

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

RISK MANAGEMENT OFFICER

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wis. Admin. Code ER 2.04 for making classification decisions relative to present and future professional management and/or supervisory positions responsible for worker's compensation claims management activities within the Department of Administration or the University of Wisconsin System. 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 meet the statutory definition(s) of supervisor and/or management as defined in Wis. Stats. 111.81 (19) and (13) and as administered and interpreted by the Wisconsin Employment Relations Commission. Positions directly manage risk management activities, including workers compensation, property and liability claims, loss control, occupational safety and health, and environmental safety. These positions also ensure the basic objectives of risk (i.e., the preservation of all employer assets and the minimization of loss at the least possible cost).

C. Exclusions

Excluded from this classification are the following types of positions:

1. Risk Management positions which do not meet the statutory definition(s) of supervisor and/or management as defined in Wis. Stats. 111.81(19) and (13) and as administered and interpreted by the Wisconsin Employment Relations Commission. Such positions would be classified within the Risk Management Specialist classification series.

2. Positions which, for a majority of the time (i.e., more than 50%), implement rather than manage 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 which function under a formalized delegated agreement from BSRM and are more appropriately classified as Worker's Compensation Examiner.
3. Positions which, for a majority of time (i.e., more than 50%), 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 or if supervisory, Environmental Health Supervisor.
4. Positions at the Department of Administration (DOA) that function as a statewide resource and consult with management within DOA and all agencies on critical risk management issues associated with their programs and are more appropriately classified as Risk Management Manager.
5. Single positions which function as the Risk Manager for the Department of Transportation, Department of Health and Family Services, the UW-Madison or UW System and are more appropriately classified as Risk Management Manager.
6. All other positions more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees typically enter this classification by competitive examination.

II. DEFINITIONS

RISK MANAGEMENT OFFICER

Positions allocated to this classification directly manage risk management activities including workers compensation, property and liability claims, loss control, occupational safety and health, and environmental safety. These positions directly manage either (1) a statewide claims activity in the Department of Administration in the claims management section or claims litigation; (2) directly manage the entire claims management function at the University of Wisconsin System; (3) directly manage the risk management function at a University of Wisconsin Campus; or (4) directly manage the occupational safety and health function at the University of Wisconsin System.

Representative Positions :

Worker's Compensation Claims Supervisor, DOA. This position manages and directs the complex claims management operations of the State's self-funded Worker's Compensation program. This position also directs interagency delegation agreements for claims management including developing and initiating statewide claims management policy.

Worker's Compensation Claims Supervisor, UW System. Under a delegation agreement from DOA, manages and directs the claims management operations for the UW System, UW Extension and all UW campuses. This includes establishing policies and procedures for the UW System to ensure that the basic objectives of risk management are met.

Risk Management Supervisor, UW Campus. Manages and directs the entire risk management operations for a UW campus. This includes establishing policies and procedures for the overall risk management, liability, property insurance, loss control, general health and safety, and workers compensation analysis and investigation programs.

Occupational Safety and Health Manager, UW System Administration. Under the administrative guidance of the Director, this position is responsible for planning, developing, and implementing the UW System occupational safety and health program for all UW System institutions. This includes establishing policies and procedures for 13 four-year campuses, 13 two-year campuses, and the UW Extension to ensure compliance with State and Federal safety and health regulations.

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 was created effective March 12, 2000 and announced in Bulletin CLR/SC-109 as a result of broad banding nonrepresented positions and to describe positions, which perform risk management work, a majority of the time. The positions allocated to this classification series were formerly classified as Risk Management Officer 1 which was abolished effective March 12, 2000 and announced in Bulletin CLR/SC-109. This classification specification was modified effective September 10, 2000 and announced in Bulletin CLR/SC-118 to add allocations for the UW Campus and UW System Administration risk management positions.

MRS/KAS
WAM
04320