

## **Risk Manager (1530)**

### **Task List - 2016**

#### **CONTRACT ADMINISTRATION**

1. Drafts, negotiates, executes, and administers contracts and conditions, such as indemnity, limitation of liability, warranty, insurance requirements, risk of loss, and breach, in City contracts and/or in support of procurement activities.

#### **INDEMNIFICATION**

2. Executes, on behalf of the City, agreements with individuals or agencies providing services to the City that will indemnify and hold them harmless from loss or liability arising from the acts or omissions of the City when using their property.

#### **SMALL AND MINORITY OWNED PROGRAM SUPPORT**

3. Administers Bond Assistance Program – Los Angeles (BAP–LA) in support of small and minority-owned businesses within the City of Los Angeles in order to assist these businesses in complying with the bid, performance, and payment bond contract requirements.
4. Administers Service Providers and Artisan Tradesman Activities (SPARTA) in support of small and minority-owned businesses within the City of Los Angeles in order to provide affordable insurance coverage to these businesses when bidding on City contracts.

#### **INSURANCE ADMINISTRATION**

5. Analyzes loss history (including property, liability, and workers' compensation data) and recommends appropriate insurance coverage, including deductible levels.
6. Develops and updates valuation methodologies for insurance and non-insurance purposes.
7. Plans, coordinates and negotiates the purchase of insurance and insurance coverage and policy terms and conditions within the insurance marketplace.
8. Develops insurance premium allocation methodologies for operational groups throughout various City departments.
9. Reviews and approves insurance and bond submittals for compliance and appropriateness in order to ensure contractors performing work for the City meet contractual insurance and bond requirements.

10. Administers Owner Controlled Insurance Programs (OCIP) by arranging, procuring, and managing insurance coverage, including administering insurance claims and safety efforts.

### **LOSS PREVENTION AND CONTROL**

11. Performs loss control inspections, operational liability risk assessments, and/or property valuation studies to identify and evaluate loss potential by analyzing safety and loss data, makes recommendations, such as which risks to self-insure or the establishment of a contingency reserve fund for uninsured or below deductible losses in order to reduce City losses.
12. Prepares cost of risk reports for City departments and performs biennial actuarial studies, management of commercially insured claims, weaknesses/strengths analyses, and/or loss trending in support of claims management activities.

### **SPECIAL PROJECTS AND PROGRAM SUPPORT**

13. Provides risk consultation and advice to Council, Mayor, and/or City departments on issues involving all facets of risk management and insurance.
14. Discusses proposed and on-going department projects with management and operations staff to determine potential risks involved and recommends appropriate modifications to reduce risks.
15. Provides litigation support by administering the City's outside Attorney Conflict Panel (ACP) for any litigation determined by the City Attorney to have a partial or total conflict of interest precluding the City Attorney from handling the litigation on behalf of the City.
16. Conducts periodic training and seminars on risk related topics such as claims management procedures, loss prevention, and/or the risk management procedures manual for City department staff.
17. Develops cost allocation strategies for operational groups throughout various City departments.
18. Administers Department employee safety program.

## **SUPERVISION**

19. Writes job descriptions and/or develops performance standards for quantity of work such as number of studies completed, reports written, and/or complaints received, and/or quality of work such as work products produced in order to inform subordinate employees of job expectations.
20. Orients new employees by explaining job requirements and providing written materials such as safety and performance standards, personnel rules, policies, and procedures, and benefits.
21. Trains employees by explaining and demonstrating work procedures and then observing employee performance to ensure employees are properly trained and to determine additional training needs; provides safety and/or other specialized training to staff.
22. Plans work of unit, assuring priority assignments are handled first; considers assignments in terms of content, difficulty, safety, and timeframe as well as employee workload, capabilities, and developmental needs; and assigns responsibility and explains assignments in order to ensure workload is appropriately distributed among staff and that they are prepared to complete it as directed.
23. Facilitates employees' work by ensuring necessary resources (e.g., tools, equipment, manuals, work area) are available, recommending use of efficient and effective procedures, and answering questions.
24. Observes employee performance, reviews work of employees, and monitors job progress in order to ensure safe and timely completion of work and that its quantity and quality are consistent with standards; makes adjustments as needed to work in progress.
25. Discusses completed work with employees, including quantity and quality, timeliness, and problems encountered; and provides verbal and/or written praise and/or constructive criticism in order to provide recognition of good/poor performance and to coach them for effective performance of future assignments.
26. Documents incidents of noteworthy good or poor job performance; evaluates employees in areas relevant to the job; documents employee evaluations; and discusses evaluations with the employee in order to provide positive and negative feedback and identify developmental needs.

27. Applies Equal Employment Opportunity principles by interviews job candidates; listens to employee grievances and disputes to identify a fair solution based on facts; counsels employees regarding problems such as rule infractions or inappropriate conduct; and/or disciplines employees following departmental progressive disciplinary procedures in order to perform personnel policy functions.
28. Schedules employee time at work; approves/disapproves employee requests for time off; and verifies that timesheets properly account for employee work time in order to assure necessary levels of staffing, timely completion of work, and appropriate documentation.
29. Estimates/determines supplies, equipment, and staffing needs to complete assigned work; procures it within the organization or via contract; considers future equipment and staffing needs in order to assist in budget preparation.