



Job Title: Risk Management Coordinator

CLASSIFICATION DESCRIPTION

Department: Facilities and Institutional Services

Pay Grade: 109

FLSA Status: Exempt

Remote Work Eligible: No

JOB SUMMARY

This position monitors and coordinates assigned risk management functions and prepares related reports. Responsibilities may include: drafting and recommending risk management procedures; administering insurance programs and claims; monitoring certificates of insurance; mitigating risk through comprehensive risk assessment and loss prevention programs and control procedures; maintaining compliance with environmental and occupational safety and health rules and regulations; compiling data; and maintaining records.

DISTINGUISHING CHARACTERISTICS

N/A.

ESSENTIAL JOB FUNCTIONS

- Recommends risk management procedures; provides guidance in the interpretation of regulations; provides insight into potential safety problems under investigation; and provides assistance with on-site investigations.
- Administers College-wide claims for general liability, workers' compensation, property, auto, athletic, and student accidents.
- Evaluates risk; identifies and implements risk-reducing solutions; assesses current insurance policies; and monitors certification of insurance.
- Counsels and advises on facilities use, special events and student activities.
- Reviews contracts for risk management provisions, proper insurance.
- Performs specialized research and investigative work in preparation for claims and/or litigation related to claims.
- Oversees proper insurance credentialing for third party vendors, renters of College space, leases and contractors.
- Counsels and advises employees regarding ergonomic adjustments to their workspace.
- Develops and facilitates safety training and safety audit programs, which includes: determining course content; coordinating training efforts; conducting safety audits; and monitoring program compliance with internal and external regulations.

- Investigates accidents which include: reviewing claims to determine cause factors; determining future risk; managing case files; and conducting follow-up investigations when necessary.
- Develops and administers the annual budget for the self-insurance program and other related insurance products. and settlement of claims.
- Prepares a variety of operational documents including training materials, operational records, and/or related documents; maintains related operational databases; and distributes information and documents as necessary.
- Approves and schedules records for destruction or storage.
- Develop materials and facilitates training for employees as needed.
- Performs other duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

Bachelor's degree in risk management or in a field related to assigned area; two (2) years of related work experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Risk management principles and practices;
- Insurance terminology;
- Health and safety principles and requirements;
- Risk determination and analysis principles, control, and communication techniques;
- Applicable federal, state, and local laws, rules, and regulations;
- Investigative techniques;
- Recordkeeping principles;
- Program coordination principles; and
- Computers and related software applications.

Skills in:

- Coordinating programs;
- Conducting investigations, adjustments, and risk assessments;
- Developing training programs;
- Compiling, analyzing, organizing, and evaluating facts and data and making appropriate recommendations based on findings;
- Maintaining records and reports;
- Using a computer and related software applications; and
- Communication, interpersonal skills as applied to interaction with assigned employees, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Ability to:

- Interpret and analyze applicable federal, state, and local laws, rules, and regulations.

CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS

Associate in Risk Management (ARM) or Certified Risk Manager (CRM).

PHYSICAL DEMANDS

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

| Physical Activities | | Physical Activities | |
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| Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching. | | Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward. | <u>X</u> |
| Climbing – ascending, descending ladders, stairs, ramps, requires body agility. | | Reaching – extending hands or arms in any direction. | |
| Crawling – moving about on hands, knees, or hands, feet. | | Repetitive Motion – substantial movements of wrists, hands, fingers. | |
| Crouching – bending body forward by bending leg, spine. | | Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely. | <u>X</u> |
| Feeling – perceiving attributes of objects by touch with skin, fingertips. | | Standing – for sustained periods of time. | |
| Fingering – picking, pinching, typing, working with fingers rather than hand. | <u>X</u> | Stooping – bending body downward, forward at waist, with full motion of lower extremities and back. | |
| Grasping – applying pressure to object with fingers, palm. | <u>X</u> | Talking 1 – expressing ideas by spoken word. | <u>X</u> |
| Handling – picking, holding, or working with whole hand. | <u>X</u> | Talking 2 – shouting to be heard above ambient noise. | |
| Hearing 1 – perceiving sounds at normal speaking levels, receive information. | <u>X</u> | Visual Acuity 1 – prepare, analyze data, transcribing, computer terminal, extensive reading. | <u>X</u> |
| Hearing 2 – receive detailed information, make discrimination in sound. | | Visual Acuity 2 – color, depth perception, field of vision. | |
| Kneeling – bending legs at knee to come to rest at knees. | | Visual Acuity 3 – determine accuracy, neatness, observe facilities/structures. | |
| Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back. | <u>X</u> | Visual Acuity 4 – operate motor vehicles/heavy equipment. | |
| Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning. | <u>X</u> | Visual Acuity 5 – close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts. | |
| Pulling – use upper extremities to exert force, haul or tug. | <u>X</u> | Walking – on foot to accomplish tasks, long distances, or site to site. | <u>X</u> |

TYPE OF WORK

Work performed is primarily:

- Sedentary work*: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Light work*: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
- Medium work*: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Heavy work*: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

- Very heavy work:* Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects

WORK ENVIRONMENT

May be required to work hours other than the regular schedule including nights, weekends, and holidays.

This position requires regular and reliable attendance and the employee's physical presence at the workplace.

May be subjected to fumes, odors, dusts, gases, extreme temperatures, work space restrictions, and intense noise.

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in a job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in a job description.

St. Petersburg College has the right to revise a classification or job description at any time. This description does not represent in any way a contract of employment.