

# JOB DESCRIPTION

<b>FOR DER USE ONLY</b>	
<b>Vacancy No.</b>	
City Service Commission:	Finance Committee:
Fire & Police Commission:	Common Council:

**Instructions:** Complete all sections. Refer to the *Guidelines for Preparing Job Descriptions* for instructions on completing specific items.

<b>1. Date Prepared/ Revised:</b> 1/4/2021		<b>2. Present Incumbent:</b> NEW POSITION		<b>Is incumbent underfilling position?</b>	
<b>3. Date Filled:</b>		<b>4. Previous Incumbent:</b> NA		YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>5. Department:</b> City Attorney's Office		<b>Bureau:</b>		Unit:	
<b>6. Work Location:</b> Zeidler Municipal Building, 842 N. Broadway, Milwaukee, WI 53202		<b>Telephone:</b> TBD		Section:	
<b>7. Represented by a Union?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<b>8. Bargaining Unit:</b> Management, General City If in District Council 48, which local?		<b>9. FLSA Status (check one):</b> X Exempt <input type="checkbox"/> Non-Exempt	
<b>10.</b>	<b>Official Title:</b> Risk Management Specialist			<b>Pay Range</b>	<b>Job Code</b>
	<b>Underfill Title (if applicable):</b>				
	<b>Requested Title (if applicable):</b> Risk Manager			2MX	4042
<b>Recommended Title (DER Use Only):</b>			<b>Approved by:</b>		
			<b>Date:</b>		

**11. BASIC FUNCTION OF POSITION:**

Collaborate with city departments to develop and implement a risk management plan on a department by department basis, based on data analytics. Identify and analyze city-wide trends and risk indicators. Manage the creation of policies, procedures and control assessments in response to identified risks; evaluate the effectiveness of risk control measures; and provide training regarding risk management strategies and programs. Collaborate with departments city-wide to establish a management council. Oversee the development and implementation of special projects as assigned. Assume supervisory duties as assigned.

**DESCRIPTION OF JOB** (Check if description applies to **Official Title X** or **Underfill Title** ):

**A. ESSENTIAL FUNCTIONS/Duties and Responsibilities:** (Refer to the "Guidelines for Preparing Job Descriptions" for instructions on determining Essential Functions.)

% of Time	ESSENTIAL FUNCTION
<b>30</b>	<b>Oversee development of external risk management plans</b> <ul style="list-style-type: none"> <li>Manage development of risk management plans on a department by department basis.</li> <li>Develop long-term goals and strategies regarding risk management.</li> <li>Develop and implement a system to track and maintain data.</li> </ul>
<b>30</b>	<b>Identify, analyze and mitigate risk</b> <ul style="list-style-type: none"> <li>Identify and analyze city-wide trends and risk indicators.</li> <li>Review and analyze department disciplinary actions, analyze claims and suits filed to identify legal issues, areas of risk, and suggest corrective plans of action to minimize risk.</li> <li>Analyze department training, operations, and disciplinary actions for trends and to mitigate risks.</li> <li>Make recommendations to deter risks.</li> <li>Continuously review trends to stay abreast of industry best practices in Wisconsin and other states, and keep informed of other relevant trends that will allow for proactive rather than reactive response to risk.</li> <li>Conduct research and analysis on issues that affect loss prevention and avoidance, risk assessment, and how to minimize the departments' handling of and susceptibility to risk.</li> <li>Work with city departments to identify opportunities to share data, resources, or educational materials to address risk concerns.</li> </ul>

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

% of Time	ESSENTIAL FUNCTION
20	<ul style="list-style-type: none"> <li>• Continuously review and analyze progress of departments short and long-term goals and strategies.</li> </ul> <p><b>Draft and propose policies, procedures and control assessments</b></p> <ul style="list-style-type: none"> <li>• Collaborate with departments to develop comprehensive policies, procedures and training programs to address department-specific operational risk concerns.</li> <li>• In collaboration with the risk management council, develop recommendations for department heads and other managers/directors as needed.</li> </ul>
20	<p><b>Provide training regarding risk management strategies and programs</b></p> <ul style="list-style-type: none"> <li>• Develop good working relationship with department officials to ensure successful program outcomes.</li> <li>• Serve as primary contact with departments and council committees regarding data analysis and reporting.</li> <li>• Provide relevant guidance and direction to departments regarding risks.</li> <li>• Coordinate training interventions to ensure compliance with program regulations and to address and respond to concerns.</li> <li>• Participate in public panel discussions as necessary</li> </ul>
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**B. PERIPHERAL DUTIES:**

% of Time	PERIPHERAL DUTY
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**C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:**

Kimberly Walker, Special Deputy City Attorney

**D. SUPERVISION RECEIVED:** (Describe the extent to which work assignments and methods are outlined, reviewed, and approved by this position's supervisor.)

General oversight provided by Special Deputy City Attorney

**E. SUPERVISION EXERCISED:**

Total number of employees for whom responsible, either directly or indirectly = 0

**Direct Supervision:** List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following:

a. Assign duties	e. Sign or approve work	
b. Outline methods	f. Make hiring recommendations	
c. Direct work in progress	g. Prepare performance appraisals	
d. Check or inspect completed work	h. Take disciplinary action or effectively recommend such	
Number Supervised	Job Title	Extent of Supervision Exercised (Select those that apply from list above, a - h)

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a. Assign duties	e. Sign or approve work	
b. Outline methods	f. Make hiring recommendations	
c. Direct work in progress	g. Prepare performance appraisals	
d. Check or inspect completed work	h. Take disciplinary action or effectively recommend such	
Number Supervised	Job Title	Extent of Supervision Exercised (Select those that apply from list above, a - h)

**F. MINIMUM QUALIFICATIONS REQUIRED:** (Indicate the MINIMUM qualifications required to enter the job.)

- i. Education and Experience:  
Bachelor’s Degree from an accredited college or university in risk management, finance, economics, business management, statistics, computer science and/or other related field. At least two years related experience is preferred, including experience in data research, collection and analysis. Equivalent combinations of education and experience may also be considered. A law degree is preferred.
- ii. Knowledge, Skills and Abilities:  
Knowledge of risk management and assessment, internal controls, corporate compliance and governance, and information systems security.  
Knowledge of data research, collection and analysis techniques and the preparation of written and oral reports.  
Skill in analyzing and evaluating data and circumstances.  
Skill in problem solving, decision making and execution, and in exercising good judgment.  
Ability to formulate policies and plans, coordinate and initiate actions necessary to implement decisions and minimize or eliminate risk.  
Ability to present effective oral and written communications in a concise and clear manner while making skillful reference to data.  
Ability to lead and work cooperatively with team members, departments and City officials.  
Ability to apply statistical techniques to data.  
Demonstrated capacity to initiate and complete projects in a timely manner with limited supervision.  
Proficiency with Microsoft Word, Excel, PowerPoint and statistical programs.
- iii. Certifications, Licenses, Registrations:  
One or more of professional certifications for Risk Management professionals, e.g. Certified Fraud Examiner (CFE), Certified Risk Analyst (CRA), Certification in Risk Management Assurance (CRMA), Financial Risk Manager (FRM), Professional Risk Manager (PRM, Associates in Risk Management (ARM) and/or Certified in Risk and Information Systems Control (CRISC) is a plus.
- iv. Other Requirements:  
High degree of integrity, organizational skills, attention to detail and adaptability.  
Knowledge of computer-based risk management information systems preferred.

**13. PHYSICAL AND ENVIRONMENTAL DEMANDS: TOOLS AND EQUIPMENT USED**

The Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008 requires job descriptions to provide detailed information regarding the physical demands required to perform the essential functions of a job; the conditions under which the job is performed; and the tools and equipment the employee will be required to use on the job. Reasonable accommodations may be made to enable qualified individuals to perform the essential duties and responsibilities of the job for each of the categories listed below.

**G. PHYSICAL ACTIVITY OF THE POSITION:** (List the physical activities that are representative of those that must be met to successfully perform the essential functions of the job).

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**CHECK ALL THAT APPLY:**

<input type="checkbox"/>	<b>Climbing:</b> Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like; using feet and legs and/or hands and arms. Body agility is emphasized. Check only if the amount and kind of climbing required exceeds that required for ordinary locomotion.
<input type="checkbox"/>	<b>Balancing:</b> Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. Check only if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
<input type="checkbox"/>	<b>Stooping:</b> Bending body downward and forward by bending spine at the waist. Check only if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.
<input type="checkbox"/>	<b>Kneeling:</b> Bending legs at knee to come to a rest on knee or knees.
<input type="checkbox"/>	<b>Crouching:</b> Bending the body downward and forward by bending leg and spine.
<input type="checkbox"/>	<b>Crawling:</b> Moving about on hands and knees or hands and feet.
<input type="checkbox"/>	<b>Reaching:</b> Extending Hand(s) and arm(s) in any direction.
<input type="checkbox"/>	<b>Standing:</b> Particularly for sustained periods of time.
<input type="checkbox"/>	<b>Walking:</b> Moving about on foot to accomplish tasks, particularly for long distances.
<input type="checkbox"/>	<b>Pushing:</b> Using upper extremities to exert force in order to draw, press against something with steady force in order to thrust forward, downward or outward.
<input type="checkbox"/>	<b>Pulling:</b> Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
<input type="checkbox"/>	<b>Lifting:</b> Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Check only if it occurs to a considerable degree and requires substantial use of the upper extremities and back muscles.
X	<b>Fingering:</b> Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.
<input type="checkbox"/>	<b>Grasping:</b> Applying pressure to an object with fingers and palm.
<input type="checkbox"/>	<b>Feeling:</b> Perceiving attributes of objects such as size, shape, temperature or texture by touching with the skin, particularly that of the fingertips.
X	<b>Talking:</b> Expressing or exchanging ideas by means of the spoken word. Those activities which demand detailed or important instructions spoken to other workers accurately, loudly or quickly.
X	<b>Hearing:</b> Perceiving the nature of sounds with no less than a 40 db loss. Ability to receive oral communication and make fine discriminations in sound.
X	<b>Repetitive Motions:</b> Substantial movements (motions) of the wrist, hands, and/or fingers.
X	<b>Driving:</b> Minimum standards required by State Law (including license).

**H. PHYSICAL REQUIREMENTS OF THE POSITION:** (List the physical requirements that are essential functions of the job.)**CHECK ONE:**

X	<b>Sedentary Work:</b> Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
<input type="checkbox"/>	<b>Light Work:</b> Exerting up to 10 pounds of force occasionally and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for Light Work.
<input type="checkbox"/>	<b>Medium Work:</b> Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
<input type="checkbox"/>	<b>Heavy Work:</b> Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
<input type="checkbox"/>	<b>Very Heavy Work:</b> Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

**I. VISUAL ACUITY REQUIREMENTS:** (List the visual acuity requirements that are essential functions of the job.)**CHECK ONE:**

<input type="checkbox"/>	<b>Operators (Electronic Equipment), Inspection, Close Assembly, Clerical, Administrative:</b> This is a minimum standard for use with those whose job requires work done at close visual range (i.e. preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small parts, operation of machines, using measurement devices, assembly or fabrication of parts).
<input type="checkbox"/>	<b>Machine Operators, Mechanics, Skilled Tradespeople:</b> This is a minimum standard for use with those whose work deals with machines where the seeing job is at or within arm's reach. This also includes mechanics and skilled tradespeople and those who do work of a non-repetitive nature such as carpenters, technicians, service

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	people, plumbers, painters, mechanics, etc. (If the machine operator also inspects, check the "Operators" box.)
<input type="checkbox"/>	<b>Mobile Equipment Operators:</b> This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment.
<input type="checkbox"/>	<b>Other:</b> This is a minimum standard based on the criteria of accuracy and neatness of work for janitors, sweepers, etc.

**J. THE CONDITIONS THE WORKER WILL BE SUBJECT TO IN THIS POSITION:**

List the environmental/working conditions to which the employee may be exposed while performing the essential functions of the job. Include scheduling considerations such as on-call for emergencies, rotating shift, etc. **Approximate Percentage of time performing field work:** \_\_\_\_\_ %

**CHECK ALL THAT APPLY:**

<input checked="" type="checkbox"/>	<b>None:</b> The worker is not substantially exposed to adverse environmental conditions (such as typical office or administrative work).
<input type="checkbox"/>	<b>The worker is subject to inside environmental conditions:</b> Protection from weather conditions but not necessarily from temperature changes (i.e. warehouses, covered loading docks, garages, etc.)
<input type="checkbox"/>	<b>The worker is subject to outside environmental conditions:</b> No effective protection from weather.
<input type="checkbox"/>	<b>The worker is subject to extreme cold:</b> Temperatures below 32 degrees for period of more than one hour.
<input type="checkbox"/>	<b>The worker is subject to extreme heat:</b> Temperatures above 100 degrees for periods of more than one hour.
<input type="checkbox"/>	<b>The worker is subject to noise:</b> There is sufficient noise to cause the worker to shout in order to be heard above the surrounding noise level.
<input type="checkbox"/>	<b>The worker is subject to vibration:</b> Exposure to oscillating movements of the extremities or whole body.
<input type="checkbox"/>	<b>The worker is subject to hazards:</b> Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places or exposure to chemicals.
<input type="checkbox"/>	<b>The worker is subject to atmospheric conditions:</b> One or more of the following conditions that affect the respiratory system or the skin: Fumes, odors, dust, mists, gases or poor ventilation.
<input type="checkbox"/>	<b>The worker is subject to oil:</b> There is air and/or skin exposure to oils and other cutting fluids.
<input type="checkbox"/>	<b>The worker is required to wear a respirator.</b>

**K. MACHINE, TOOLS, EQUIPMENT, ELECTRONIC DEVICES, SOFTWARE, ETC. USED BY POSITION:**

List equipment needed to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.)

**CHECK ALL THAT APPLY:**

<input type="checkbox"/>	Camera and photographic equipment	<input checked="" type="checkbox"/>	Office Equipment (desk, chair, telephone, etc.)
<input type="checkbox"/>	Cleaning supplies	<input checked="" type="checkbox"/>	Office supplies (pens, staplers, pencils, etc.)
<input type="checkbox"/>	Commercial vehicle	<input type="checkbox"/>	Packing materials (boxes, shrink wrap, etc.)
<input type="checkbox"/>	Data processing equipment	<input checked="" type="checkbox"/>	PC equipment (monitor, keyboard, printer, etc.)
<input type="checkbox"/>	Handcart	<input checked="" type="checkbox"/>	PC software
<input type="checkbox"/>	Hand tools (please list):		
<input checked="" type="checkbox"/>	Office Machines (check all that apply):	<input checked="" type="checkbox"/>	Copier
		<input type="checkbox"/>	Facsimile
		<input type="checkbox"/>	Calculator
		<input type="checkbox"/>	Cash register
<input type="checkbox"/>	Other (please list):		

**L. SUPPLEMENTARY INFORMATION:** (Indicate any other information which further explains the importance, difficulty, or uniqueness of the position, such as its scope of responsibility related to finances, equipment, people, information, etc. Also indicate success factors such a personal characteristics that contribute to an individual's ability to perform well in the job, and any other special considerations.)

**M. I believe that the statements made above in describing this job are complete and accurate.**

\_\_\_\_\_  
Signature of Department Head or Designated Representative

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