

City of Dallas
Classification Specification

Title:	Senior Risk Analyst	Class Code:	20836
Application:	Career Series	Pay Grade:	I
Supplemental/Code:	Administrative/1	Established:	10/01/94
FLSA Status:	Exempt	Revised:	01/01/09

Position Purpose:

Provides senior level analysis of worker's compensation, liability claims or potential risk to the City to ensure that the City's financial assets are properly protected.

Essential Functions:

1. Monitors the performance of the third party administrator to ensure contract compliance and adherence to the workers' compensation law and/or the City's liability policy.
2. Reviews claim files prior to hearing or mediation to evaluate and recommend disposition; monitors claims and subrogation interests to ensure recovery of city monies.
3. Coordinates with ECI on modifications to the automated worker's compensation system.
4. Represents the City at Texas Workers' Compensation Commission hearings to facilitate the resolution of workers' compensation cases.
5. Interfaces with the third party administrator, City departments, City employees, and citizens to explain the extent of the City's liability and to resolve difficult claims issues.
6. Conducts training sessions for department representatives to update them on changes in Workers' Compensation legislation and to ensure clarity of City policy.
7. Resolves claims up to \$20,000.
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:

Thorough knowledge of workers' compensation legislation and practices.

Thorough knowledge of the City's liability policies.

Ability to represent the City and negotiate effectively.

Ability to communicate effectively, both orally and in writing.

Ability to interact with employees and the public at all levels.

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.

Must possess a Texas Insurance Adjuster's License

Must possess a valid Texas Driver's License - Class C.

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.