

POSITION DESCRIPTION		AGENCY/DEPT ID DAS/DAS105800
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE Risk Management	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005618 JOB CODE TITLE Management Analyst Supervisor 1 JOB CODE 63215	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update			Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree
	USUAL WORKING TITLE OF POSITION Risk Management Supervisor		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005616 Risk Management Administrator	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type: Administrative	Bargaining Unit 22 Page 2 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 p.m. Report in location and work hours subject to change			
	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	40	Manages property & casualty functions: Coordinates all property, casualty & vehicle liability underwriting data from appropriate sources; obtains inventory information for real & personal property including vehicles & off road equipment; establishes guidelines & timeframes for policy renewals, contract renewals & all endorsement requests, & all invoicing by unit; researches, evaluates & analyzes historical & current data & trends to aide management in risk management decision process; develops projections & forecasts on property, casualty & vehicle liability exposures; checks driving records & enters & assigns loss notices. Designs & presents marketing & bid specification information to agencies & Office of Procurement. Serves in a liaison capacity with other agencies & general public to communicate policy decisions & directives. Provides technical support & evaluate hardware & software of unit. Develops database & web applications for analytical use of unit. Provides technical training to unit staff.	Knowledge of 1, 2, 3, 4, 5* 6, 7, 8, 9, 10 Skills in 11, 12, 13, 14, 15, (16) database development.	
	20	Provides business support functions: maintains unit's records retention schedule; assists with unit's budget development & outlay of office supplies & equipment; maintains unit's fixed asset inventory & serves as unit's timekeeper & maintains all payroll records; interacts with fiscal office & oversees accounts payable & receivable, maintains backup & security of sensitive data of unit.	Knowledge of (17) budgeting; (18) inventory control; (19) accounting practices & procedures. Skill in 12 Ability to 14, (20) gather, collate & classify information about data, people or things.	
		This position is overtime exempt	Position Specific Minimum Qualifications: 24 mos. exp. or trg. in property & casualty insurance underwriting. *developed after employment.	
	List Position Numbers & Job Titles of Positions Directly Supervised: 20077229 College Intern		SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhovenke</i>	DATE 4/5/12

Appl 4.6.12pm