

**CLASS TITLE: RISK MANAGEMENT OFFICER**

**Class Code: 02534600**  
**Pay Grade: 31A**  
**EO: B**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To assist in the development and administration of various risks management programs and activities throughout state agencies; and to do related work as required.

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

**SUPERVISION EXERCISED:** Supervises and reviews the work of subordinates assigned to assist.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To assist in the development and administration of various risk management programs and activities throughout state agencies.

To exercise direction in coordination with appropriate department heads and staff members in the implementation of various industrial risk management programs pertaining to employees and staff members both within the Office of State Employees Workers' Compensation and state agencies.

To implement and assist in the design of various reporting forms and procedures developed for all work related injuries or illnesses.

To insure compliance with all rules, regulations and appropriate sections of the Workers' Compensation Act.

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

To coordinate WC claims management with WC claims processing section and legal section within the office of State Employees' Workers' Compensation and the affected state agencies.

To provide state agencies with WC statistical information regarding costs trends, high risk work areas and effectiveness of accident prevention programs.

To actively take part in a structured agency case/management return-to-work program.

To participate in discussions with agency labor/management personnel when such discussions relate directly to Workers' Compensation related issues.

To assist in the identification of potential subrogation of WC injuries/illnesses.

To interface with department management on all work shifts.

To prepare material and data for and to testify at hearings and trials including prosecution for violations of the Act by state employees.

To make investigations to determine whether compensation paid for disability, death or occupational disease is in accordance with amount and manner as required by the Act.

To derive statistical data from reports, and to compile daily, weekly and monthly data and material on reports and incidences as required.

To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A working knowledge of Rhode Island Workers' Compensation procedures, safety practices, employee accident related rehabilitation program options and industrial relation personnel practices; the ability to develop and implement specifically designed state agency cost control programs relating to work related accidents or illness produced in a cooperative effort with various levels of management and union employees; the ability to produce statistical reports which exhibit all aspects of a WC cost containment program; the ability to develop and present employee educational programs relating to work related accidents or illnesses; 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 technical position in such fields as industrial safety, rehabilitation and/or human relations.

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

Class Created: July 3, 1988

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