

Job Title: OPS Risk Management Specialist

Compensation: \$18.23 - \$18.23

FLSA Status: Non-exempt

Salary Admin Plan: OPS (temporary-part-time)

Pay Grade: OPS Career Level 5

Position Summary:

Incumbents coordinate and maintain employee safety programs. Responsibilities may include scheduling and coordinating required trainings and medical evaluations; coordinating vendors for inspections; maintaining compliance with State and Federal health and safety regulations; conducting safety inspections; resolving safety issues; and maintaining training records.

Requirements:

Education:

Associate's degree in a safety or health related field.

Experience:

Three years related experience.

**An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job may be acceptable in lieu of those requirements listed above.*

Knowledge:

- Basic risk management principles and practices;
- Insurance terminology;
- Health and safety principles and requirements;
- Applicable Federal, State, and local laws, rules, and regulations;
- Investigative techniques;
- Recordkeeping principles;
- Computers and related software applications.

Skills:

- Conducting investigations and safety audits;
- Coordinating and presenting training programs;
- Interpreting and analyzing applicable Federal, State, and local laws, rules, and regulations;
- Maintaining records and reports;
- Using a computer and related software applications;
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Physical:

- Positions in this class typically require: reaching, standing, walking, lifting, grasping, talking, hearing, seeing and repetitive motions.
- Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.
- Incumbents may be subjected to travel.

License:

Valid FL Driver's License.

Responsibilities:

These duties are a representative sample; position assignments may vary.		Potential Frequency
1.	Coordinates safety and risk management audits and program management, which includes coordinating inspections through vendors, providing assistance with on-site investigations, and performing technical reviews of reports to define hazards or problems.	Daily 50%

These duties are a representative sample; position assignments may vary.		Potential Frequency
2.	Coordinates and facilitates safety training and medical evaluations, which includes scheduling training sessions and monitoring program compliance with internal and external regulations.	Daily 25%
3.	Investigates accidents, which includes reviewing claims to determine cause factors, determining future risk, compiling data, conducting safety audits, managing case files, resolving safety issues, and conducting follow-up investigations when necessary.	Weekly 10%
4.	Prepares and maintains a variety of operational documents, records, and audit reports.	Daily 15%
5.	Performs other duties of a similar nature or level.	As Required

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