

Missouri Department of Transportation

Code: R01034

Title: Senior Risk Management Technician

Exemption Status: Non-Exempt

Grade: 8

Job Description

Effective Date 01-01-2014

**Replaces
(Effective Date)** 03-01-2008

General Summary The senior risk management technician provides advanced administrative and paraprofessional support in risk management programs, including general liability, fleet vehicle liability, workers' compensation, property damage, and safety and employee health programs, including resolving standard issues and minor non-standard issues with a high degree of independence. Complex nonstandard issues or special problems are referred to the appropriate personnel. Responsibilities are performed under general supervision.

**Minimum/Required
Qualifications** High School Diploma or GED/HiSET
Two years of technical experience in risk management related positions.

**Supervisory
Responsibilities** None

Location Central and District Offices - Risk and Benefits Management

**Special Working
Conditions/Job
Characteristics** Job may require occasional, statewide, overnight travel.

Examples of Work

- (1) Receives, investigates, processes, and maintains files for risk management claims, including workers' compensation, fleet vehicle liability, general liability, and property damage.
- (2) Investigates property damage claims to determine responsible party by reviewing police reports and corresponding with law enforcement officials.
- (3) Notifies supervisors of random drug and/or alcohol testing and receives and processes results; receives preemployment/ post-offer physical reports and processes results.
- (4) Reviews incidents for formulating preventative measures and assists risk management specialist in the development of loss control and/or loss prevention programs; reviews incident data and records to identify potential trends.
- (5) Maintains databases and spreadsheets for risk management programs; compiles data to prepare various risk management reports.
- (6) Answers telephone inquiries on risk management matters, refers more complex questions to appropriate

personnel, obtains and provides general information to/from the general public, insurance company personnel, attorneys, physicians, contractors, police departments, employees, and others.

- (7) Coordinates orders and maintains records for annual safety award program; assists with distribution of safety awards; may serve on district safety committee.
- (8) Investigates workers' compensation claims for validity; gathers information regarding the cause of injury and recommends preventative measures.
- (9) Reviews invoices and processes for payment using financial management and risk management software; clarifies questionable billings with appropriate staff.
- (10) May perform building/work zone inspections, review work activities, and recommend preventative actions to supervisors and employees to reduce or eliminate unsafe conditions.
- (11) May schedule, promote, conduct and/or maintain records for safety/health training programs and screenings.
- (12) 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.