

# Missouri Department of Transportation

Code: R04692

Title: Senior Risk Management Specialist

Exemption Status: Exempt

Grade: 15

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## Job Description

**Effective Date** 03-01-2008

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

**General Summary** The senior risk management specialist performs varied and complex activities in the areas of defining direction for 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 general supervision.

**Minimum/Required  
Qualifications** Bachelor's Degree: Risk Management, Business Administration, Public Administration, Safety Management, Behavioral Sciences, or related field  
Four years of experience in a professional position in a risk management area.

**Supervisory  
Responsibilities** Lead Worker Only

**Location** Central Office - Risk and Benefits Management

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

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## Examples of Work

- (1) Investigates workers' compensation, fleet vehicle liability, general liability, and property damage claims resulting in long-term disability, death, or extensive financial loss; sets up case files, takes statements, prepares estimates, takes photographs, and negotiates settlements within designated authority from Central Office Risk and Benefits Management.
- (2) Serves as liaison with doctors, attorneys, hospital representatives, claimants or their relatives, claims administrators, Division of Workers' Compensation, and outside providers; serves as liaison on safety issues with department employees.
- (3) Develops and implements loss control and loss prevention programs such as safety training programs, safety awards, and incentive programs; conducts safety training and investigations of accidents involving department employees and makes preventative recommendations; develops safety policies and procedures.
- (4) Develops automated databases for maintaining safety records, material safety data sheets, and confidential record-keeping of drug testing and pre-employment physical results; works with information systems personnel in developing and modification of automated processes involving claim administration and other

risk management activities.

- (5) Conducts or directs investigations of accidents involving department employees to determine cause, and makes preventative recommendations; analyzes injury and vehicle accident record statistics to identify accident trends and develop loss prevention programs; evaluates employee safety suggestions.
- (6) Implements and coordinates department processes involving employee occupational health programs, such as drug testing, pre-employment physicals, employee wellness program, and Occupational Safety and Health Administration medical surveillance programs; maintains up-to-date knowledge of federal and state laws and regulations regarding health programs.
- (7) Serves as liaison with department personnel, human resources personnel and chief counsel's office to resolve problems and determine appropriate action regarding drug test and pre-employment physical results, and other health program activities.
- (8) Performs lead worker responsibilities, which may include providing general instruction, assigning and reviewing work, coaching and training, providing guidance and instruction in the proper and most efficient methods of accomplishing tasks, and providing input to the direct supervisor on staffing decisions and performance management.
- (9) 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.**