

# THE CITY OF HARTFORD

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The City of Hartford is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, veterans and persons with disabilities.



## **RISK MANAGER**

**Salary Range: \$64,316.00 - \$96,473.00/Annually**

### **POSITION**

Vacancy is in the Risk Management Division of the Finance Department. Under general direction of the City Finance Director, plans, organizes and administers a comprehensive Risk Management Program for the City, which includes areas of liability (property/casualty), Worker's Compensation, loss control, safety awareness programs, claims administration/review, financing alternatives and OSHA reporting. Reviews and recommends plans for financing risk including self-insurance funding and operations. Performs related work as required. This is a non-union position. The hours of this position are 40 per week and the above salary includes 5% in lieu of overtime.

### **QUALIFICATIONS**

Graduation from an accredited four-year college or university with major course work in insurance/risk management, accounting, business administration, public administration or a closely-related field and three (3) years of broad insurance experience covering various types of insurance coverage; underwriting experience in liability and casualty areas. **Insurance broker's license preferred. CRM, CRA, PRM or ARM designation desirable.**

**A COPY OF YOUR DEGREE OR TRANSCRIPT MUST BE ATTACHED TO YOUR APPLICATION. A DEGREE OR TRANSCRIPT SUBMITTED WILL BE VERIFIED BY THE HUMAN RESOURCES DEPARTMENT.**

**HARTFORD RESIDENCY PREFERRED.**

**APPLICATIONS WITHOUT PROPER DOCUMENTATION MAY RESULT IN YOUR DISQUALIFICATION.**

### **EXAMINATION**

Open to all applicants who meet the above qualifications. The examination will consist of a rating of your training and experience as contained on your application and may also include a written test, an oral test, a performance based test, or a combination thereof. All parts of the examination, including tests and ratings, will be related to the requirements of the position. The examination is designed to measure: Knowledge of the provisions of an insurance contract; Knowledge of the principles of accident and health insurance; Knowledge of group life insurance, general liability and property damage, fidelity and surety bonds, and automobile insurance; Knowledge of State of Connecticut's Worker's Compensation Act Standard Fire Insurance Policy and other insurance laws as they relate to the City's insurance program; Knowledge of the principles of rate-making; Computation of premiums, classification of risks; Ability to interpret policy contracts, insurance provisions and laws as they relate to insurance, leases, contracts and agreements. Ability to compile and evaluate insurance information and to make recommendations for improving or changing the needs of the municipal insurance program; Ability to communicate clearly and concisely, orally and in writing; Ability to interact with other departments. If selected, you will be required to pass a physical examination administered by a City physician, a drug and alcohol screening examination, and a background check. If appointed, you will be required to serve 3 to 12 months of probation. This examination and employment process is subject to all federal, state and municipal laws, rules and regulations.

**The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application or testing process, please contact the Human Resources Department.**

**APPLICATIONS WILL BE ACCEPTED UNTIL TUESDAY, AUGUST 18, 2015**

**Exam No. 2948**

**Issued: 7-21-2015**

#### **EMPLOYMENT BENEFITS:**

- Health Plan and Hospitalizations
- Paid Vacations and Holidays
- Retirement Plan
- Group Life Insurance
- Sick Leave

Applications are obtained from and submitted to:

**DEPARTMENT OF HUMAN RESOURCES**

MUNICIPAL BUILDING

550 MAIN STREET

HARTFORD, CONNECTICUT 06103

TELEPHONE (860) 757-9800

**Web page:** [www.hartford.gov/humanresources/jobs](http://www.hartford.gov/humanresources/jobs)

**Application:** [www.hartford.gov/images/hr/application.pdf](http://www.hartford.gov/images/hr/application.pdf)

#### **VETERAN'S PREFERENCE:**

Preferential Points may be given to Eligible Veterans. Check with the Department of Human Resources.

**CHANGE OF ADDRESS:** It is *your responsibility* to notify the Department of Human Resources of any change of address on your application.