

Senior Risk Control Analyst

Position Details

Class Code: 2101

Job Family: Business/Finance

Classification: Support Professional

Terms of Employment: [Pay Grade 58 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general direction, provides accident investigation or technical assistance in loss analysis. Evaluates high risk activities for loss mitigation efforts, as assigned.

Essential Duties and Responsibilities

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Develops and recommends guidelines and operational procedures pertaining to the Clark County School District's (CCSD) risk control programs.
2. Interprets and implements risk control policies.
3. Conducts risk control research projects, as directed.
4. Responsible for planning, organizing, and coordinating risk control functions designed to mitigate exposures faced by the CCSD, with an emphasis on employee/student safety and accident prevention programs.
5. Inspects facilities and grounds to evaluate conditions affecting safety and risk control.
6. Analyzes CCSD claim, loss, and accident history, including student injuries, in order to develop, implement, and monitor appropriate management procedures and/or corrective actions. Investigate accidents, document root cause analysis, and provide factual reports for use by internal staff and/or regulatory agencies.

7. Plans, develops, and recommends programs designed to promote safe working conditions, improve employee/student safety, and reduce CCSD general liability and automobile claims.
 8. Advises all levels of school/facility management on accident prevention, risk reduction, and loss control.
 9. Assists management in preventing occupational illness, injuries, and safety violations.
 10. Assists in reviewing and maintaining CCSD accident records.
 11. Reviews circumstances regarding accidents that may result in claims.
 12. Coordinates and conducts in-service training, as required. Assist in developing specialized CCSD safety training courses, when assigned by director or designee.
 13. Conforms to safety standards, as prescribed.
 14. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves working independently, with minimal supervision, to reduce or avert CCSD losses. Makes presentations to employee groups, and provides liaison with other CCSD departments and external organizations.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of risk control principles, trends, methods, and procedures.
2. Knowledge of workplace safety, injury, and illness laws including Occupational Safety and Health Administration (OSHA) regulations.
3. Knowledge of the Nevada Revised Statutes (NRS) as they relate to public entities.
4. Knowledge of policies, regulations, and standards pertaining to risk management, loss control, and safety programs.
5. Knowledge of industry loss control standards and actions.
6. Knowledge of database management systems.
7. Ability to understand and explain laws, regulations, and procedures.
8. Ability to develop and administer sound risk control programs.
9. Ability to coordinate multiple projects and meet predetermined deadlines.
10. Ability to make presentations to individuals or large groups.
11. Ability to perform complex mathematical computations and statistical analyses.

12. Ability to maintain security of confidential information.
 13. Ability to judge when to act independently and when to refer situations to an administrator.
 14. Ability to work flexible hours/shifts.
 15. Ability to work cooperatively with employees, students, parents, the public, and other agencies.
 16. Ability to recognize and report hazards and apply safe work methods.
 17. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (General Educational Development (GED), foreign equivalency, etc.).
2. Any combination of training, experience, and/or education equivalent to graduation from a recognized college or university with a Bachelor's degree in occupational safety, risk management, criminal justice, law enforcement, law, or a related field.
3. Four (4) years of experience in loss prevention inspections and/or investigations focused on health, safety, and the environment.

Licenses and Certifications

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles (DMV) at the time of application or Qualified Selection Pool (QSP) placement and at the time of interview prior to final selection.
3. Safe driving record. Safe driving record must be maintained for the duration of the assignment.

Preferred Qualifications

1. Advanced degrees or certification in criminal justice, law enforcement, safety, loss prevention, risk management, or insurance.

2. Possession of Certified Safety Professional (CSP), Associate in Loss Control Management (ALCM), Associate in Risk Management (ARM), or other professional designation.
 3. National Playground Safety Inspector (NPSI) Certification.
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Document(s) Required at Time of Application

1. High school transcript or other equivalent (GED, foreign equivalency, etc.).
 2. College transcript(s) from an accredited college, university, or trade school, if applicable.
 3. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
 4. Copy of current driving history (dated within six (6) months from the date printed) issued by the DMV. Safe driving record. Safe driving record must be maintained for the duration of the assignment.
 5. Safe driving record.
 6. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

CCSD facilities- extensive travel to and from CCSD locations and other agencies.

Work Environment

Strength

Medium/heavy – exert force of 50-100 lbs., occasionally; 25-50 lbs., frequently; up to 10-25 lbs. constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, climbing, crouching, reaching, handling, and repetitive fine motor activities. Possess physical stamina sufficient to permit continuous standing or walking for a minimum of two (2) miles without stopping. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near and far acuity, and color vision. Vision to read printed and online materials, Video Display Terminal (VDT) screens, or other monitoring devices.

Environmental Conditions

Climate-controlled office setting and exposure to outdoor weather temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to very loud for occasional to frequent time periods.

Hazards

Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

Examples of Equipment/Supplies Used to Perform Tasks

Computers, handheld and two-way radios, video equipment, digital cameras, 35 MM cameras, tape recorders, binoculars, cellular phones, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 03/20/24
- Created: 09/22/06