CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

CLAIMS AND INSURANCE MANAGER

DEFINITION:

Under administrative direction, to administer the City's public liability and/or workers' compensation programs; to plan and direct risk management activities; and to perform related work.

* **EXAMPLES OF DUTIES:**

- Manages the City's liability, insurance, claims recovery, and/or workers compensation programs;
- Evaluates the City's exposure to loss and potential risks from its operations and activities;
- Establishes policies and ensures conformance of program operations to established standards;
- Reviews major and controversial cases;
- Recommends methods to reduce or eliminate potential losses and risks to the City;
- Maintains liaison with departments and City management on risk management issues;
- Provides technical expertise in evaluating proposed public liability insurance contracts;
- Evaluates the feasibility of self insuring City programs;
- Reviews and evaluates the work performance of subordinates;
- Prepares correspondence and reports;
- Performs related duties.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

College graduation with a Bachelor's degree, **AND** five years of experience in the investigation and adjustment of general and automobile liability, bodily injury, property damage, or workers' compensation claims, including one year supervising professional level subordinates. Possession of a valid California Class C Driver's License.

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.