Description of Duties/Expectations

AGENCY RISK MANAGER

A. General Summary

This single incumbent senior agency management position, located in each Level I agency (1,000 or more gross FTE authority), or any appointed Agency Risk Management Representative with additional responsibilities and functions, is responsible for implementing and maintaining an integrated program of risk assessment and control for the agency, and leading the agency implementation and coordination of the DC Office of Risk Management risk management program initiatives. Incumbent responsibilities include implementing a variety of integrated risk and safety related programs, managing the execution of agency Risk Assessment and Control Committee (RACC) activities and initiatives, functioning as the agency safety officer, and implementation of programs that increase awareness of effective risk management practices and policies. The position, in cooperation with the DC Office of Risk Management, provides technical risk management leadership to the agency in the identification and response to risk exposures, appropriate loss control measures and administrative guidance in the review and evaluation of risk management issues, specifically relating to contracts, agreements, leases, etc.

The position is responsible for setting the agency risk management unit's goals, objectives and priorities, in accordance with the DC Office of Risk Management's strategic integrated risk management program; balancing the needs and priorities within the unit and externally, with available resources; organizing the work, developing work programs and schedules, assigning and/or providing technical expertise in the review of staff work; monitoring and measuring program effectiveness; and providing mechanisms for staff development.

As a member of the agency senior management team, the position is responsible for participating in the development of the agency's vision, mission and strategies, and will be held accountable for implementing consistent and supportive related risk management unit strategies in the context of the strategic, integrated risk management program of the DC Office of Risk Management, and agency objectives. Leadership skills exercised in a team environment will also be utilized to ensure cooperative integration of specialized integrated risk management services provided by other units throughout the District.

Major duties:

- Develops and implements the agency integrated risk management program.
- Performs administrative programmatic functions.
- Provides leadership to professional and administrative staff, including performing related administrative activities.

B. Major Duties/Specific Task:

Develops and implements the agency integrated risk management program.

- Manages the risk identification and loss control activities for property, casualty, and workers' compensation exposures.
- Establishes programs to increase awareness of effective risk management practices and serves as an advocate for effective risk management throughout the agency.
- Identifies and evaluates risks and exposures and develops risk control plans for anticipated losses.
- Actively participates on the DC Risk Management Council (RMC).
- Identifies and evaluates agency property and facilities for characteristics and valuation of exposure to loss and analysis of risks.
- Reviews, analyzes, and interprets regulations and legislation pertaining to risk and safety management and insurance.
- Functions as agency safety officer.
- Serves as secretary to the agency RACC.

Performs administrative programmatic functions.

- Manages the agency's interaction with the risk management information system to ensure exposure and claim data and risk control information is retained to support loss analysis and exposure management.
- Ensures that all aspects of agency loss retention programs are in compliance with DC Office of Risk Management policy requirements and develops and implements a formalized process of regular communication with agency management.
- Prepares and maintains a risk management manual in compliance with the DC Office of Risk Management that includes the agency's policies and procedures for risk and safety management.
- Assists employees with claim processing relative to occupational injuries, illnesses, exposures or vehicular accidents and tracks light duty personnel through their recovery or rehabilitation.
- Provides assistance, as necessary, to ensure prompt claims filing and compensation. Serves as contact point for any needed assistance including return to work forms, change in work status, periodic updates, etc.
- Participates in in-depth investigations into all factors involved in and/or contributing to any type of accident and identifies corrective action to prevent further occurrences. Visits the accident scene and documents the incident, including photographs, video and drawings. Coordinates notification and investigation with applicable DC agencies and the DC Office of Risk Management.
- Reviews all investigation reports of personal injury, vehicle accident, property damage, infectious disease exposure and hazardous materials exposure. Follows up with appropriate agency staff and supervisors and reviews required reports. Interviews the injured employee, any witnesses and the employee's supervisor to generate recommended actions to prevent reoccurrence of the incident, and ensures that the injured employee receives the care and treatment necessary to return to full duty as soon as medically possible. Prepares regular, periodic reports summarizing activities.

- Analyzes accident data to recommend indicated corrections. Identifies potential agency safety issues in the workplace resulting in incidents. Coordinates delivery of indicated safety training classes.
- Monitors incident scene safety. Identifies safety hazards on the scene of incidents providing consultation to on-site supervisor. Provides post-incident analysis regarding hazards identified. Ensures OSHA compliance during agency programs and activities.
- Performs agency safety and security inspections in cooperation with the DC Office of Risk Management, including facilities, apparatus, tools and equipment. Reviews the availability and appropriate use of personal protective equipment.
- Administers the funding for the agency loss retention program.

Provides leadership to professional and administrative staff, including performing related administrative activities.

- Identifies short and long term staffing needs to ensure effective program implementation.
- Plans, directs, coordinates and reviews the risk management unit operations by meeting regularly with staff to identify and resolve effectiveness obstacles, assign work projects and programs, monitor effectiveness and efficiency, review and evaluate output and progress to objectives, and initiate corrections and improvements.
- Provides professional guidance and support to agency managers and supervisors in the development and implementation of safety and loss control programs that support DC Office of Risk Management exposure identification, loss prevention, cost containment, and risk management practices and objectives.
- Select, train, motivate and evaluate agency risk management unit staff maximizing employee professional development and productivity through appropriate management and disciplinary procedures.
- Provides guidance and technical expertise to staff, where appropriate directs and supervises staff in the development and implementation of short and long term program initiatives to ensure that unit, agency and programmatic goals and objectives are met.
- Directs staff activities: oversees staff in the development and implementation of specific programs, projects, events and activities planned to meet program goals and objectives; schedules work; resolves staff conflict and complaints; resolves difficult issues.
- Ensures accurate and timely production of program documentation, including work plans, statistical and qualitative program evaluations, performance appraisals, time and attendance reports, budget projections and reports, bid specifications, etc.