



**CITY OF PETALUMA  
CLASS SPECIFICATION**

Date: 09/19/2016  
Job Class: 11RSOF

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## **Risk and Safety Officer**

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### **Summary**

Under general direction, plans, organizes and directs the City risk management and safety program, including loss control and prevention, public liability, occupational health and safety, and Worker's Compensation. Proactively analyzes, develops and recommends new and improved risk management procedures and programs that cost-effectively minimize the City's exposure to liability and loss, and protect people and City financial and physical assets. Performs related duties as assigned.

### **Class Characteristics**

This single position classification is responsible to the Human Resources Director for the overall direction and coordination of the City's risk management and safety program. The incumbent exercises considerable independent judgment, leads major projects and programs, and conducts assignments having Citywide impact. The Risk and Safety Officer may act for the department head in his/her absence. Responsibilities include the direct and indirect supervision of lower level professional, technical, and support services positions.

### **Essential Duties, Skills, and Demands of the Position**

*The duties, skills, and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.*

#### Duties:

1. Manage the City risk management and safety program, including development, recommendation and implementation of goals, objectives, policies, and priorities for assigned programs.
2. Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; proactively implement improvements.
3. Maintain records; analyze statistics and trends; prepare reports, correspondence, studies, recommendations, and proposals; give presentations to other City departments, divisions, elected officials and outside agencies.
4. Identify training needs and develop and implement effective training programs conforming to CAL/OSHA, ADA, FEHA, other applicable rules and regulations, and goals of the City for employees, management, departments, outside agencies and the public on safety and risk-related matters.
5. Work with City Attorney's Office on litigated claims; attend and recommend settlements;

- maintain excess insurance program; represent the City in small claims court; prepare and coordinate staff for required court appearances.
6. Conduct industrial-injury investigations, determine causation and initiate corrective action.
  7. Investigate and adjust liability claims brought against the City; negotiate with claimants and attorneys.
  8. Participate in the development and administration of the risk management program annual budget; assist in the management of internal service funds to ensure adequate and appropriate funding.
  9. Develop and review language regarding insurance, indemnification, hold harmless provisions, requirements for endorsements, and subrogation; review certificates of insurance for adequacy.
  10. Maintain current information regarding valuations for buildings, contents, and property, claims experience, City activities and other pertinent data in order to ensure maintain appropriate insurance levels and/or reserves.
  11. Respond to and resolve difficult and/or sensitive citizen, claimant, and employee inquiries and complaints.
  12. May represent the City at various boards, commissions and other bodies as assigned.

Skills/Abilities:

1. Develop, implement and administer goals, objectives, and procedures, and make sound decisions in order to provide an effective and efficient risk management and safety program,
2. Identify problems, collect and analyze data, develop effective solutions, project consequences of proposed actions and implement recommendations in support of goals.
3. Analyze, interpret and apply Federal, State, and local policies, procedures, laws, regulations, and statutes relative to risk management, self-insurance, workers compensation and occupational health and safety.
4. Read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
5. Effectively negotiate with various outside agencies and professionals.
6. Respond to inquiries or complaints from customers, regulatory agencies, or members of the business community.
7. Resolve conflicts in a tactful and professional manner.
8. Prepare accurate, effective studies and reports tailored to the target audience.
9. Establish appropriate priorities and meet deadlines.
10. Establish and maintain program control and status reporting systems.
11. Communicate clearly and concisely, orally and in writing.
12. Establish and maintain cooperative and effective relationships with employees, the general public and other contacted in the course of the work.
13. Travel to various locations within and outside the city limits; and work flexible hours to provide training or investigation as needed.

Physical Demands and Work Environment:

While performing the duties of this job, the employee will be frequently required to sit and talk and hear. The employee will be required to stand, walk, and use hands to finger, handle, or feel objects, tools, or controls. The employee frequently is required to sit, enter data into a terminal, personal computer or keyboard device; operate office equipment requiring repetitive arm/hand

movement. The employee will occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

## **Qualifications**

### Knowledge of:

1. Principles, practices and methods of public agency Risk Management, asset protection, loss control, insurance, liability, property claims adjusting and settlement methods, subrogation recovery, Workers' Compensation, occupational health and safety, compliance and related areas.
2. Methods of liability claims investigation, adjustment, and administration.
3. Pertinent federal, state and local laws, codes and regulations, including California law in the areas of tort, public entity, contract, other relevant areas and basic litigation processes.
4. Statistical analysis methods and concepts as they pertain to area of assignment.
5. Principles and techniques of effective report writing.
6. Principles and practices of budget preparation and cost allocation.
7. Business computer applications related to data analysis, tracking, and report writing.
8. Project management methods and techniques.
9. Statutory requirements of public records retention as it pertains to area of assignment.

### Education and Experience:

*Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:*

#### Education:

A Bachelor's degree with major work in public administration, insurance administration, or closely related field is required.

A Master's degree is highly desirable.

#### Experience:

Five years of progressively responsible professional experience in risk management, loss control, general liability, and occupational health and safety.

#### Certificates/Licenses:

Individuals must be physically capable of operating a motor vehicle safely and possess a valid, Class C, California Driver's License, OR be able to demonstrate the ability to travel on scheduled or unscheduled visits to various locations in the City which may or may not be reachable by public transportation.

Professional certification such as Associate of Risk Management (ARM) designation is desirable

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