

JOB ANNOUNCEMENT

RISK ANALYST II

Grade 26

Job Duties: Responsible for overall development, maintenance and enhancement of the GCRTA Risk Management System (RMIS). This system is the single primary database containing all accident, injury and claim statistics for third party liability and Workers' Compensation claims for the Authority. It is utilized for internal data analysis by Risk Management and provided to many other departments of GCRTA (Operations, Service Planning, Safety, Senior Management, Finance). It is also critical for external reporting obligations for a number of governmental agencies (FTA, OSHA, BWC). The Risk Analyst II is responsible for: Coordination and testing of upgrades to the RMIS with the Information Systems Department and communication thereof to end users; Ensuring data integrity and control of security to the RMIS; Acts as liaison and primary contact with system vendor and government agencies; Proposes re-engineering of intra and inter-departmental processes to improve efficiency and quality of data. The Risk Analyst II also acts as an assistant to the Director of Risk Management and performs the following duties: Coordination of the annual budget process for the RM department, preparation and submission of exposure data for various underwriting submissions, completion of insurance applications, coordination of the Medicare Section 111 Compliance reporting, various risk analysis projects, coordination with actuarial firm, production of data for the annual actuarial report, and trains the Risk Analyst I. Various other duties may be assigned.

Minimum Requirements: Applicants must have a high school diploma or its equivalent GED. An Associate's Degree is preferred, preferably in Business Administration, Computer Science or related field. Applicants must have at least five (5) years experience in database management, statistical analysis (preferably including specific experience in analyzing insurance, claims and safety data) or risk management. Applicants must also have experience in using a variety of computer software packages. Excellent organizational, mathematical, analytical and communication skills are required. Applicants must possess the ability to prioritize multiple tasks in a complex, changing environment.

STARTING SALARY RANGE: \$48,589 – \$64,380 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 6th Street, Cleveland, Ohio 44113. **Resumes will be accepted until the 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: 26

Date: January 7, 2011

Job Announcement No.: 2011-04

Web Site Address: www.rideRTA.com

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