



CLASS SPECIFICATION

5/25/06

RISK AND INSURANCE ASSISTANT, 1645

Summary of Duties: Performs various paraprofessional risk management duties in assisting professional Risk Management personnel, including reviewing, evaluating, analyzing, and processing insurance and/or bond documentation for compliance with City Charter, Administrative and Municipal Codes and the contract and permit requirements for City Departments and Bureaus. Risk and Insurance Assistants also maintain insurance records including liability insurance documents, certificates evidencing Workers' Compensation Insurance, performance and payment bonds, and security instruments and does related work.

Distinguishing Features: A Risk and Insurance Assistant performs a variety of paraprofessional duties in assisting professional Risk Managers. The class of Risk and Insurance Assistant provides a promotional opportunity for employees with considerable experience in the nonprofessional aspects of Risk Management work, and gives these employees an opportunity to gain experience and develop the skills, knowledges and abilities necessary to qualify for promotion to the Professional Series.

Examples of Duties:

- Reviews, evaluates, analyzes and processes insurance and bond documentation for compliance with the City Charter, Administrative and Municipal Codes and the contract and permit requirements of City Departments and Bureaus;
- Inputs reference and cross-reference insurance data into a Risk Management Information System and maintains insurance records;
- Processes exoneration, cancellation and reinstatement notices;
- Reviews and approves liability insurance documents, certificates evidencing Workers' Compensation insurance coverage, performance and payment bonds, and security instruments;
- Evaluates and assesses financial viability of insurer and determines carrier status;
- Monitors Citywide insurance compliance and assists in revising insurance procedures and forms;
- Interacts with insurance carriers, brokers, vendors, contractors and the public to resolve insurance compliance issues;
- Prepares interdepartmental communication with Department and Bureau contract managers and coordinators;
- Reviews and evaluates third party claims for insurance coverage data;
- Interacts with the City Attorney in the audit of claims and review of financial matters relating to claims;
- Interprets insurance policies for coverage applicability;
- Produces analytical reports tracking loss data;
- Reviews and tracks payments in third party claims;

- Monitors self-insurance deductibles;
- Trains staff regarding City insurance and/or bond issues and staff role in the process, facilitating compliance by permittees and contractors.

Qualifications:

Knowledge of:

- Basic principles, practices, methods, terminology and techniques of risk management;
- Data processing and computer-based systems capabilities as they relate to gathering, retrieving, storing, and manipulating data.

The ability to:

- Communicate effectively;
- Deal tactfully and effectively with the public, bureau and department heads, supervisors and other employees;
- Gather factual information and conduct research.

Requirements:

Two years of full-time paid experience with the City of Los Angeles as a Senior Clerk Typist reviewing, analyzing, issuing and processing Insurance and/or Bond documentation; or

Three years of full-time paid experience reviewing, analyzing, issuing, and processing Insurance and/or Bond documentation.

License: A valid California driver's license may be required.

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.