

City of Dallas
Classification Specification

Title:	Risk Analyst	Class Code:	20849
Application:	Career Series	Pay Grade:	H
Supplemental/Code:	Administrative/1	Established:	10/01/94
FLSA Status:	Non-Exempt	Revised:	01/01/09

Position Purpose:

Provides intermediate level analysis of potential risk, workers compensation, or liability claims filed against the City of Dallas to ensure that the City's financial assets are properly protected.

Essential Functions:

1. Reviews liability claims filed against the City to ensure that investigations are conducted thoroughly and are properly documented in each claim file; determines and pursues subrogation recovery action where appropriate.
2. Provides a recommended action plan to be taken to the adjusters employed by the liability claims administrators; participates in mediation with City and plaintiff attorneys to attempt to reach equitable and timely claim resolutions.
3. Develops insurance specifications and recommends contract adjustments for service, product, or project contracts from all City departments to verify that adequate insurance coverage is provided in the contract.
4. Manages the Tenant/User Liability Insurance Program (TULIP) for event sponsors to encourage the lease of City facilities while limiting the possibility of uninsured loss to the event sponsor or to the City.
5. Assists other departments, contractors, vendors, and the public by providing information on claims submitted, required insurance coverage for new projects, or other related subjects.
6. Participates in pre-bid conferences and seminars for minority businesses to increase awareness of the City's insurance requirements in the business community.
7. Prepares correspondence and reports to contractors, claims administrators, City management and others to facilitate the efficient management of a loss control/risk reduction program.
8. Regular, reliable and punctual attendance is an essential function of the job.

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Knowledge, Skills and Abilities Required to Perform Work:

Knowledge of terminology used in contracts and insurance policies.

Knowledge of subrogation principles and procedures.

Knowledge of risk management principles and procedures.

Ability to communicate effectively, orally and in writing, including seminar presentation skills.

Ability to negotiate claim settlements.

Ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Requires an adjuster's license.

Requires a State of Texas Class C drivers license.

Working Conditions and Hazards:

Work performed under normal office conditions.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.