CAPITAL DISTRICT TRANSPORTATION AUTHORITY

JOB DESCRIPTION

Position Title: Director of Risk Management **Exempt: X**

Department: Administration & Finance **Nonexempt:**

Reports to *(title)***:** VP of Finance & Administration

Date Written: 5/31/2018 **Grade: 618**

Location: Albany **Part-time:**
Full-time: X

General Purpose of Job/Job Summary. *Briefly describe the job's primary purpose or contribution to the department or organization; that is, what you are responsible for accomplishing:*

Responsible for the overall creation, enforcement and management of CDTA's safety and security programs for all operations, properties and facilities as well as the Worker's Compensation program, including claims and investigations. The position works with others to represent CDTA's interests in matters involving safety, security, accident and liability claims involving property, equipment, services, vehicles, employees, customers and the community.

Essential Functions:

1. Identify and evaluate safety and security risks relating to CDTA's operations and facilities; assess and improve operating practices and procedures to protect employees, facilities, equipment, revenue and the general public. Provide and implement recommendations to minimize safety and security risks. Develop operating and capital budgets pertaining to safety and security programs and equipment.

2. Act as a liaison and maintain collaborative working relationships with law enforcement agencies and community stakeholders. Confer regularly with local law enforcement on confidential safety and security matters.

3. Administer the Workers' Compensation program. Analyze and investigate lost time to assess appropriate case management and actions with department managers. Develop programs and procedures to minimize accidents in the workplace

4. Provide reports on performance, represent company at hearings and court proceedings as necessary, conduct claims reviews withThird Party Administrator (TPA), and make recommendations for program improvements. Working with CDTA's TPA and counsel,

investigate and prosecute fraudulent claims.

5. Investigate employee incidents pertaining to and affecting safety and security; working with legal counsel, provide testimony in disciplinary hearings and court proceedings, as necessary.

6. Responsible for system security including investigation of incidents and development and maintenance of system security and emergency response plans; develop, implement and conduct training programs to enhance safety and security for CDTA employees, customers and facilities; evaluate and assess CDTA's current and future use of technology to support safety and security measures.

7. Provide security support for CDTA rail facilities; conduct security assessments; coordinate station security committees; liaison with law enforcement agencies, security firms, etc.

8. Provide risk management support to other departments as necessary; frequent contact with outside agencies (law enforcement, municipal officials, insurance brokers, attorneys) to obtain and provide information to resolve risk management issues.

9. Respond to safety and security incidents, direct investigation and secure evidence for use in court proceedings and hearings. Required to carry a cell phone for response/presence at emergency situations involving threats to safety and security.

10. Perform special assignments as necessary.

Supervisory Responsibilities:

Does this position include any supervisory responsibilities? X___ Yes ____ No

Knowledge, Skills, and Abilities*:*

Strong leadership, communication and organizational skills
Knowledge of Worker's Compensation issues
Knowledge of safety and security issues; risk identification and mitigation
Investigative skills, preparation of detailed and comprehensive reports
Experience working with unions, knowledge of due process and disciplinary issues
Knowledge of Capital Region geography and population, specifically urbanized areas
Ability to work independently

Education and Prior Work Experience:

Bachelor's degree in Business Administration or related program

Minimum 10 years' direct experience in large-scale organization directing safety and security efforts, investigation, risk identification/mitigation and training; 5 years' management/supervisory experience in a large-scale organization.

Physical Demands *(refers to things; i.e., lifting, long hours, traveling, etc.)***:**

On Call for safety, security and workplace accident issues

Travel to all CDTA facilities

Work Environment *(time flexibility, noise, heat, outside work, etc.)***:**

Combination of office and field.

- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities
- This job description in no way implies that these are the only duties to be performed by the employee occupying this position. Furthermore, the company reserves the right to add or to revise an employee's job duties at any time at its sole discretion.

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Prepared by:	Stephanie Belokopitsky
Title:	Manager of Human Resources
Date Completed:	6/6/18
Direct Supervisor Approval:	______________________________
Department Head Approval:	______________________________
Human Resources Review:	______________________________

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