

# 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 selfinsurance 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.

**The Missouri Department of Transportation promotes an equal opportunity workplace that includes reasonable accommodation of otherwise disabled applicants and employees. Please see your manager should you have any questions about this policy or these job duties.**