

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1394

TITLE: RISK ANALYST

GRADE: S-27

DEFINITION:

Under general supervision, analyzes County services and operations for risk exposures and recommends measures to eliminate or reduce risk exposures; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Risk Analyst differs from the Risk Manager in that the Risk Analyst is responsible for analyzing County services and operations for risk exposures, and recommending measures to eliminate or reduce these exposures, whereas the Risk Manager manages the countywide risk management program, which protects the County and self-insured entities against financial loss.

ILLUSTRATIVE DUTIES:

Assures operational risks are mitigated through risk analysis /assessment, risk identification, and risk elimination;

Develops management reports regarding the County's risk exposures and provides appropriate recommendations to mitigate or eliminate such risks;

Develops and maintains inventories on operations and exposures that may potentially be a source of financial risk;

Communicates and coordinates with agencies, brokers, and consultants regarding the County's exposure data and means to minimize and control such exposures;

Administers annual insurance and self-insurance fund contributions as well as retro plan billings to agencies;

Reviews, analyzes, and refines insurance provisions in new and existing County contracts and leases to ensure consistency of requirements;

Reviews and monitors all certificates of insurance provided by contractors to ensure consistency with contractual requirements;

Maintains up-to-date computer based records for all insured and uninsured plans within the casualty and property programs;

Recommends measures to eliminate or reduce risk exposures;

Identifies, analyzes and defines property and liability exposures in order to identify unforeseen and uninsured issues;

Conducts and coordinates risk and operations analysis training for all County agencies and staff;

Manages and develops policies and procedures related to Operations Risk Analysis program for all areas of responsibility;

Provides technical direction to subordinate staff;

Represents the department and participates on County-wide taskforces or assigned project teams within related risk management areas;

Develops business operational analysis, business continuity, and disaster recovery and incident response plans related to specific risk management needs;

Assesses and identifies potential risks to County locations and assists agency management in developing appropriate measures to mitigate the exposure.

REQUIRED, KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the principles and practices of property and casualty insurance and risk management;
Knowledge of County, state, and federal laws/regulations regarding property and liability insurance coverage;
Knowledge of the accepted statistical methods for collecting and analyzing accident and other data;
Knowledge of techniques of risk analysis, transfer, and treatment;
Knowledge of supervisory principles and techniques;
Ability to establish and maintain effective working relationships with others;
Ability to communicate effectively both orally and in writing.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to the following:
Graduation from an accredited four-year college or university with course work in risk management, insurance, business administration, environmental safety, industrial management, public law, public administration, or related field; PLUS
Six years of risk management experience, which includes any combination of occupational health and safety, environmental health, accident loss analysis and reconstruction, risk analysis, claims administration, insurance underwriting or purchasing, or litigation management.

CERTIFICATES AND LICENSES REQUIRED:

Not applicable.

NECESSARY SPECIAL REQUIREMENTS:

Not applicable.

REVISED: December 18, 2003
REGRADED: June 9, 1997
ESTABLISHED: November 16, 1992