

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
CLAIMS AND INSURANCE MANAGER - 1816

DEFINITION:

Under administrative direction, to administer the City's public liability and/or workers' compensation programs; to plan and direct risk management activities; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Manages the City's liability, insurance, claims recovery, and/or workers' compensation programs;
- Evaluates the City's exposure to loss and potential risks from its operations and activities;
- Establishes policies and ensures conformance of program operations to established standards;
- Reviews major and controversial cases;
- Recommends methods to reduce or eliminate potential losses and risks to the City;
- Maintains liaison with departments and City management on risk management issues;
- Provides technical expertise in evaluating proposed public liability insurance contracts;
- Evaluates the feasibility of self-insuring City programs;
- Reviews and evaluates the work performance of subordinates;
- Prepares correspondence and reports;
- Performs related duties.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

College graduation with a Bachelor's degree or equivalent education (i.e., minimum completed units = 120 semester/180 quarter units), **AND** five years of full-time experience in the investigation and adjustment of general and automobile liability, bodily injury, and/or property damage claims. Possession of a valid California Class C Driver's License.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**