

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION
RISK MANAGEMENT MANAGER

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 the risk management program at the Department of Transportation, Department of Corrections, Department of Health Services, UW Madison, UW-Milwaukee, UW-System Administration, or positions within the Department of Administration (DOA), Bureau of Risk Management, which function as a statewide resource and consult with management within DOA and all agencies on critical risk management issues associated with their programs. 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 perform management work within (1) the Department of Administration, Bureau of State Risk Management (BSRM); (2) the major, complex agencies of the Departments of Transportation (DOT), Corrections (DOC), or Health Services (DHS); or (3) a major university setting (University of Wisconsin-Madison, University of Wisconsin-Milwaukee or University of Wisconsin-System Administration). Positions allocated to this classification are responsible for planning, developing, promoting, coordinating, monitoring and evaluating loss control, self-funded liability, property, and hazardous materials programs; and administering the risk management, loss control, safety and hazardous materials programs. All positions 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 of management as defined in Wis. Stats. 111.81(13) and as administered and interpreted by the Wisconsin Employment Relations Commission.
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 a major agency 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 for which 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 which, for a majority of time (i.e., more than 50%), manage risk management program activities and are more appropriately classified as Risk Management Officer.
5. All other positions which are more appropriately identified by other classification specifications.

D. Entrance and Progression Through This Classification

Employees typically enter this classification by competitive examination.

E. Definition of Terms

Major Complex Agency: An agency with 2,500 or more FTE permanent positions and a complex organizational and occupational structure with an associated unique or high risk environment. The majority of employees are stationed outside of the central office in Districts, Basins, Regions or Institutions with many or most employees covered under the hazardous employment protections of the state statutes.

Major University Setting: The University of Wisconsin-System Administration or the University of Wisconsin-Madison or the University of Wisconsin-Milwaukee.

Substantial delegation of functions: The following organizations have substantial delegation of functions from DOA/BSRM — Department of Transportation and the UW System.

II. DEFINITIONS

RISK MANAGEMENT MANAGER

Positions allocated to this classification perform program management functions related to risk management and safety at DOA/BSRM, in a major complex state agency, or a major university setting.

Positions at DOA perform program management functions for a major statewide risk management function in BSRM such as Property and Liability, Safety and Loss Control, Environmental Impairment Liability, Compliance, or the worker's compensation claims activities which include claims management and claims litigation activities. These positions function as a statewide resource and consultant on critical risk management issues.

Positions at major complex agencies or major university settings are responsible for managing the risk management functions and for overall responsibility for a complex operation which is geographically diverse with unique or high risk exposures; managing the majority of risk management functions including property, liability, environmental, worker's compensation, and safety. Unique or high risk exposures include having a very large and diverse property program such as found at the (1) UW System with complex liability programs such as the medical school, or (2) major complex agencies, for example, DOT with highway facilities damage claims or environmental remediation programs associated with highway construction, or DOC with 15+ major institutions and 17+ correctional centers which has the majority of 9,000 plus employees covered under the hazardous employment provisions of state law. These positions function at a very high level of independence and interact with management throughout the agency.

Representative Positions:

Risk Manager, Department of Transportation - This position is responsible for programs dealing with the evaluation and analysis of DOT risk exposures including the development and implementation of loss control responses to minimize those exposures and the resulting claims, and the review of contracts and consultation with senior management relative to risk management issues. The programs include the Owner Controlled Insurance Program (OCIP), Worker's Compensation claims, Hazardous Duty claims, Environmental Liability claims, State Claims Board claims and Professional Liability claims against employees of the Department. The position is also responsible for administering the Accounts Receivable program for highway facilities damage claims and fleet damage claims program; programs dealing with the remediation of Hazardous Waste Sites, Hazardous Substance Spill responses, Abandoned Container Removal; and consultation with Divisions on other sites and issues.

Risk Manager, UW-Madison – This position is responsible for the preservation of UW-Madison's assets, both human and physical, by identifying, evaluating, and controlling loss exposures faced by the University in order to minimize the adverse effects of unpredictable events. This includes maintaining current value for buildings, contents, and moveable property; responding to all property and liability losses, initiating investigations and accomplishing the appropriate resolution of all claims; developing programs for loss prevention based on available loss data; coordinating loss control activities; in cooperation with Campus Safety and Police & Security, authorizing and maintaining data base of approved drivers and approved pilots; and managing special insurance programs for employees on federal grants, participants in various camps and clinic programs and special coverage for contractual liability, boiler and machinery and employee fidelity.

Health and Safety Officer, Department of Health Services - Under the direction of the Director of the Bureau of Human Resources, this position is responsible for planning, developing, implementing, administering, monitoring and evaluating a comprehensive loss control/safety and risk management program. Responsibilities include formulating the Department policies and procedures to assure compliance with State and Federal regulations. This position emphasizes employee injury prevention, workers compensation, hazardous duty, incident and accident investigation, the identification and control of health and safety hazards in the workplace, and property and liability loss control measures. This position provides advice, assistance and resources to the Department staff and managers on risk management issues and represents the Department on state councils and committees.

DOA/BSRM, Environmental Compliance Manager - This position plans, develops, implements, promotes, monitors, and evaluates hazardous materials management programs statewide. The position determines needs and requirements pursuant to administrative rules or statutory requirements and develops and implements responsive policies and procedures; determines needs and requirements of meeting the basic objectives of Risk Management which are the preservation of all state assets and minimizing losses to all State agencies at the least possible cost; investigates all Potentially Responsible Party notices and works with the Department of Justice to develop the best defense strategy for the State;

and is responsible for programs which will work to minimize the risks of spills or environmental damage from hazardous materials and which will reduce claims made against the State.

DOA/BSRM, Property and Liability Program Manager - This position provides management and direction for the State's Self-funded liability and property programs as defined in sections 16.865 and 20.865 (1), (f) and (fm) of the statutes. This includes establishing policies and guidelines for all state agencies to ensure that the basic objective of Risk Management, the preservation of all State assets and minimizing losses to all state agencies at the least possible cost to the state is met. Programs under the purview of this position include managing the State's major liability claims, coordinating for legal representation of litigated claims, management of the State's major property claims, providing assistance in planning and directing the State's loss prevention and control surveys, assisting in negotiating for the purchase of excess commercial insurance, developing and preparing "Request for Proposals," developing premiums to be charged all State agencies for the self-funded liability and property programs; and assisting in the development of premiums for the Worker's Compensation Program.

DOA/BSRM, Loss Control/Safety Program Manager - This position plans, develops, implements, promotes, coordinates, monitors, and evaluates a statewide loss control and safety program for all state agencies. Responsibilities include working with private consultants, agency management and staff throughout State government including the University of Wisconsin System and with staff within the Bureau of State Risk Management to develop and implement programs which will reduce losses to state owned properties and eliminate accidental injuries to third parties.

UW System Administration, Risk Manager - Under the administrative guidance of the Director, this position is responsible for administering the State Statutes pertaining to property and liability matters that may impact the UW System. This includes establishing policies and guidelines for 13 four-year campuses and 13 two-year campuses to ensure that the objective of Risk Management is met, the preservation of System assets by the minimization of loss at all campuses at the least possible cost.

III. QUALIFICATIONS

The qualifications required for these positions would 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 non-representative positions and to describe positions having responsibility for an overall risk management program a majority of the time. The positions allocated to this classification series were formerly classified as Risk Management Officer 2 & 3. The Risk Management Officer 1-3 series was abolished effective March 12, 2000, and announced in Bulletin CLR/SC-109. The classification series was modified effective December 2, 2001, and announced in Bulletin CLR/SC-135 to clarify the definition of the class.

This classification specification was modified effective December 14, 2014, and announced in Bulletin OSER-0384-CC/SC to include UW-Milwaukee as a major university setting, to clarify that these positions must meet management, and to update some of the representative positions.

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