

### **City of Lawrence, KS**

### **Job Opportunity Bulletin**

##### Risk Management Analyst

**City Manager’s Office**

**Pay Range: $59,240 to $65,164 Annually, DOQ**

**RESPONSIBILITIES:** Under the direction and supervision of the Assistant City Manager, this position will develop, implement, and monitor the City of Lawrence’s Safety and Loss Control programs and assist with the administration of the claims and policy updates/renewals for workers’ compensation, property, and liability. This position must have technical understanding of general worker’s compensation laws and processes, insurance/self-insurance/general/auto liability issues, and working knowledge of the Kansas Tort Claim Act.

**QUALIFICATIONS:** BS degree in Safety Management/Engineering or related field required. At least three years of employee safety and loss control experience, with at least 2 years workers compensation claims/loss control experience with a self-insured employer or pool; at least 2 years tort claims processing experience. Proficient with Microsoft Office or Office 365 to include Word, Excel, PowerPoint and Outlook or similar communication software applications. Experience with risk management database management or similar system. Must possess an appropriate, valid driver’s license.

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| **BENEFITS:** |  |
| Health/Dental/Vision/Life Insurance: | Various dependent on coverage levels available; FREE Well Care Clinic through LMH; free/discounted gym memberships, other wellness benefits/perks |
| Paid Time Off: | 12 Vacation days, 12 Sick days accrued per year;  2 days Personal Leave, 9 Paid Holidays |
| Retirement: | **K**ansas **P**ublic **E**mployees **R**etirement **S**ystem (KPERS) |

#### MUST Submit ONLINE Application By:

#### Wednesday, March 27th, 2019

##### [www.LawrenceKS.org/JOBS](http://www.LawrenceKS.org/JOBS )

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# \*The City of Lawrence is pleased to provide an online application process. If you do not have access to a home computer to submit an application, computer access is available at public libraries, the Lawrence Workforce Center or City Hall, Human Resources.

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# Human Resources Department E-Mail: [HumanResources@lawrenceks.org](mailto:HumanResources@lawrenceks.org)

City of Lawrence, Kansas City of Lawrence, Kansas Web Page: [www.LawrenceKs.org](http://www.LawrenceKs.org)

City Hall, 2nd Floor Employment Information Line: (785) 832-3333

6 East 6th Street, PO Box 708

# Lawrence, Kansas 66044 “We consider applicants for all positions regardless of race, sex,

Toll Free: (800) 444-8321 religion, color, national origin, age, ancestry, sexual orientation or

Phone: (785) 832-3203 disability.”

Fax: (785) 832-3228 (908)