

CLASS TITLE: RISK MANAGEMENT COORDINATOR

Class Code: 02534700
Pay Grade: 35A
EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for the development and implementation of a variety of risk management programs, activities and initiatives throughout state agencies; to perform specialized duties in the area of safety inspections, including the promotion of safety and health measures to ensure compliance with acceptable safety standards governed by state occupational safety laws; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative supervision of a superior with considerable latitude for the exercise of initiative and independent judgement; work is subject to review through conferences and reports for effectiveness and program results.

SUPERVISION EXERCISED: May supervise clerical and technical employees assigned to assist on a project basis.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for the development and implementation of a variety of risk management programs, activities, and initiatives throughout state agencies; to perform specialized duties in the area of safety inspections, including the promotion of safety and health measures to ensure compliance with acceptable safety standards governed by state occupational safety laws.

To provide direction, in coordination with appropriate department heads and staff members, for the implementation of various industrial risk management programs pertaining to employees and staff members throughout state government.

To organize state departments in the development and establishment of comprehensive Health and Safety Committees.

To oversee the development and presentation of employee educational programs pertaining to work-related accidents, illnesses, and occupational health and safety topics.

To design reporting forms and implement procedures for work-related injuries and illnesses, as well as occupational health and safety violations.

To work with appropriate administrative officials regarding the conduct of specialized investigatory evaluations of state agencies, the evaluation of Health and Safety Committee issues, and the review of class action grievances against the state with respect to alleged code violations.

To ensure compliance with all rules, regulations, and appropriate sections of the Workers' Compensation Act along with other applicable Health and Safety Codes.

To be responsible for providing on-site assistance in cooperation with various state agencies in the areas of Workers' Compensation (WC), safety, and various rehabilitative services.

To review workers' compensation, occupational health and safety data to identify cost trends, high risk work areas, and the effectiveness of accident prevention programs; to work with agencies on areas of concern.

To conduct discussions with agency labor/management personnel when such discussions relate directly to workers' compensation, occupational health and safety and other related issues.

To provide ergonomic evaluations for state offices and facilities.

To review agency Health and Safety Programs and recommend approval, disapproval or modification.

As required, to testify at hearings and in court as to the conformity of state agency safety plans to applicable industrial standards.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of Rhode Island Workers' Compensation Law and Occupational Health and Safety procedures, practices, laws, and standards governing employee accident-related rehabilitation program options, working conditions, and industrial relation personnel practices; the ability to develop and implement specifically designed state and agency cost control programs relating to work accidents, illnesses, and the detection of any violations which might prove detrimental to the health and safety of employees in a cooperative effort with various levels of management and union employees; the ability to produce statistical reports which exhibit all aspects of workers' compensation and/or occupational health and safety cost containment programs; the ability to develop and present employee educational programs relating to work related accidents, illnesses, and occupational health and safety issues; the ability to plan, organize, supervise, and review the work of assigned technical and clerical personnel; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a bachelor's degree in Business Administration or a closely related field; and

Experience: Such as may have been gained through: employment in a responsible position performing technical work in various risk management programs and activities.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: June 22, 1997

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