



**Code: 1709**

Family: Accounting and Finance

Service: Administrative

Group: Statistical, Technical, and Analytical

Series: Statistical

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## **CLASS TITLE: RISK ANALYST**

### **CHARACTERISTICS OF THE CLASS**

Under general supervision, assists in administering the City's property and casualty insurance program, and performs related duties as required

### **ESSENTIAL DUTIES**

- Researches and analyzes the City's property and casualty losses including loss frequencies and possible loss reductions
- Secures and maintains underwriting data for projects requiring insurance coverage
- Assists departmental representatives in obtaining proper insurance coverage, interprets risks involved and legal requirements, and recommends alternative financing mechanisms
- Drafts insurance specifications and assists in developing programs to maximize the City's coverage
- Develops contractor insurance requirements
- Reviews and updates insurance policies, analyzes coverages, and makes recommendations
- Reviews the bonds, certificates, and related policies of establishments applying for City business licenses for appropriate levels of insurance coverage
- Maintains operational records and prepares work reports
- May provide technical support and coordinate special projects

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

- Graduation from an accredited college or university with a Bachelor's degree in Business Administration, Public Administration, or a directly related field, plus three years of experience in the administration of property and casualty insurance programs, or an equivalent combination of education, training and experience.

#### **Licensure, Certification, or Other Qualifications**

- None

### **WORKING CONDITIONS**

- General office environment

### **EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator, adding machine)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, modems)

## **PHYSICAL REQUIREMENTS**

- No specific requirements

## **KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**

### **Knowledge**

Moderate knowledge of:

- \*policies, costs, services, risks, and limitations associated with insurance programs

Some knowledge of:

- loan lending, underwriting, and processing principles, methods, practices, and procedures
- applicable federal, state, and local laws, regulations, and guidelines
- business trends
- research methods and procedures

Knowledge of applicable City and department policies, procedures, rules, regulations , and ordinances

### **Skills**

- \*ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- \*ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- \*CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- \*MATHEMATICS - Use mathematics to solve problems
- \*MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- \*COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions
- \*JUDGMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

### **Abilities**

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- CONCENTRATE - Concentrate on a task over a period of time without being distracted
- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense

- **MAKE SENSE OF INFORMATION** - Quickly make sense of, combine, and organize information into meaningful patterns
- **ORGANIZE INFORMATION** - Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations)

**Other Work Requirements**

- **DEPENDABILITY** - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- **ATTENTION TO DETAIL** - Pay careful attention to detail and thoroughness in completing work tasks
- **ANALYTICAL THINKING** – Analyze information and using logic to address work or job issues and problems

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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

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City of Chicago  
Department of Human Resources  
(Valtera Corporation)

Date: June, 2010