

# Missouri Department of Transportation Job Description

**Job Title:** Safety and Claims Manager

**Title Code:** R04129

**Salary Grade:** 10

**Exemption Status:** Exempt

**Supervisory Responsibilities:** Supervisory

**District/Division:** Central Office – Safety & Emergency Management

**Effective Date:** 09-01-2025

**Replaces (Effective Date):** 02-01-2025

## **General Summary**

The safety and claims manager is responsible for leading, managing, developing, and organizing the department's employee safety and health programs; mitigating risks and limiting liability related to fleet vehicles, general liability, worker's compensation, and property damage involving the department; ensuring compliance with federally mandated drug and alcohol testing programs; collaborating with districts and divisions to eliminate or reduce employee exposure to hazards in the department's various work environments. Responsibilities are performed under general supervision.

## **Minimum/Required Qualifications**

- Bachelor's Degree: Business Administration, Human Resources, Industrial Safety, Public Administration, Safety/Risk Management, or related field, **AND** six years of experience in an area related to safety/risk management, **OR**
- Ten years of experience in an area related to safety/risk management.

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

Job requires occasional, statewide, overnight travel.

## **Examples of Work**

1. Works with appropriate districts/divisions to develop safety policies, rules, and regulations and related training programs.
2. Answers and interprets safety concerns, employee health, drug/alcohol testing questions, and policy issues.
3. Manages drug/alcohol testing programs and pre-employment/post offer physical programs; evaluates and recommends changes to network providers for these programs.

4. Oversees and monitors loss control investigations; reviews employee incidents, performs loss analysis, and develops preventative measures; identifies process changes that will improve employee safety and health.
5. Supervises activities of the claims unit including investigation, negotiation, and resolution, as well as settlement of general liability, fleet vehicle liability, property damage, and worker's compensation subrogation claims.
6. Coordinates activities involving self-insurance plan including applicable outside contracts; supervises preparation of annual reports.
7. Reviews all claims submitted by outside contract adjusting company and staff; extends appropriate settlement authority.
8. Reviews assignments of claims and final closings while directing independent claims investigators on claims that require immediate investigation when department investigators are not readily available.
9. Conducts negotiations of large claim settlements; audits and reviews all closed files; assists Chief Counsel's Office with litigated cases.
10. Prepares data for annual actuarial study; reviews and analyzes the study regarding future funding of self-insurance plan.
11. Reviews various data to determine potential liability exposure to the department; handles controversial contacts with the general public, insurance companies, attorneys, legislature, and employees.
12. Directs the evaluation and testing of safety equipment, products, and procedures.
13. Represents department and risk management on various national, state, and internal committees; attends and contributes to various quick action teams.
14. Performs supervisory responsibilities.
15. Performs other responsibilities as required or assigned.