

## CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>EXP</b>	<b>Job Code:</b>	<b>ACV35359</b>
<b>Job Class Code:</b>	<b>740</b>	<b>Salary Schedule:</b>	<b>ASRRISK</b>
<b>EEO Category:</b>	<b>02</b>	<b>Grade:</b>	<b>22</b>
<b>Workers Comp Code:</b>	<b>9410</b>		

<b>Job Code Established:</b>	<b>11/29/01</b>	<b>Effective Date:</b>	<b>05/01/01</b>
<b>Job Code Revised:</b>	<b>10/09/03</b>	<b>Effective Date:</b>	<b>10/09/03</b>
<b>Job Code Revised:</b>	<b>01/10/05</b>	<b>Effective Date:</b>	<b>01/10/05</b>

**JOB CODE SERIES:** Risk Management Series

**JOB CODE TITLE:** RISK MANAGEMENT LOSS PREVENTION CONSULTANT

**HRIS TITLE:** RISK MGT LOSS PREVTN CONS

**CHARACTERISTICS OF THE JOB CODE:** As a member of the Arizona Department of Administration Risk Management Division Staff, assists state agencies, boards, commissions and universities in development and management of their agency specific loss prevention program. Plans, implements, and coordinates program to reduce or eliminate occupational injuries, illnesses, deaths and financial losses. Identifies and appraises conditions which could produce accidents and financial losses and evaluates potential extent of injuries resulting from accidents. Conducts or directs research studies to identify hazards and evaluate loss producing potential of given system, operation or process. Analyzes history of accidents and claims against the State and inspects scenes of accidents to determine causes and to develop accident prevention programs. Coordinates activities of agency loss prevention managers to ensure implementation of safety activities throughout the State. Compiles, analyzes and interprets statistical data related to exposure factors concerning occupational illnesses and accidents. Prepares written report of findings and recommendations for correction of unsafe or unsanitary conditions. Confers with employees to induce compliance with safety standards, codes, and regulations. Maintains liaison with outside organization to assure information exchange and mutual assistance. Devises methods to evaluate loss prevention program and conduct or direct evaluations. Evaluates technical and scientific publications concerned with loss prevention management and participates in activities of related professional organizations to update knowledge of loss prevention program developments. May store and retrieve statistical data using computer.

**EXAMPLES OF DUTIES:** Individual positions may be responsible for some or all of the listed duties and/or other related duties. Conducts thorough and effective loss prevention assessments of state operated endeavors throughout Arizona to support agency loss prevention programs. Analyzes loss incidents, with focus on insurance related issues, to determine needs for specific program enhancements aimed at reducing loss exposures that could result in personal injury or loss of assets. Determines feasibility of process controls that may be used to correct safety and other loss prevention hazards. Coordinates with other loss prevention related entities to determine state of the art assessment protocols for incorporation into risk management procedures. Completes thorough on-site consultations and job hazard assessments in identifying loss exposures. Coordinates training programs to ensure mandated training is provided on an as needed basis. Develops detailed loss history reports for state agencies. Provides trend analysis for agency management outlining history of agency claims, allocation, and budgetary impact of loss incidence and recommendations on reducing or eliminating causal factors of agency losses. Maintains liaison with agency management/supervisors to ensure effectiveness of agency loss prevention programs. Identifies and evaluates general safety criteria.

**WORK CONDITIONS:** The work is generally performed in an office setting, with the occasion to travel to other office locations.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:** Regulatory requirements established by the occupational Safety and Health administration (OSHA), the Environmental Protection Agency (EPA), and other federal, state and local governments. Consensus standards established by Uniform Building Code (UBC), National Fire Codes (NFC), American National Standards Institute (ANSI) and other entities. Insurance, claims and safety

and health regulations. Government structure, occupational health, security, employment practices and processing audit evaluations.

**Skill/Ability to:** Practical application of safety management and loss prevention principles and methods to prevent and minimize loss related incidents. Applying managerial and technical aspects of loss prevention to a multi-organizational environment. Interpret applicable standards and make appropriate recommendations. React to the diversity of various state agencies.

**SPECIAL SELECTION FACTORS:** A current Arizona driver's license appropriate to the assignment is required at the time of appointment. Bachelor's Degree in industrial hygiene, safety, engineering, management or related curriculum OR Five years of experience in the field of loss prevention and two years of safety experience in an insurance or governmental organization. Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.