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RISK AND INSURANCE ANALYST 1

Nature of Work

Under general supervision, performs beginning level professional work conducting moderately complex risk analysis for the Board of Risk and Insurance Management (BRIM). These positions provide customer service through consultation to help identify the primary areas in which insurable claims occur and make recommendations of risk management practices for controlling insurable claims in the coverage areas of general liability, automobile, property, cyber and/or medical malpractice for participating entities covered through BRIM. These positions may survey exposures and hazards, evaluate coverage plans and provide training and counseling to participating entities covered through BRIM in the development of property and casualty risk management programs. Performs related work as required.

Distinguishing Characteristics

The Risk and Insurance Analyst 1 is distinguished from the Risk and Insurance Analyst 2 as this is the beginning level of the series and will perform work that is moderately complex.

Examples of Work

Inspects buildings and property for physical hazards.

Meets with heads of agencies, superintendents, and business managers to discuss findings, explaining conditions not in conformance with insurance risk requirements and hazardous to life and property; provides information on how to remedy unfavorable conditions, discusses mandatory and non-mandatory recommendations and ensures compliance with recommendations.

Prepares comprehensive written reports and documents consultation meetings through the use of technical loss control summary reports and necessary business correspondence.

Researches risk management literature, standards, regulations and requirements.

Assists in managing assigned client accounts with regard to coordination of insurance loss prevention services.

Conducts loss history analysis to determine incident trends to provide BRIM insured with suggested best risk management practices for controlling insurable claims and exposures to claims.

Works with agency personnel to provide information regarding loss control and develops strategies and recommendations for loss prevention; makes recommendations to agency personnel regarding policy changes to minimize risks and control losses.

Performs audits of participating entities covered through BRIM, which involves reviewing current and past detailed client information regarding specific loss control policies and programs, thereby generating applicable credits/surcharges for insurance premium calculation purposes.

Provides training and direct assistance to BRIM insured through insurance loss prevention education/outreach presentation and seminars.

Knowledge, Skills and Abilities

Knowledge of federal and state laws, rules, regulations, policies, practices and procedures related to safety and insurance.

Knowledge of the various core elements within a risk management program.

Knowledge of loss control techniques and processes.

Knowledge of effective safety and health program management.

Knowledge of occupational safety and health rules, regulations and standards.

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RISK AND INSURANCE ANALYST 1 (cont'd)

Knowledge, Skills and Abilities (cont'd)

Knowledge of basic business financial principles to analyze cost effectiveness and return on investment of recommended solutions to hazards and exposures.

Knowledge of statistics, data collection, data analysis and data presentation methods.

Knowledge of types and causes of property and casualty insurance risks and exposures, as well as loss expectancies.

Skill in researching and analyzing data.

Skill in public speaking.

Skill in the use of a computer.

Ability to effectively compile, analyze and report findings.

Ability to analyze basic claim data to determine claim trends and to develop programs to respond to adverse trends.

Ability to analyze problems and take or recommend an effective course of action.

Ability to establish and maintain effective working relationships.

Ability to communicate effectively, both orally and in writing.

Minimum Qualifications

Training: Bachelor's degree from a regionally accredited college or university.

Experience: Two (2) years of full-time or equivalent part-time paid experience in business administration, insurance, occupational safety, risk management or underwriting.

Substitution: Master's degree from a regionally accredited college or university in safety and environmental management may substitute for the required experience on a year-for-year basis **OR** certification as a Certified Safety Professional (CSP), Certified Industrial Hygienist (CIH), Associate in Risk Management (ARM), Associated Safety Professional (ASP) or an Associate in Loss Control Management (ALCM) may be substituted for one (1) year of the experience.

Established: 09/28/2017

Effective: 10/28/2017