

# Missouri Department of Transportation Job Description

**Job Title:** Senior Risk Management Specialist

**Title Code:** R04692

**Salary Grade:** 9

**Exemption Status:** Exempt

**Supervisory Responsibilities:** Lead Worker

**District/Division:** Central Office – Employee Health and Wellness

**Effective Date:** 11-01-2024

**Replaces (Effective Date):** 11-01-2023

## **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: Behavioral Science, Business Administration, Public Administration, Risk Management, Safety Management, or related field, **AND** four years of experience in a professional position in a risk management area, **OR**
- Eight years of experience in a professional position in a risk management area.

## **Special Working Conditions/Job Characteristics**

- Job requires frequent, statewide travel.

## **Examples of Work**

1. Investigates workers' compensation, fleet vehicle liability, and general liability 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.

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 modifying 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 programs, 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 the chief counsel's office to resolve problems and determine appropriate action regarding drug test and preemployment physical results, and other health program activities.
8. Performs lead worker responsibilities, which may include providing general instructions, 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.