

# \*JOB ANNOUNCEMENT\*

## RISK ANALYST I Grade 25

**Job Duties:** Utilizing the Risk Management Information System (RMIS), responsible for maintaining system files, code tables, and diary system; responsible for monitoring data entry to ensure the integrity of the information; assists Risk Analyst II in the preparation of various statistical reports on frequency, cost and type of Workers' Compensation and liability claims, accidents and injuries; compiles information for and completes the FTA monthly National Transit Database report; participates in the development and enhancement of automated claim processes, procedures and reports utilizing the RMIS; assists with user support and the coordination of RMIS information with the department, division or other departments where applicable; fills in for and assists the Risk Analyst II when required; assists with Medicare Section 111 reporting; performs other duties of a similar nature as may be required.

**Minimum Requirements:** Applicants must have a high school diploma or its equivalent GED. An Associate's Degree in Business Administration with a concentration in risk management, Computer Studies, or a related area is preferred. Work experience in risk management, insurance, claims, database management or statistical analysis is preferred. Must have working knowledge of PC applications in a windows environment, including word processing, database, spreadsheet, and graphics software, and must be able to assist others in the use of related software applications. Applicant must have excellent organizational, mathematical, analytical and communication skills. Applicant must possess the ability to prioritize multiple tasks in a complex, changing environment. Experience with all Microsoft Applications preferred but not required.

**STARTING SALARY RANGE:** \$44,175 – \$58,533 annually.

**FILING OF RESUMES:** Resumes must be received in the Human Resources Department of the Greater Cleveland Regional Transit Authority by fax to (216) 781-4483, sent via e-mail to the address listed below, or mailed to 1240 West 6<sup>th</sup> Street, Cleveland, Ohio 44113. **Resumes will be accepted until position is filled.**

**SELECTION PROCESS:** This is a non-bargaining exempt position. Merit System Rules do not apply. No Eligible List will be established. The selection process will include one or more components to demonstrate applicants' knowledge, skills and abilities in job related areas. These may include exercises such as practical demonstrations, written communications, oral interviews and/or competency assessments.

**AN EQUAL OPPORTUNITY / ADA EMPLOYER / A DRUG FREE WORKPLACE**

Job Grade: 25

Date: January 7, 2011

Job Announcement No.: 2011-03

Web Site Address: [www.rideRTA.com](http://www.rideRTA.com)

Email address: [jobs@gcrta.org](mailto:jobs@gcrta.org)

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