



CLASSIFICATION DESCRIPTION

TITLE: RISK AND SAFETY SPECIALIST

JOB CODE: 12 (Non-Exempt)

GENERAL DESCRIPTION OF DUTIES

Under general supervision the purpose of this job is to support Risk and Safety coordinators with technical compliance and administration of various departmental projects that specifically relate to risk and safety programs as well as insurance processing and compliance. Employees in this position function at a paraprofessional level to accomplish assigned functions according to established schedule, calendars, projects, and programs of the human resource department. Primary responsibility is to assist with the development, implementation and maintenance of active risk and safety functions. Work requires exercising considerable independent judgment and initiative. Performs related work as directed.

SPECIFIC DUTIES AND RESPONSIBILITIES

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such duties are a logical assignment to the position.

- Assist in developing, implementing, and maintaining the City of Palm Coast Risk and Safety Program.
- Develops and implements related policies, procedures and practices based upon established best practices.
- Enforce risk and safety related policies/procedures established by the City of Palm Coast.
- Records, tracks, and maintains insurance claims which include workers compensation, general liability, auto, and casualty.
- Supports the Risk and Safety Coordinators in the investigation of all insurance claims.
- Assists with the development and implementation of required training programs set forth by the Risk and Safety Coordinators.
- Audits and supports the application of the vaccination program, random drug testing program, and other related programs.
- Operate in compliance with HIPAA, FMLA, and other related laws/regulations.

- Ensures delivery of excellent and timely customer service to related City personnel and vendors.
- Maintains required and associated records in accordance with retention requirements.
- In coordination with senior staff, assists with preparing related documents and files as needed in the defense of insurance claim litigation.
- Organizes and assists with City-wide risk reviews and assessments.
- Participates in the City's Safety Team, assists with City-wide risk and safety training, and integrates all activities toward achievement of City risk and safety goals and objectives.
- Receives inquiries and requests from employees and the general public, through friendly, professional customer service skills, ascertains the needs of the customer and provides appropriate assistance and information; responds to escalated customer service issues.
- Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

Associate's Degree; supplemented by two (2) years progressively responsible experience in risk, safety, and/or worker's compensation; or an equivalent combination of education, training and/or experience.

LICENSES, CERTIFICATIONS OR REGISTRATIONS

Must possess and maintain a valid Florida Driver's License.

KNOWLEDGE, SKILLS, & ABILITIES

- Ability to understand and follow written and oral instructions.
- Thorough knowledge of generally accepted purchasing principles, established procedures, departmental guidelines, and regulatory requirements applicable to the work.
- Ability to understand procedures for the utilization of vendor catalogues, commercial registers, directories, office files and other recourses for the procurement of goods.
- Ability to read, update, evaluate and maintain various records and files.
- Ability to access, operate and maintain various software applications.
- Ability to clearly communicate information both verbally and in writing.
- Ability to operate basic office equipment, e.g., computer terminals, printers, copy machines, telephone systems, facsimile machines.
- Ability to establish and maintain effective working relationships with all City personnel,

departmental personnel and supervisors, and vendors.

PHYSICAL REQUIREMENTS

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (25 pounds).

The City of Palm Coast is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Palm Coast provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.