

Missouri Department of Transportation Job Description

Job Title: Risk Management Specialist

Title Code: R04422

Salary Grade: 7

Exemption Status: Non-Exempt

Supervisory Responsibilities: None

District/Division: Central Office – Employee Health and Wellness

Effective Date: 11-01-2024

Replaces (Effective Date): 11-01-2023

General Summary

The risk management specialist performs routine entry-level activities in the areas of risk management programs and processes including, but not limited to, the administration of self-insurance programs, employee safety programs, loss control and loss prevention programs, and employee occupational health programs. Responsibilities are performed under direct supervision.

Minimum/Required Qualifications

Bachelor's Degree: Behavioral Science, Business Administration, Public Administration, Risk Management, Safety Management, or related field, **OR**

Four years of experience in a professional position in a risk management area.

Special Working Conditions/Job Characteristics

Job requires occasional, statewide travel.

Examples of Work

1. Investigates workers' compensation, fleet vehicle liability, and general liability claims not involving serious physical injury or extensive damage; sets up case files, takes statements, prepares estimates, takes photographs, and negotiates settlements within designated authority.
2. Conducts initial research and compiles data for the development or update of health and safety training programs, such as ergonomics training, herbicide application, radiological monitoring, emergency preparedness, and related programs.
3. Compiles injury and vehicle accident record statistics used in identifying accident trends and developing loss prevention programs.

4. Conducts investigations of minor accidents involving department employees to determine cause; makes preventative recommendations; assists in the evaluation of employee safety suggestions; may assist in presenting safety training programs.
5. Assists in the development and implementation of employee occupational health programs, including drug testing, pre-employment physicals, employee wellness programs, and Occupational Safety and Health Administration medical surveillance programs.
6. Performs other responsibilities as required or assigned.