

## Risk Management Manager

### SAFETY AND LOSS CONTROL MANAGER

#### Position Description

August 2014

Position Number: 317961

#### 14. POSITION SUMMARY

Under the general direction of the Director of the Bureau of State Risk Management in the Department of Administration, this position will plan, develop, implement, promote, coordinate, monitor and evaluate a statewide safety and loss control program for all state agencies. This position provides leadership, direction and consultation relative to the state's safety and loss control program. The program covers the state's 70,000 employees with the goal to provide a safe work environment for every state employee by determining the best methods and means of preventing and reducing exposures to loss

This position will work with staff within the Bureau of State Risk Management and within the state agencies to determine a strategic plan to obtain and promote management commitment throughout state government. This position will direct the implementation of the strategic plan to obtain that commitment and will recommend changes in the strategic plan when necessary. This position will work with agency safety staff to determine the resources that are needed, determine the best way to obtain and/or develop those resources and then direct and coordinate the development and usage of resources. This person will manage and reinforce the initiatives and safety principles identified in the Governor's Executive Order 194.

This position will also work directly with small agency management to determine how they can best address their risk management needs and assist small agency management in developing and implementing their risk management and safety programs. This position will also work with agencies to determine how existing resources can be coordinated between agencies to maximize the effective use of state resources. This position will provide staff support to the small agency safety officers providing them with appropriate technical information and interpretation of standards and regulations.

#### 15. GOALS AND WORKER ACTIVITIES

##### A. **30% Develop and Implement an Ongoing Strategy for Engaging Agency Management in Supporting Safety and Risk Management Activities**

A1. Develop a written strategic plan to outline steps necessary to create a statewide agency commitment to advancing and promoting risk management and safety within the agencies, and to update the plan periodically

A2. Meet periodically with agency and institution risk management and safety staff to solicit input and feedback, determine progress, understand problems being encountered, identify solutions and to share best practices in implementation of the strategic plan.

A3. Analyze the data in the RMIS system to determine where and how injuries are occurring, to determine trends and to provide direction in directing resources in meeting the overall strategic objectives.

A4. Responsible for the development of management reports from the RMIS system that will provide a quick analysis for agency management to determine the success or failure of the agency programs and directives.

A5. Develop an annual report for agency management assessing progress made, current and future issues and potential directives to address those issues.

A6. Manage and reinforce the initiatives and safety principles identified in the Governor's Executive Order 194 and any subsequent Executive Order.

A7. Attend training seminars and maintain a network of professional colleagues to sustain an awareness and knowledge of the latest trends in safety, regulations and standards, and successful programs.

A8. Maintain a working knowledge of appropriate federal and state regulations and incorporate compliance with these regulations as a part of the overall strategic plan.

A9. Develop appropriate policies, procedures and written program templates both within the Bureau and within state government that will assist agency management and staff in implementing the strategic plan.

**B. 25% Lead the Development and maintain Resources to Support Agency Safety and Risk Management Activities**

B1. Review trade publications, web sites, attend training seminars and identify resources such as manuals, videos, training programs, etc that could be used by agencies to implement the statewide strategic plan and address risk management and safety issues. Assist in the coordination and delivery of these resources as appropriate including developing and maintaining content related to the safety program on the risk management web page.

B2. Identify consultants, agency and BSRM staff that could serve on teams to develop resources to provide for safety, occupational health and environmental services.

B3. Review loss data to determine what resources are needed and meet periodically with agency risk management and safety staff to determine their needs.

B4. Maintain, update and perform safety training targeted to state supervisors as part of the Risk Management Supervisory program.

B5. Performs or assists with accident investigation as necessary and ensures necessary corrective action is in place to prevent future incidents.

**C. 25% Support Small Agencies in Implementing Safety and Risk Management Activities**

C1. Work with small agencies to identify their loss exposures and help them determine how to better manages those exposures to prevent or reduce losses.

C2. Work with small agencies to determine resources, both internally within the state and externally, that may be able to assist small agencies in addressing their safety and risk management needs.

C3. Periodically meet with the management teams for small agencies to address how the agency is managing their risks, where assistance is needed and to communicate the need for agency management to be committed to safety and risk management.

C4. Periodically meet with small agency safety coordinators to determine needs and encourage the sharing of knowledge, experience, resources and programs.

C5. As necessary, conduct safety audits and inspections to ensure compliance and promote loss prevention.

**D. 15% Coordinate Activities with Other BSRM Managers to Enhance Productivity of Resources and Maximize Results**

D1. Review loss data from the agencies to determine where similarities exist in terms of exposures to loss.

D2. Identify where agencies could benefit from developing joint programs and combining existing resources and identify the need for additional resources. Work with agencies with similar loss exposures to determine how to best use resources in joint efforts to manage risks and reduce losses.

D3. Participate in planning and delivering safety and environmental programs for the annual risk management conference.

D4. Serve as the Continuity of Operations Plan (COOP) coordinator for the Bureau. Work with bureau program managers to ensure COOP plan is maintained and updated.

**E. 5% Other Duties as Assigned**

E1. Performs other duties as assigned that enhance the statewide risk management program and/or bureau operations.

**KNOWLEDGE, SKILLS AND ABILITIES**

Education: Bachelor's degree in safety management or related field preferred; or equivalent of five years experience in progressively responsible safety position and accredited safety and occupational health designation and/or certifications; or an equivalent combination sufficient to perform essential functions of this position.

- This person should possess extensive technical and practical knowledge of safety and loss control programs, experience and up to date knowledge of OSHA regulations (and related state regulations) and will have had extensive experience developing and implementing effective safety and loss control programs.

- This person should understand and be able to apply the principles of quality management to safety program development which would include a philosophy of change management that strives to build a health and safety culture within state government and safety programming beyond the traditional approach.
- This position requires a working knowledge and understanding of environmental regulations and understanding of required loss prevention and control activities.
- The position requires an individual with excellent management and organizational skills.
- This individual should have the ability to clearly and concisely express and communicate ideas and necessary program materials in both written and verbal form.
- This individual will have an understanding of general workplace ergonomics and be capable of completing basic ergonomic assessments upon request and providing cost effective solutions to agencies.
- This individual will be skilled with Microsoft office suite (Excel, Word, PowerPoint) and have experience with a Risk Management Information System (RMIS) along with ability to utilize the internet (web) for hosting information and providing training resources.