



OFFICE OF HUMAN CAPITAL

POSITION DESCRIPTION

JOB TITLE: Risk Analyst, Procurement & Risk Management Job Class:	
DATE	Office of Finance Procurement & Risk Management
Pay Range: \$	FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Management Approval:	
POSITION SUMMARY and PURPOSE: Assists the Director, Procurement & Risk Management with management of litigated legal claims, including workers' compensation and general liability claims.	

ESSENTIAL FUNCTIONS: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

NOTE: An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Coordinates information related to litigated claims between the District and the third party claims administrator.
2. Controls, maintains and analyzes all files related to litigated claims including all records, reports, and files regarding employee, student or third party accidents.
3. Prepares all litigated files for court or administrative proceedings, including obtaining necessary medical records, investigative reports, vocational reports, and other documentation in defense of claims.
4. Researches, analyzes, assembles and summarizes data related to injuries for the Office of the City Attorney for the City of Milwaukee.
5. Coordinates all contact with claims adjusters, insurance carriers, courts of law and attorneys involving claims and litigation, including necessary legal filings on behalf of the Office of the City Attorney.
6. Assists Director, Procurement and Risk Management to coordinate, administer and annually review the District's insurance program, including property/casualty, executive risk, cyber liability and excess lines of coverage.

7. Composes departmental correspondence independently or with only general direction and review.
8. Establishes, revises and maintains filing systems and files in an orderly and logical manner.
9. Assists the Director, Procurement and Risk Management in analyzing litigated claims and proposes strategies to litigated claims.
10. Handles complaints, concerns and questions by telephone or in person.
11. Actively supports the MPS Strategic Plan.
12. Performs other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

Reports to the Director, Procurement and Risk.

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

General supervision

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

A bachelor's degree in business, accounting or a similar field, OR education as a paralegal is required.

Experience Requirements

Three or more years of experience working in an insurance or risk management department and/or dealing with legal claims for a law firm or corporation. Public sector experience is desired.

A combination of education and experience can be considered.

Knowledge, Skills, and Abilities

Effective oral and written communication and presentation skills are required. Comprehensive knowledge of contracting and purchasing laws, policies and procedures, both internal and external to MPS. Must be able to gather data, compile information, prepare reports and implement measures for continuous process improvements. Skill at organizing resources and establishing priorities. Excellent teamwork skills are essential. The ability to develop effective working relationships with diverse individuals at all levels is required. Must have excellent planning and organizational skills. A strong working knowledge of computer applications to include MS Office software, Office 365, MPS databases and the MPS website is required. Must be able to juggle numerous responsibilities with varying deadlines. The ability to gather data, compile information and prepare reports is required.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment. Possibly some travel to school locations throughout Milwaukee.
Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

General office environment, must be able to handle light lifting and occasional standing, bending.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.

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