



LOS ALAMOS

Los Alamos County

Job Description and Classification

JOB TITLE: Risk Management Analyst 1, 2, 3
JOB CODE: 137, 136, 138
CLASSIFICATION: Non-Exempt
DEPARTMENT/DIVISION: CMO / Human Resources
SUPERVISOR: Risk Manager

Position Summary:

Under the general supervision of the Risk Manager, this position is responsible for managing workers' compensation claims from initial reporting through resolution, ensuring compliance with applicable laws and company policies. The Analyst collaborates closely with managers, employees, and third-party administrators to facilitate timely and accurate claim handling, reduce risk exposure, and promote workplace safety. In addition, this role performs a variety of administrative duties and tasks to support risk management operations, including maintaining detailed documentation, preparing reports, and assisting with special projects. The Analyst provides guidance to stakeholders to achieve effective outcomes and strengthen the organization's overall safety and risk management program. Maintains confidentiality of all privileged information.

The general level and nature of this position are described in the headings below. This is not an all-inclusive list of all responsibilities, duties, and skills required of personnel in this classification. Duties, responsibilities and activities may change at any time.

Essential Duties and Responsibilities Risk Management Analyst 1:

- Answers and screens incoming calls, emails, and correspondence; exercises judgment and responds accordingly.
- Prepares, edits and reviews correspondence, reports, minutes, agendas, memos, forms, directories, and other documents and communications from computer systems, drafts, recordings, or verbal instruction as requested. Establishes and maintains an effective filing and retrieval system; purges and retains files according to legal requirements.
- Maintains scheduling calendars for program meetings and training rooms.
- Attends meetings and transcribes minutes as requested.
- Assists in compiling, maintaining, and monitoring necessary reports, including random drug testing participation pools and driver licenses records.
- Assists with New Mexico Counties audits and requests for information.
- Maintains confidentiality of all privileged information.
- Contributes to a team effort and accomplishes related results as required.
- Performs other duties as required.

Essential Duties and Responsibilities Risk Management Analyst 2:

- Assists in compiling, maintaining, and monitoring necessary reports, including random drug testing participation pools and driver licenses records.
- Responsible for driver license record maintenance.
- Reviews and evaluates all work-related accident reports for completeness and clarity of data; analyzes data, as needed, to ensure compliance with policy and regulatory requirements.

- Assists in the preparation of all necessary forms, records, and documentation, to include the gathering of historical data reports, for claims.
- Receives, reviews for accuracy and processes invoices for payment. Monitors and tracks program budgets; prepares reports as requested. Expedites all purchase requisitions and direct purchase orders for processing.
- Receives notice of property or liability claims, files insurance claims with the insurer, sets up and maintains claims files.
- Works with staff throughout the County to resolve safety issues.
- Assists in the organization and scheduling countywide safety training initiatives, including scheduling sessions, managing registrations, coordinating with instructors (internal and external), and reserving training venues. Supporting ongoing safety and compliance initiatives.

Essential Duties and Responsibilities Risk Management Analyst 3:

- Assists in coordinating and maintaining Risk Management service contracts.
- Take a lead role and/or assist management with RFP process, contract administration, and budget planning.
- Helps to maintain OSHA Injury and Training Logs.
- Provides information to employees, administrators, and managers on worker's compensation policies, regulations, and processes, as well as on loss control procedures and related requirements.
- Gathers appropriate medical information and facts regarding claims pending litigation.
- Communicates and interacts with medical professionals, and support agencies to monitor and assess the progress of rehabilitation efforts, and to facilitate either return to work or placement in modified duty assignments within the County, ensuring compliance with all appropriate regulations and guidelines.
- May participate in strategic planning aimed at reducing the incidence of workers' compensation-related injuries. Makes recommendations for reducing the frequency and severity of losses using a workers' compensation database and/or other claims data reports.
- Conducts ergonomic and industrial hygiene reviews of work areas and works with County staff to resolve related issues.
- Investigates and issues written reports with specific recommendations concerning industrial hygiene issues, including air quality, mold remediation, hazardous materials, and environments, and oversees remediation of same.
- Responds to safety-related concerns, assists in emergency response coordination, and provides field support for testing and evaluations when required.
- Coordinates procurement and record keeping for safety training equipment, supplies, and materials.
- Assists in the preparation and maintenance of statistical reports, records, and documentation related to safety incidents, inspections, and training.
- Administers and coordinates the County's Workers' Compensation Program, including claims management, employee communication, and coordination with insurance carriers and third-party administrators.
- Serves as the Secondary Designated Employee Representative (SDER) for the County's Drug and Alcohol Testing Program; ensures program compliance, prepares required documentation, and maintains secure files.
- Manages the Safety Shoe and Prescription Safety Glasses Programs; ensures compliance with established safety standards and coordinates with vendors to guarantee timely delivery and service to employees across departments.

- Manages daily financial operations within the Risk Division, including processing payments, tracking expenditures, and monitoring contracts.
- Assists in the administration of the County's Learning Management System (LMS), maintaining accurate records, and facilitating the development of employee training programs.
- Administers the Fit Testing Program for respirator use.

Minimum Qualifications for the Risk Management Analyst 1:

- High School Diploma or GED.
- One year experience related to Workers Compensation, safety and/or loss control programs.
- Must possess, or ability to obtain within first thirty days of employment and must maintain a valid New Mexico Class "D" driver's license

Additional Qualifications for the Risk Management Analyst 2:

- Associate's degree from an accredited college or university or equivalent combination of education and related work experience.
- Three years' experience in Environmental Health or Safety and Loss Control
- Must possess or have the ability to obtain within six (6) months of employment OSHA 510 and OSHA 511 certifications.
- Must possess the OSHA Analyst Safety and Health Certification.

Additional Qualifications for the Risk Management Analyst 3:

- Additional two year's directly working with Workers Compensation, safety and/or loss control programs.
- Must possess or have the ability to obtain within 6 (six) months of employment Designated Employee Representative (DER) training and maintain the certification.
- Must possess certifications in: OSHA 511 Standard for General Industry; OSHA 510 Standards for Construction; and OSHA 521 Guide to Industrial Hygiene.
- Must be able to obtain the National Safety Council Advanced Safety Certification within eighteen (18) months of hire date.

Preferred Qualifications:

- Associate or Bachelor's Degree from an accredited college or university in Business Management or Occupational Safety, or related field,
- Certified Safety & Health Official (CSHO); Safety, Health & Environmental Professional (SHEP).

Knowledge, Skills, and Abilities:

- Knowledge of data management systems and processes and word processing, spreadsheet, and database operations.
- Knowledge of computerized information systems used in financial and/or accounting applications, office practices, procedures, and equipment.
- Knowledge of proper spelling, grammar, punctuation, and basic math and records management.
- Knowledge of property and liability claims, workers compensation, regulations, policies, processes, and procedures.
- Knowledge of Department of Transportation (DOT) Drug and Alcohol Regulations.
- Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, and presentation software (such as PowerPoint) and performing data entry.

- Skill in interpersonal and communication skills.
- Skill in conducting accident investigations.
- Ability to work effectively with a wide range of constituencies in a diverse community.
- Ability to work independently, use independent judgment and to manage and impart confidential information.
- Ability to communicate effectively, both orally and in writing, and to communicate technical information to non-technical personnel.
- Ability to create, compose, edit written materials, and document work in progress.
- Ability to accurately enter information into computer systems.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to react calmly and effectively in emergency situations.
- Ability to conduct basic accident investigations.
- Ability to maintain confidentiality.
- Ability to provide legal depositions and testimony.
- Ability to investigate, gather data, compile information, and analyze claims information, draw conclusions, and prepare reports.

Physical Demands:

While performing the duties of this job, the employee routinely sits, stands, walks, talks, and hears. The employee regularly uses manual dexterity and visual acuity to complete tasks. The employee is occasionally required to crawl, reach above shoulder level, crouch, kneel, balance, push/pull, carry and climb stairs. The employee occasionally lifts and/or moves up to 25 pounds.

Work Environment:

The work environment may involve exposure to hazards or physical risks and requires the following basic safety precautions. Work is performed in both a professional office environment with a moderate noise level and some outdoor work with exposure to natural weather conditions and temperatures, various dusts, smoke and mist, and normal debris and hazards. This position routinely uses standard office equipment such as computers, phones, and photocopiers. Evening, holiday, and weekend work outside of normal business hours may be required as well as travel and attendance at meetings.

Each and every county position requires the following professional skills and abilities as key and necessary elements of performance. Employees are required to:

- Demonstrate regular and reliable attendance;
- Work well with others and participate fully in a team oriented environment;
- Interface with other employees and customers in a courteous and respectful manner;
- Project positive support of their department and all county organizations at all times; and,
- Maintain and enhance the county's commitment to customer service excellence.

Approvals:

Department Director: _____ Date: _____
(signature)

Human Resources Manager: _____ Date: _____
(signature)

Reviewed: Revised: 07/2023, 03/18/2024, 03/25/2026