

Missouri Department of Transportation Job Description

Job Title: Intermediate Risk Management Specialist

Title Code: R04878

Salary Grade: 8

Exemption Status: Non-Exempt

Supervisory Responsibilities: None

District/Division: Central Office – Employee Health and Wellness

Effective Date: 11-01-2024

Replaces (Effective Date): 11-01-2023

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

Six 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 not 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 programs, including drug testing, pre-employment physicals, employee wellness programs, 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.