

Washington State Department of Personnel  
Class Specification

**RISK ANALYST**

399M

**Abolished Effective May 14, 2010**

**Definition:**

In the State Office of Risk Management, analyzes existing and potential insurance programs to protect State assets. Identifies risks and recommends courses of action designed to maintain the effectiveness of specific State risk management and insurance programs and ensure proper integration among several insurance contracts.

**Typical Work:**

Analyzes existing insurance coverages of public agencies to determine cost effectiveness; where appropriate, recommends modifications, combinations, or elimination of coverages (i.e., self-insure) to obtain best cost benefit;

Analyzes agency's exposures to loss resulting from its operations; recommends alternatives to minimize loss exposure, insurance, self-insurance, or changes to policy or operating procedure;

Reviews and approves contract provisions relating to risk and insurance;

Assists in the development of risk management training and education programs for distribution to public agencies;

Performs special risk management projects as assigned by superiors;

Performs other work as required.

**Legal Requirement(s):**

There may be instances where individual positions must have additional licenses or certification. It is the employer's responsibility to ensure the appropriate licenses/certifications are obtained for each position.

**Desirable Qualifications:**

A Bachelor's degree in business administration, public administration, or closely related field.

AND

Two years of experience performing risk management functions such as claims administration, insurance administration, loss distribution analysis, and/or safety and loss control administration.

Qualifying experience may substitute, year for year, for education.

**Class Specification History:**

New class: 9-13-85

New class code: (formerly 05000) effective July 1, 2007

Class abolished at the May 13, 2010 Director's Meeting effective May 14, 2010.