CITY OF ALACHUA

JOB DESCRIPTION

COMPLIANCE & RISK MANAGEMENT SPECIALIST

DEPARTMENT: Compliance & Risk Management

REPORTS TO: Compliance & Risk Management Director

SUPERVISES: None

FLSA: Non-exempt

GENERAL DESCRIPTION:

Highly responsible administrative position that provides key support to the Director of Compliance and Risk Management. The position requires the ability to understand and absorb complex specialized subjects and data in the areas of government insurance liability and property coverages, group health insurance, workers compensation, contract law, real estate transactions, collective bargaining law, code enforcement and a high level of computer skills in order to create, maintain and utilize electronic files in all department areas of responsibility.

ESSENTIAL JOB FUNCTIONS:

1. Support Director of Compliance and Risk Management by performing all functions and assignments in furtherance of department activities.
2. Produce, using then existing City IT equipment and software, letters, forms, reports, schedules, manuals, booklets, requisitions, spreadsheets and related products. Continuously evaluate software and hardware, identify obsolete systems, research and recommend replacement options based on efficacy, cost and return on investment. Enter information and data containing technical terminology and train others within and outside of the department to use new and existing systems to better integrate record keeping and enhance interdepartmental cooperation and efficiency. Capture data, perform analysis and generate schedules in support of recommendations concerning pending management decisions.
3. Insurance
    a. Analyze and generate electronically based comparative schedules of coverages and costs to be used in the evaluation and comparison of insurance coverages.
    b. Receive all reports of claims by and against the city, generate appropriate electronic and paper files and follow department procedure in electronically filing claims with the carrier.
    c. Catalogue, manage and track all claims using case management software.
    d. Process and resolve claims as assigned and supervised by Department Director.
4. Collective Bargaining
    a. Gather and prepare schedules and information in support of bargaining sessions.
    b. Prepare and insure publication of all required public notices.
5. Contracts
    a. Generate and maintain the data base of contracts to which the city is a party.
    b. Electronically monitor all contract action dates using case management software and notice the Risk Management Director, according to established procedure, in advance of such dates.

6. Land Rights Coordination
    a. Perform property records searches
    b. Work with various departments to establish a coordinated inventory and catalog of all records of real property interests of the city.
    c. Prepare Public Utility Easements and other property right documents on forms established by the City under the direction and guidance of the City Attorney and Department Director.
7. Code Enforcement
    a. Must hold a Level 1 Code Enforcement Officer Certification at time of employment and be certified at Level 3 within two years thereafter.
    b. Must meet all other requirements of Code Enforcement Officer as described and set forth, as amended from time to time, in that City of Alachua job description.
    c. Must perform as a city Code Enforcement Officer as directed and particularly in the event of a storm, natural disaster or other catastrophic event.
8. Safety
    a. Support the Safety Specialist as assigned by the Department Director.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of business English, spelling and punctuation, in order to prepare documents and compose letters and other documents. Knowledge of mathematics. Knowledge of department and city policies, procedures and practices. Ability to establish and maintain effective working relationships with employees and the public. Ability to communicate orally and in writing. Proficient user of Microsoft Access.

EDUCATION AND EXPERIENCE

Associate Degree from an accredited college or university. Two (2) years comparable experience with at least one (1) in a governmental setting preferred. (A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

LICENSES, CERTIFICATIONS OR REGISTRATIONS

Code Enforcement Officer Level 1
Within two years, Code Enforcement Officer Level 3
Valid Florida Driver License

ESSENTIAL PHYSICAL SKILLS:

Acceptable eyesight (with or without correction).
Acceptable hearing (with or without hearing aid).
Ability to communicate both orally and in writing.
Ability to enter data at a prescribed rate of speed.
Ability to access file cabinets for filing and retrieval of data.
Ability to sit at a desk and view a display screen for extended periods of time.
Typing at a prescribed rate of speed.

ENVIRONMENTAL CONDITIONS:

Primarily an office environment but includes field work and occasional travel for meetings or training. Outside work in various weather conditions on slippery and uneven surfaces.
Some stressful situations.
(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with the City.

_____ _____

Employee Name (please print) Date

_____

Employee Signature