

**CITY OF CORAL SPRINGS**  
**Classification Description**

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**CLASSIFICATION TITLE:** Risk Management Coordinator  
**FUNCTIONAL AREA:** Financial Services Department

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**WORK OBJECTIVE:**

This is professional and technical work involving coordinating Risk Management functions including liability claims adjustment and worker's compensation daily administration. An employee in this class plans, coordinates, monitors and participates in all phases of assigned risk management and loss control functions. Responsibilities include interpreting and applying State laws and regulations affecting the administration of Risk Management programs. Investigates workers compensation and liability claims, analyzes data, evaluates City liability, processes documents, maintains records and negotiates settlement terms. Work assignments are made orally or in writing and are reviewed through observation of results obtained, conferences and periodic reports or evaluations.

**ESSENTIAL FUNCTIONS:**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Participates in safety, workers compensation, liability claims adjustment and other loss control programs to fulfill the City's overall Risk Management objectives.
- Participates in the investigation, negotiation and settlement of all property, casualty, and workers' compensation claims. Reviews invoices submitted from vendors for accuracy and submit for approval.
- Maintain procedures and directs employees with their workers compensation claim.
- Coordinates employee drug test processing for those incidents that result in damage over \$300.
- Prepares documents, reports and records necessary to process liability, property and workers compensation claims.
- Participates in negotiations with individuals, insurance companies, adjusters and attorneys to obtain an equitable settlement of all claims.
- Involved in the collection of sums due the City arising out of accidents and monitors the financial reserves necessary to administer the City's self-insurance plan.
- Manages vehicle accident claims, including investigating and assigning projects to the Fleet division.
- Surveys, identifies, and analyzes elements of risk in all phases of City operations.
- Recommends, implements, and evaluates the most advantageous method of dealing with risks through elimination, reduction, retention, or transference of risk through insurance or other risk management techniques.
- Processes claims involving all City property and pursue and assist in recovery of amounts due the City for damages to property.
- Reviews contracts for insurance purposes.
- Identifies and tracks critical assets using the Simplicity program.
- Vendor management and policy renewal to improve effectiveness of the risk program and management of premium costs.
- Primary communication between nurse case managers and City supervisory staff while administering return to work and modified duty accommodations.
- Establishes and maintains all related records.
- Assumes other special projects and responsibilities as required.

## **Risk Management Coordinator**

### **MINIMUM QUALIFICATIONS:**

#### **Education / Certifications / Experience –**

Bachelor's Degree in Occupational Safety, Risk Management, or related field, or Certification of Associates in Risk Management (ARM), or Associate in Risk Management for Public Entities; Certified WC professional required; supplemented by five to seven years of professional experience, preferably in local government, in the development and administration of insurance, accidents, and loss prevention programs; or an equivalent combination of education, training, and experience.

#### **Knowledge, Skills, & Abilities –**

Knowledge of statutes, and regulations applicable to liability claims administration.

Knowledge of Florida Workers' Compensation law, practices, and regulations.

Knowledge of safety laws, codes, standards and regulations such as OSHA and ANSI.

Ability to develop and conduct training relevant to safety and loss control.

Ability to maintain accurate work records and prepare complex reports and documents.

Ability to conduct in-depth investigations of accident circumstances and liabilities, analyze statistical and medical reports, and determine appropriate action.

Ability to communicate clearly and concisely, orally and in writing.

Ability to establish and maintain effective working relationships with claimants, attorneys, physicians and other professional medical personnel, and all levels of employees.

### **PHYSICAL REQUIREMENTS:**

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).

### **ENVIRONMENTAL REQUIREMENTS:**

Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

The City of Coral Springs is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Coral Springs provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.