

CLASS TITLE: HUMAN RESOURCES RISK MANAGER

PURPOSE OF THE CLASSIFICATION: Under general direction is responsible for the planning, development, delivery and management of comprehensive safety and workers' compensation programs for the City of Tulsa; develops risk management policies and processes to identify, measure, treat and report on key organizational risks and performs other related duties.

ESSENTIAL TASKS:

- Manages, plans, coordinates and develops policies concerning the activities of the safety and workers' compensation programs for the City of Tulsa
- Coordinates the development, implementation and maintenance of a comprehensive Risk Management program for the City
- Develops and manages a comprehensive and proactive workers' compensation program
- Manages and performs loss control activities including job site and facility inspections, departmental safety audits and surveys to ensure compliance with safety and health regulations and recommends actions to control or limit hazards and exposures
- Manages the City of Tulsa Safety Culture Transformation initiative, to include regular communication to department heads and executives and oversight of all safety programs
- Manages and administers the City's property and liability insurance program for City facilities
- Monitors and evaluates the workers' compensation self-funded insurance program, maintaining appropriate funding levels, accurate loss forecasting, claims management, loss preventions and cost containment programs
- Integrates risk management throughout the City's departments and programs
- Sets goals and objectives for the Risk Management program
- Establishes and manages relationships with various risk management and insurance consultants and vendors, including brokers and agents
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in business/public administration, human resources management, safety or a closely related field and seven (7) years of progressively responsible experience in risk management or human resources, with at least 2 years of supervisory/management experience; or an equivalent combination of training and experience per PPPM Section 128.

Knowledge, Abilities and Skills:

Considerable knowledge of risk management practices and safety principles and practices, knowledge of principles, practices and techniques of public administration and management; knowledge of municipal operations, service delivery system, public finance budgetary procedures, knowledge of and other public personnel practices; and knowledge of OSHA regulations. Ability to prepare accurate analyses, reports and recommendations; ability to express ideas clearly and concisely to groups and individuals; ability to interpret administrative policy into operational procedures and practices; ability to compile data and information for transposition into effective and efficient administrative policies; ability to establish and maintain an effective working relationship with City officials, staff and the general public; ability to utilize the highest level of interpersonal skill in order to understand, select, develop, and motivate people at any level within or outside the organization

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; frequent lifting and carrying up to five pounds with occasional lifting and carrying up to 10 pounds; occasional pushing and pulling up to five pounds; may be subject to walking, standing, sitting, reaching, bending, kneeling and handling; and vision, speech and hearing sufficient to perform the essential tasks.

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Licenses and Certificates: Possession of a valid Class “D” Oklahoma Driver’s License; and possession of a Workers’ Compensation/Adjuster License from the State of Oklahoma within 90 days of hire. Associate of Risk Management (ARM) certification preferred. Upon successful completion of ARM certification, the employee will receive the equivalent of a two-step pay increase.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting and occasionally outdoors and in inclement weather

Class Code: 1019

EEO Code: E-01

Pay Grade: EX-48

Group: Clerical and Administrative

Series: Human Resources Management

Effective date: December 16, 2019