

Missouri Department of Transportation

Code: R04878

Title: Intermediate Risk Management Specialist

Exemption Status: Non-Exempt

Grade: 13

Job Description

Effective Date 03-01-2008

**Replaces
(Effective Date)** 04-01-2006

General Summary The intermediate risk management specialist performs varied and moderately complex activities in the areas of risk management programs and processes, including, but not limited to, the administration of self-insurance programs, employee safety programs, loss control and loss prevention programs, and employee occupational health programs. Responsibilities are performed under moderate supervision.

**Minimum/Required
Qualifications** Bachelor's Degree: Risk Management, Business Administration, Public Administration, Safety Management, Behavioral Science, or related field

Two years of experience in a professional position in a risk management area.

**Supervisory
Responsibilities** None

Location Central Office - Risk and Benefits Management

**Special Working
Conditions/Job
Characteristics** Job requires frequent, statewide travel.

Examples of Work

- (1) Investigates workers' compensation, fleet vehicle liability, general liability, and property damage claims involving serious physical injury or extensive damage; sets up case files, takes statements, prepares estimates, takes photographs, and negotiates settlements within designated authority.
- (2) Assists in developing and conducting safety training programs, safety awards and incentive programs; conducts investigations of accidents involving department employees and makes preventative recommendations.
- (3) Generates reports for use in the statistical analysis of injury and accident trends and development of loss prevention programs.
- (4) Conducts investigations of accidents involving department employees to determine cause; makes preventative recommendations and assists in the evaluation of employee safety suggestions; may assist in presenting safety training programs.
- (5) Assists in the development and implementation of employee occupational health program, including drug testing, pre-employment physicals, employee wellness program, and Occupational Safety and Health

Administration medical surveillance programs; writes procedures for new programs.

- (6) Contacts employees to inform of positive drug test results and counsels employees on their rights and responsibilities following positive drug test results.
- (7) Performs other responsibilities as required or assigned.

The Missouri Department of Transportation promotes an equal opportunity workplace that includes reasonable accommodation of otherwise disabled applicants and employees. Please see your manager should you have any questions about this policy or these job duties.