. exp. as Assistant Risk Management Administrator, 66785; valid driver's license.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Not applicable.