

**Effective Date: May 18, 2003**

**Effective Date: May 14, 2017**

**STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION**

**RISK MANAGEMENT SPECIALIST  
CLASSIFICATION SERIES**

**I. INTRODUCTION**

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Admin. Code, for making classification decisions relative to present and future professional positions which implement the Risk Management program as defined in s.16.865 Wis. Stats., within state agencies. This classification specification is not intended to identify every duty which may be assigned to positions, but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

The positions in this classification series perform professional non-supervisory work in the field of Risk Management. Positions allocated to this classification series are responsible (for a majority of the time) for performing the professional risk management related activities of conducting safety investigations, investigating employee injury reports, recommending changes in agency ergonomics to preclude injuries, facilitating early return to work actions, providing training regarding risk management issues, acting as liaison to alcohol and controlled substance testing services, coordinating driver training programs, acting as liaison to fleet and property insurance carriers, coordinating hazardous waste disposal efforts, and/or managing claims which makes necessary contacts with agency personnel, attorneys, and claimants.

C. Exclusions

Excluded from this classification series are the following types of positions:

1. Positions which meet the statutory definition of supervisor or management as defined in s. 111.81(19) and (13), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission. Professional supervisory or managerial risk management related positions are appropriately classified in the Risk Management Officer or Risk Management Manager classification series.

2. Positions which do not spend a majority of the time performing risk management activities as defined by this classification specification
3. Positions which for a majority of the time implement the state's self funded Worker's Compensation Program in the Department of Administration, Bureau of State Risk Management (BSRM) or in one of the major agencies that function under a formalized delegated agreement from BSRM and are more appropriately classified as Worker's Compensation Examiner.
4. Positions which for a majority of the time perform highly specialized work impacting on risk management programs where specialized "technical" education or certification is required and are more appropriately classified as Environmental Civil Engineer, Environmental Specialist, Environmental Health Specialist, Health Physicist, Hydrogeologist, Nursing Specialist or Waste Management Specialist.
5. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification Series

Employees enter each level in this classification series by competition..

## II. DEFINITIONS

There are two types of positions allocated to the Risk Management Specialist classification series.

The first type are non-supervisory staff positions within the Department of Administration (DOA), Bureau of State Risk Management (BSRM). Such BSRM positions range in duties from entry level learning positions to those positions which perform complex risk management related tasks.

The second type are non-supervisory staff positions in a state agency. Such staff positions report to a Risk Management Officer, Risk Management Manager, or Health and Safety Manager who has overall responsibility for the agency's Risk Management Program or portion thereof. Such agency positions perform professional coordinative activities for one or more risk management programs.

### RISK MANAGEMENT SPECIALIST

This classification is used as an entry progressing to an objective level for positions that perform risk management duties. Work is performed under close progressing to general supervision.

**BSRM:** Positions functioning at an entry progressing to developmental level either: 1) analyze data and develop recommendations and programs for loss control; analyze data and develop costs allocations; and develop and implement basic training and loss control programs under close supervision or positions perform property claims management activities with limited exposure to loss. As positions gain experience, they perform property claims management activities with increased exposures; or 2) are responsible for liability claims management activities working under close supervision with limited exposures. Positions work with agency staff and Department of Justice attorneys to investigate claims, determine appropriate course of action and implement the appropriate course of action; develop policies and procedures to limit and reduce liability exposures; develop and implement training; and coordinate the activities of statewide project teams created to address major liability problems facing state agencies.

Positions functioning at an objective level either: 1) perform liability claims management activities and work independently with increased exposures. Positions monitor and manage activities of third party claims adjusters; work with agency staff and Department of Justice attorneys to investigate claims, determining appropriate course of action and implementing the action; develop policies and procedures to limit and reduce liability exposures; develop and implement training; develop written and verbal training materials in complex liability areas; and direct the activities of statewide project teams created to address major liability problems facing state agencies. Work is performed under general supervision; or 2) work on special and unique risks that impact the statewide enterprise and require that resources be specifically assigned to these risk exposures. Risks could include liability, property, worker's compensation or environmental risks and the activities of the positions are directed at remediating and/or mitigating the exposures. These positions work under general supervision of the Director of BSRM and/or a BSRM program manager.

**Agency:** Positions functioning at an objective level either: 1) are located within institution, district or region of an agency and perform administrative and operation duties associated with risk management functions where the work focuses on a limited or narrow aspect of a risk management program or the more routine aspects of multiple or complex risk management programs. Work is performed under the general supervision of a risk management or safety director or another risk management professional located within a central office function; 2) are located within a institution, district or region of an agency and administer a multifaceted risk management program including some combination of safety, liability, loss control, worker's compensation/back to work programs or similar risk management programs. Work is performed under general supervision; or 3) are located within an agency with a complex organizational **and** occupational structure, positions at this level perform advanced level claims management work including investigation and resolution of a wide variety of lawsuits and claims.

**Represented Positions:**

Worker's Compensation Coordinator, DNR. Under the direction of the Chief, Safety and Risk Management Section, review and process occupational injury and illness claims for benefits and facilitate such medical care and rehabilitation services as necessary to restore injured worker to employment. Coordinates claims with DOA, BSRM, Worker's Compensation Section. Coordinates with central office and regional staff in worker's compensation and return to work programs.

**RISK MANAGEMENT SPECIALIST - SENIOR**

**BSRM:** In BSRM, positions lead and manage statewide project teams that are developed to address special and unique risks that impact the statewide enterprise and require that resources be specifically assigned to these risk exposures. Risks include liability, property, worker's compensation or environmental risks and the activities of the positions are directed at remediating and/or mitigating the exposures. These positions work very independently under general supervision from the Director of BSRM and/or a BSRM program manager.

**BSRM:** Also allocated to this level are positions in BSRM responsible for independent management of the statewide liability claims management program. Positions work with agency staff and Department of Justice attorneys to investigate claims, determine appropriate course of action, implement the appropriate course of action, and settle large exposures. Positions assist the program manager in marketing excess coverage and determining the exposures to be included in excess coverage; develop policies and procedures to limit and reduce liability exposures; develop and implement training and direct the activities of statewide project teams created to address major liability problems facing state agencies.

**Agency:** Positions coordinate a multi-faceted complex risk management function in an agency where the agency has a very complex organizational and occupational structure with high risk factors and which includes a significant portion of the agency located in remote sites such as districts, regions or institutions; or positions manage a multi-faceted complex risk management, health and safety program at a large state institution that has significant exposure to injuries to state employees or clients. Positions allocated to this allocation pattern are those that deal with: (1) property and liability (DNR and DOT), (2) fleet, property, safety, ergonomics and claims (DOC); (3) safety and health officers at DHS Winnebago and Mendota/Central Wisconsin Center; and (4) Safety Coordinator (DNR).

**Represented Positions:**

Property and Liability Coordinator, Department of Natural Resources. Under the direction of the Chief, Safety and Risk Management, develop, implement, promote, coordinate, monitor and evaluate the DNR property and liability services for loss control offices. Ensure proper valuation and insurance coverage of property.

Liability & Property Claims Manager, Department of Transportation. Under general direction, investigate, analyze and process complex professional and general liability claims, automobile liability claims and environmental liability claims. Develop loss control programs and perform other related risk management programs. Conduct settlement negotiations; and assist attorneys in case management, scheduling of witness, preparation of exhibits and other evidence. Manage environmental investigations and remediations; investigate and adjust property damage and personal injury resulting from fleet vehicle accidents; and represent DOT before Claims Board. Ensure proper valuation and insurance coverage of State Property.

Safety, Fleet, Property, Ergonomics and Claims Specialist, Department of Corrections. Under the supervision of the Director of Risk Management and Safety, responsible for development, management, implementation and management of property insurance programs, including the DOC owned fleet; occupational safety and health programs; investigation of property and vehicle claims; conducting inspections and audits of property loss control; recommending and implementing policies and procedures; providing consultative services and training to staff; coordinating vehicles liability bodily and property claims; and serving as Ergonomics Program Manager. [

Environmental Health and Safety, DHFS, Mendota Mental Health Institute/Central Wisconsin Center. Functions as the Environment Health and Safety Officer for the MMHI/CWC including the risk management function and incident/accident analysis and investigation.

Environmental Health and Safety, DHFS, Winnebago Mental Health Institute. Functions as the Environment Health and Safety Officer for the Winnebago Mental Health Institute including the risk management function and incident/accident analysis and investigation.

Safety Coordinator, Department of Natural Resources Region. Develops and implements a comprehensive safety program at the region level including program design, risk management investigations and training of employees. Also reviews worker's compensation claims originating at the region level.

### **III. QUALIFICATIONS**

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

### **IV. ADMINISTRATIVE INFORMATION**

This classification series was created as a result of the Professional Program Support Survey which resulted in the development of new classification titles. The newly created classification series was announced in Bulletin CC/SC-94. Positions in this classification series perform risk management work a majority of the time. The positions allocated to this classification were formerly classified as Administrative Assistants or Educational Services Assistant classification series. The specification was modified to add Safety Coordinator positions as an allocation effective May 9, 1999 and announced in Bulletin CLR/SC-99. These positions were formerly allocated to the Safety Coordinator 1 classification which was abolished effective May 9, 1999. The specification was again modified to remove a represented position which no longer exists, effective August 15, 1999, and announced in Bulletin CLR/SC-102. Effective February 13, 2000 (see Bulletin CLR/SC-107) this specification was modified in order to accommodate positions that for a majority of the time perform risk management work at other than major agencies. Effective August 13, 2000 (see Bulletin CLR/SC-116), this specification was modified in order to move the Mendota Mental Health Institute/Central Wisconsin Center position from the Risk Management Specialist 2 classification to the 4 classification and add a Winnebago Mental Health Institute position to the 4 classification. This classification specification was modified effective December 15, 2002 and announced to add allocation language to the Risk Management Specialist 3 classification to include positions at UW System campuses. This classification specification was modified effective April 6, 2003 and announced in Bulletin MRS-SC-148 to remove three UW System campus positions from the representative positions under the Risk Management Specialist 2 classification level.

This classification series was collapsed and created effective May 18, 2003 and announced in Bulletin MRS-SC-158 as a result of the WPEC Broadbanding and Class Collapsing Study. This classification was modified effective May 14, 2017, and announced in Bulletin DPM-0442-CC/SC to allow for the Department of Natural Resources to allocate Safety Coordinators to the Senior level.

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