

Risk Services Analyst

Position Details

Class Code: 2109

Job Family: Business/Finance

Classification: Support Professional

Terms of Employment: [Pay Grade 54 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general direction, assists in the administration of the Clark County School District's (CCSD) property/casualty insurance and hazard identification programs.

Essential Duties and Responsibilities

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

1. Provides technical support for Risk Management insurance programs and activities (safety training records, contract document reviews, departmental procedures, etc.).
2. Assists in developing comprehensive listings of CCSD properties, vehicles, and equipment for insurance and annual inspection purposes.
3. Maintains comprehensive listings of CCSD properties and equipment to develop underwriting information for insurance and safety assessments in the Risk Management Information System.
4. Prepares CCSD real property, vehicles, and equipment schedules and risk exposure information.
5. Obtains information from CCSD departments, employees, or records to maintain a computerized database for property schedules, risk assessments, safety concerns, Occupational Safety and Health Administration (OSHA) complaints, pressure vessel and elevator operating permit renewals, Southern Nevada Health District (SNHD) site inspection reports, Blood borne Pathogens (BBP)

- Category 1 employee records, and third-party insurance certificates; generates reports utilizing this information.
6. Researches underwriting data for insurance; reviews current insurance policies and obtains information from insurance companies, CCSD departments, and other sources; prepares portions of insurance and contract specifications.
 7. Researches information for the claims data analysis process; prepares reports based on that data analysis to support department goals and objectives.
 8. Assists in maintaining CCSD safety records.
 9. Plans, organizes, and sets work priorities while working independently with minimal supervision.
 10. Suggests and implements problem-solving procedures.
 11. Interprets, explains, and applies written and verbal instructions, procedures, and regulations.
 12. Communicates with CCSD personnel regarding CCSD property/casualty insurance and hazard identification programs.
 13. Conforms to safety standards, as prescribed.
 14. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves knowledge of the insurance, safety, and risk management process including the use of risk financing and risk control.

Knowledge, Skills, and Abilities (Position Expectations)

1. Considerable knowledge of the content and provisions of property/casualty insurance policies.
2. Knowledge of insurance, safety, and risk management terminology.
3. Knowledge of requirements for underwriting data for insurance specifications.
4. Knowledge of requirements for claims data for insurance specifications.
5. Knowledge of the clerical and administrative procedures involved in processing property/casualty claims and safety investigations.
6. Knowledge of modern office practices and procedures.
7. Ability to interpret complex written materials.
8. Ability to develop underwriting data for insurance 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 learn and to apply established procedures effectively.
 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 suggest methods to improve workflow or modify departmental procedures.
 17. Ability to work under pressure, work flexible hours/shifts, and meet sudden deadlines.
 18. Ability to transition efficiently and effectively from one project/task to another as department priorities change.
 19. Ability to maintain confidential information.
 20. Ability to determine procedures for handling unique problems.
 21. Ability to cooperate with management, staff, and the public.
 22. Ability to recognize and report hazards and apply safe work methods.
 23. 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 Education Development (GED), foreign equivalency, etc.).
2. Associate degree from an accredited college or university in Risk Management, Public Administration, Business Administration, Finance, or a related field; plus, one (1) year of experience in financial services; or, Two (2) years' experience in financial services, and completion of Introduction to Risk Management, Introduction to Insurance, Introduction to Claims, Introduction to Underwriting, or Risk Management for Public Entities (RMPE) from the American Institute of Chartered Property Casualty Underwriters/Insurance Institute of America (AICPCU/IIA), or comparable internationally recognized designation; or, Three (3) years' experience in 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. Undergraduate degree, advanced degree, or graduate certificate from an accredited college or university in Risk Management, Public Administration, Business Administration, Finance, or a related field.
2. Completion of one or more courses leading to a professional designation from an internationally recognized professional organization.
3. Administrative experience relating to insurance company or risk management operations.
4. Computer literate.

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.
 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 sites and facilities. Occasional travel to and from CCSD locations and other agencies.

Work Environment

Strength

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

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. 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. Stamina to remain seated and maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional 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 with 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, 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, laptops or tablets, digital cameras, tape recorders, 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: 04/29/24
- Created: 07/19/07