

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

CLASS SPECIFICATION**01-11-2018****PUBLIC SAFETY RISK MANAGER, 7976**

Summary of Duties: Administers a comprehensive risk management program within the Los Angeles Fire Department (LAFD) which includes identifying potential risk exposures in all operations, evaluating the likelihood of these risks, and preparing and recommending policies or procedures to mitigate or eliminate such risks. Evaluates the effectiveness of the risk reduction measures within the context of the public safety and emergency response obligations of the LAFD.

It is anticipated that a position in the class of Public Safety Risk Manager will be exempted from Civil Service under the provisions of Charter Section 1001 (b).

Class Characteristics: The Public Safety Risk Manager manages the overall operation of the LAFD's Risk Management Program, including risk identification, risk reduction, and is responsible for reducing loss resulting from accidents, injury, damage and theft. The Public Safety Risk Manager serves as Chief Risk Management Officer.

The Public Safety Risk Manager differs from a Risk Manager insofar as the former involves risk identification and reduction within the context of public safety and emergency response activities of the LAFD. Awareness, detection and mitigation of potential risks faced by public safety and emergency responders in LAFD is the responsibility of a Public Safety Risk Manager.

The Public Safety Risk Manager receives minimal supervision and his or her work is reviewed mainly in terms of results obtained and objectives accomplished.

Examples of Duties:

- Works with staff engaged in risk management functions in various areas including financing, administration, communications, workplace safety, loss control and claims management;
- Develops and implements Department/Office specific loss-control and risk management practices to reduce risk and liability, in consultation with the Mayor, the City Attorney, the City Administrative Officer, and the General Manager of the Personnel Department;
- Works closely with the City Attorney's Office, under the supervision of the Public Safety Employee Relations Manager, on employment, wage and hour (FLSA) litigation with specific emphasis on fire suppression requirements and exemptions, and other civil litigation matters and post-litigation lessons learned;

- Prepares the annual operating budget for the Risk Management Section, as well as annual reports for the Mayor and City council on the status and progress of the LAFD's Risk Management Program;
- Reviews and recommends best practices of risk management based on their applicability to the unique and demanding nature of LAFD emergency operations.
- Maintains oversight of the development of training programs at the supervisory level that provide for early detection and awareness of potential risk management issues faced by public safety and emergency response personnel;
- Ensures that Department policies and practices conform with the heightened due process requirements of the Firefighter Bill of Rights (FFBOR);
- Serves as the HIPAA Privacy Officer and works with the City Attorney's Office to ensure the LAFD's compliance with HIPAA as it is uniquely positioned as a health care provider;
- Provides administrative support in the oversight of the California Public Records Act requests and subpoenas;
- Serves as the LAFD liaison to the Office of the Mayor, the City Council, the Office of the City Attorney and the Board of Fire Commissioners on liability issues;
- Represents the LAFD before various regulatory bodies in matters involving risk, liability, and litigation, and may serve as a subject matter expert at the meetings of the regulatory bodies;
- May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications:**Knowledge of:**

- Federal, State, and City laws and regulations relating to public sector employee/management relations, workers' compensation and safety;
- The principles, practices and terminology involved in risk management;
- City personnel rules, regulations, policies and procedures, including the Personnel Procedures Manual, Civil Service Commission Rules, Personnel Department Policies,
- The City Charter, Employee Relations Ordinance, FFBOR, and the Administrative Code;
- Techniques for representing the LAFD's position during MOU negotiations
- Techniques for preparing and presenting the City's position in administrative hearings and litigation;
- The functions, organization, and procedures of the LAFD and other City departments;
- Fair Labor Standards Act, with particular emphasis on provisions applicable to sworn firefighters;
- Procedures for grievance handling;
- The risk management and safety issues involving both sworn and civilian members of the LAFD;
- Effective safety principles and practices.

Ability to:

- Work with staff consisting of administrative, professional, sworn, clerical and other organizational units and department staff members;
- Manage competing priorities and work assignments by continuously evaluating them in light of the LAFD's mission;
- Formulate and implement new plans, procedures and policies related to risk management, safety, light duty, and workers' compensation;
- Analyze employee relations and risk management problems and recommend practical solutions;
- Analyze and project consequences of decisions and/or recommendations;
- Deal tactfully and effectively with elected officials, Commissioners, department management representatives, supervisors, employees and representatives of other agencies; and
- Prepare clear, concise and comprehensive oral and written reports.

Minimum Requirements:

1. Graduation from a recognized four-year college or university with a degree in business, public administration, political science or related field; **and**
2. Two years of full-time paid experience providing advice, general counsel or litigation services regarding risk management, risk threat assessment or risk evaluation related to public safety.

Experience as an attorney handling civil litigation and public safety labor relations is highly desired.

License: A valid California driver's license and a good driving record may be required.

Physical Requirements: Strength to perform average lifting of less than 5 pounds and occasionally over 15 pounds. Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties, responsibilities, and required qualifications of any position shall be.