



CLASSIFICATION NO. 397  
Established: 6/03  
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FLSA: Exempt  
EEO: 2

## RISK AND LOSS CONTROL ANALYST

### **CLASS CHARACTERISTICS**

Under direction, to plan, organize, coordinate and administer County risk assessment and loss control programs; to provide professional and technical support to other departments on risk, safety, liability, policy development, strategic planning, contract review and loss control issues; to conduct inspections, and arrange and conduct training to maintain compliance with loss control regulations of various state and federal agencies; to do other work as required.

### **DISTINGUISHING CHARACTERISTICS**

The Department of Human Resources provides human resources services to all County departments, including recruitment and selection, HR policy administration, employee and labor relations, classification, compensation and pay equity, organizational development, employee engagement and development, employee wellness and benefits administration, risk management, workers' compensation, liability and casualty claims management, and human resources information systems.

The Risk and Loss Control Analyst performs a variety of professional and technical work. Incumbents work closely with assigned departments and divisions to provide oversight to meet county risk objectives. Incumbents exercise sound judgment independently in establishing a safe and healthy working environment as they; inspect County facilities and equipment; identify risk and loss hazards; analyze, consult and develop loss control and loss reduction measures; investigate events that result in personal injury and/or property damage and loss; and ensure compliance with safety regulations, rules, policies, and procedures. Incumbents coordinate with Department staff, and other managers and contacts regarding development of policies and procedures related to liability, casualty, and loss control issues for the County.

The Risk and Loss Control Analyst differs from the Risk Manager which is responsible for the administration of a comprehensive, County wide program to protect County assets and personnel against financial loss from physical damage or legal liability. It also differs from the HR Supervisor who administers the County's safety program and policies and has formal supervisory responsibility.

### **TYPICAL TASKS**

Duties may include but are not limited to the following:

1. Assists in the development and implementation of comprehensive County safety, loss prevention and risk management programs; assists in the design, development and implementation of County policies and procedures relating to safety, wellness, hazardous waste, loss prevention/control and regulatory compliance; under direction from the Risk

Manager, takes the lead in evaluating safety and risk management programs and measures; monitors incident and loss data to improve effectiveness.

2. Consults with departments to identify exposures to loss; recommends loss reduction strategies; assists departments in the development and implementation of loss reduction and cost containment measures; performs a variety of loss prevention activities in the area of occupational injuries and illnesses; coordinates County's loss control program with other departments to reduce risks and liabilities by investigating incidents and accidents, collecting data, developing summaries, and providing reports to Risk and Benefits Management staff and other managers and contacts for resolution of liability, casualty, and loss claims; coordinates with Integrated Disability Analyst on early return to work program.
3. Administers County-wide drug and alcohol program and the CDL (Commercial Drivers License) program; acts as subject matter expert for Department of Transportation regulations and County policies; administers Reasonable Suspicion training for managers and supervisors; schedules mandatory random and follow-up tests; analyzes and maintains confidential testing results; maintains CDL testing pool; ensures County is in compliance with program regulations.
4. Coordinates LCAs (Last Chance Agreements) as they relate to substance abuse matters with Assistant Human Resources Director and County Counsel; educates and communicates with departments regarding outlined procedures to substance abuse LCA process; works with substance abuse professionals for follow-up testing program and DMV or United States Coast Guard as needed; monitors progress and provides necessary consultation to outside agencies regarding practices and processes.
5. Manages county driving policy program in regards to driver training; assists and ensures corrective measures are taken following preventable accidents and driving citations; coordinates with employees and 3<sup>rd</sup> party online training vendor to ensure training is completed; conducts behind the wheel van driver training; coordinates with departments and divisions; assists and oversees driving records for Risk Manager when needed.
6. Acts as risk and safety consultant for assigned departments; prepares and maintains safety manuals; provides technical assistance in the selection of materials, equipment, and safety devices; assists in developing and implementing emergency preparedness program; provides technical safety and risk consultation to Department managers and agencies; assesses and identifies priorities of safety, training and health needs of the department as appropriate; assists in the review of contractor plans, specifications, submittals and safety processes to ensure compliance with applicable rules, policies and codes; coordinates and conducts safety and occupational health training programs for regular and temporary employees; develops bid specifications for Requests for Proposals or qualifications; solicits, reviews, and recommends selection of bids; monitors contracted services for legal, fiscal, and program compliance; serves as liaison with service providers; performs research; and reviews and selects, in consultation with Risk Manager, safety and occupational health training materials to update employees on new or revised safety laws or regulations.
7. Coordinates departmental safety committees; facilitates regular safety meetings and accident review board meetings; establishes topics for department or divisional safety meetings; researches, collects, compiles, and presents information on work place hazards, accidents and other safety related issues; videotapes projects for review and analysis; follows up with managers and supervisors to ensure that safety committee suggestions or

decisions are implemented; coordinates and conducts safety and occupational health training programs for regular and temporary employees; conducts or arranges training sessions; trains supervisors and employees in safety procedures, accident investigation, and work site inspection.

8. Develops and implements methods for identifying, controlling and reducing chemical hazards in the workplace; identifies and coordinates proper disposal of hazardous materials, including coordination with other jurisdictions; performs management audits and conducts construction and work site safety inspections; ensures contractors are fulfilling obligations regarding safe and healthy work sites; ensures use of proper safety equipment and safety procedures; recommends and implements corrective action; assists with responses to employee complaints and concerns; accompanies Federal and State inspectors on inspection tours; monitors agency and contractor compliance with safety and health rules and regulations.
9. Analyzes vehicle claims filed against County for property damage, personal injury and vehicle accidents and recommends action; assists in developing recommendations for accident prevention and risk reduction; assembles relevant data regarding County responsibility or liability; identifies and pursues potential cost recovery from third parties on vehicle claims; monitors processing of claims to resolution; maintains, analyzes and interprets data related to injuries, accidents and claims to produce cost-effective results; reviews insurance policies to ensure adequate and appropriate coverage; provides periodic reports to departments and to Risk Manager.
10. Takes the lead in researching, assessing, and implementing new ergo and Personal Protective Equipment (PPE) products; attends forums and conferences to stay current with industry practices and trends; educates workforce through department staff meetings and by working with Wellness Coordinator; advises on or prepares specifications for the purchase of safety equipment; plans, coordinates, schedules, manages and implements special projects as assigned; conducts work station ergonomic evaluations and makes recommendations; works closely with ergonomic supply vendors on cost and department budgetary issues; collaborates with Leave and Accommodations Analyst for ADA and medical restriction accommodations; investigates possible work-related ergonomic injuries and provides correct measures.
11. Implements County employment-related physical assessment program; facilitates Job Task Analysis (JTA) and Physical Capacity Testing (PCT) assessment program to meet all legal and county requirements for hiring processes; works closely with HR Managers, Department Managers, and HR Analysts when assessing physical demands of County positions; advises when testing should be implemented or required; serves as County expert and liaison with vendors who provide PCT services as part of post-offer process; and plans, assigns, and evaluates work product of contractors.
12. Monitors health and safety legislative and regulatory changes; evaluates implications for County policies, programs and operations, and recommends changes to department management to ensure compliance; stays current with industry practices and trends; represents the County to professional societies and other agencies via committees, etc.; coordinates safety promotional and awards events and other special programs.

## **REQUIRED KNOWLEDGE AND SKILLS**

Thorough knowledge of: Federal, State, and local safety agency regulations and rules applicable to department operations, including Federal and Oregon Occupational Safety and Health Administration, Department of Motor Vehicles, Federal Motor Carrier Safety Administration, Federal and State Drug Testing, Environmental Protection Agency, Department of Environmental Quality, Office of State and Fire Marshall, and United States Department of Transportation; national and international consensus standards (ANSI, NFPA, ISO) and Best Management Practices; principles and practices of industrial safety; accident prevention, occupational hazards, hazardous materials identification and disposal methods.

Working knowledge of: Principles and practices of liability and loss control methods; work practices, materials, tools, equipment and safety hazards associated services provided by the County; principles and practices of training, safety program evaluation and development; principles of research and report development; principles and practices of interviewing; basic math; English grammar; standard office practices; personal computers including word processing, spreadsheet, and database computer applications.

Skill to: Communicate effectively, both orally and in writing; interpret and apply safety regulations and policies; identify hazardous working conditions and practices; conduct interviews; respond to emergency situations, investigate and analyze accidents, summarize results of investigations, coordinate with Risk and Benefits Management staff, and recommend corrective action; maintain accurate records; operate standard office equipment, including computers; operate video camera, recorder and editing equipment; speak effectively before groups; conduct training sessions; establish and maintain effective working relationships with co-workers, county department, County leadership, outside agency personnel, and the public.

## **WORKING CONDITIONS**

Duties require on-site visits and exposure to loud noises, heavy equipment, hazardous materials, busy road traffic, and adverse weather conditions.

## **MINIMUM QUALIFICATIONS**

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

**Experience:** A minimum of four (4) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

**Licenses/Certifications:** None required.

## **PRE-EMPLOYMENT REQUIREMENTS**

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.