



EMPLOYMENT OPPORTUNITY

- This recruitment is available only to Thurston County employees and individuals on the recall/rehire list.
- This recruitment is open to the public.

POSITION TITLE: Analyst or Senior Risk Analyst	DEPARTMENT: Human Resources – Risk
CLOSING DATE: November 17, 2018, 11:59 p.m.	POSITION #: 22R00564
SALARY RANGE: Depends on Qualifications	FTE: 1.0
EMPLOYMENT TYPE: Regular, Full-Time	ELIGIBLE FOR BENEFITS: YES
CONTACT PERSON: Tammy Devlin, Risk Manager	PHONE #: (360) 786-5498, Ext. 7229
UNION: NO	

SUMMARY OF DUTIES:

The Thurston County Human Resources Department's Risk Management office is recruiting for either a **Risk Management Analyst or Senior Risk Management Analyst** position, depending on candidate experience and qualifications. The candidate will work with our Risk Manager and Risk Management Analyst to provide risk control assessment and guidance, as well as safety training to all County departments.

This position will include but not be limited to the following work:

- Research causes of incidents and accidents throughout the county
- Conduct safety audits across all County departments
- Coordinate with department leadership to develop, maintain, deliver and evaluate strategic safety training programs
- Perform investigative work in the field, to include interviewing involved parties
- Gather and research police reports and assemble incident timelines
- Review claims filed against the county and provide oversight regarding claims processing
- Interpret complex insurance coverage issues and liabilities
- Review and assess contracts for indemnification and liability
- Assist with Public Disclosure Request preparation and response

QUALIFICATIONS:

For a **COMPLETE** job description, list of qualifications, salary information, application requirements, **AND** to apply, click [HERE](#)

OTHER POSITION RELATED INFORMATION:

All applicants must complete an online **Thurston County Application**. Complete application packages will also include a Letter of Interest and Resume.