

Senior Risk Services Analyst

Position Details

Class Code: 2113

Job Family: Business/Finance

Classification: Support Professional

Terms of Employment: [Pay Grade 57 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general direction, performs highly specialized work in the administration of the Clark County School District's (CCSD) property insurance and hazard risk identification programs.

Essential Duties and Responsibilities

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

1. As directed, oversees and assists in CCSD risk financing programs including managing critical information regarding CCSD assets.
2. Plans, organizes, and prioritizes work; works independently with minimal supervision.
3. Serves as liaison and coordinates support to CCSD Risk Management Department to facilitate insurance carrier requirements and facility inspections.
4. Suggests and initiates improvements to workflow and inspection procedures.
5. Develops procedures for handling unique problems under the direction of the Risk Management Operational Risk Director or their designee.
6. Interprets, explains, and applies written and verbal instructions, procedures, and regulations.
7. Obtains information from CCSD records, departments, or employees in order to maintain a computerized database for property schedules; enters information, verifies regulatory compliance and monitors for required permits.

8. Researches underwriting data for insurance carrier; reviews current insurance policies; obtains information from insurance companies, CCSD departments, and other sources.
 9. Researches information for claims data analysis and prepares recommendation reports to upper management. Assists in risk transfer and risk control initiatives.
 10. May provide assistance to the Safety Coordinator and/or Safety Manager.
 11. May provide training, and input for development of necessary training classes for CCSD staff based on loss analysis.
 12. Assist in maintaining CCSD risk management records.
 13. Conform 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, on CCSD risk financing and risk control programs, using knowledge of the risk management process.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of the content and provisions of property/casualty insurance policies.
2. Knowledge of basic insurance terminology.
3. Knowledge of claims data requirements and how they affect insurance bid specifications.
4. Knowledge of clerical and administrative procedures involved in processing property and casualty claims.
5. Ability to interpret complex written materials.
6. Ability to work independently and make decisions without close supervision.
7. Ability to develop comprehensive listings of CCSD properties, vehicles, and equipment for insurance coverage purposes.
8. Ability to develop underwriting data for insurance bid specifications.
9. Ability to make mathematical calculations with speed and accuracy.
10. Ability to communicate effectively with others both verbally and in writing.
11. Ability to operate basic office equipment (computer terminals, printers, copy machines, telephone systems, facsimile machines, etc.).
12. Ability to effectively learn and apply established office practices and procedures.
13. Ability to maintain security of confidential information.

14. Ability to judge when to act independently and when to refer situations to an administrator.
 15. Ability to promote public relations and deal tactfully and diplomatically with people.
 16. Ability to work under pressure, work flexible hours/shifts, and meet sudden deadlines.
 17. Ability to effectively transition between tasks as department priorities change.
 18. 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 an accredited college or university with a Bachelor's degree in Risk Management, Public Administration, Business Administration, Safety, Construction, or a related field.
3. Three (3) years of experience in safety, business management, construction, or financial services. *

* Verifiable experience as an intern while working in risk management or insurance will be given consideration.

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 degree or graduate certificate in Risk Management, Public Administration, Business Administration, Safety, or a related field.
 2. Certification in risk management, insurance, business, safety, or construction.
 3. Completion of courses in risk management, insurance, claims, business, safety, OSHA, or construction.
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Document(s) Required at Time of Application

1. High school transcripts 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-occasional 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

Occasional climbing, balancing, stooping, kneeling, crouching, and crawling. Frequent reaching, handling, repetitive fine motor activities, talking, and hearing. Possess physical stamina sufficient to permit continuous standing or walking for a minimum of two (2) miles without stopping. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Vision: Frequent near and far

acuity, depth perception, focal length change, color vision, and peripheral 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: 07/19/07