

RISK MANAGEMENT SPECIALIST SERIES

I. DEFINITIONS

The Risk Management Specialist is a non-supervisory staff position at an institution. Such staff positions report to a Risk Management Officer, Risk Management Manager, or Health and Safety Manager who has overall responsibility for the university campus's Risk Management Program or portion thereof. Such campus positions perform professional coordinative activities for one or more risk management programs.

RISK MANAGEMENT SPECIALIST

This title definition is used as an entry, progressing to objective, level work positions that perform risk management duties. Work is performed under close, progressing to general, supervision.

Positions functioning at an objective level either: (1) are located within an institution and perform administrative and operational duties associated with risk management functions where the work focuses on a limited or narrow aspect of a risk management program or the more routine aspects of multiple or complex risk management programs. Work is performed under the general supervision of a risk management or safety director or another risk management professional located within a central office function or; (2) are located within an institution and administer a multifaceted risk management program including some combination of safety, liability, loss control, worker's compensation/back to work programs, or similar risk management programs. Positions at this level perform advanced level claims management work including investigation and resolution of a wide variety of lawsuits and claims. Work is performed under general supervision.

RISK MANAGEMENT SPECIALIST - SENIOR

Positions coordinate a multi-faceted, complex risk management function in an agency that has a very complex organizational and occupational structure with high risk factors, and which includes a significant portion of the agency located in remote sites such as districts, regions, or institutions, or positions manage a multi-faceted complex risk management, health and safety program at a large state institution that has significant exposure to injuries to state employees or clients. Positions allocated to this allocation pattern are those that deal with: (1) property and liability, (2) fleet and property, or (3) safety, ergonomics and claims

II. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment.

III. RELATED POSITION TITLES

Environmental Specialist, Environmental Health Specialist, or Waste Management Specialist