



**STATE OF NEVADA**  
**Department of Administration**  
**Division of Human Resource Management**

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**CLASS SPECIFICATION**

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>INSURANCE AND LOSS PREVENTION SPECIALIST</b>	<b>37</b>	<b>B</b>	<b>7.711</b>

Under general supervision, plan and implement procedures to identify significant loss exposures, determine appropriate methods to manage risk, and finance losses arising from risk; develop and conduct safety and loss control education programs.

Analyze operations of State agencies to identify and measure exposures to loss including reviewing and investigating property and equipment used, analyzing contracts for risk assumed, communicating with key staff, and analyzing losses and major budget items.

Evaluate and choose risk-financing alternatives by determining if risk is subject to statutes, acceptable levels of financial retention, and whether risk should be retained (self-insured) or transferred to others by contractual arrangements or with insurance.

Coordinate the procurement and maintenance of insurance and/or claims administration by determining requirements, compiling data from agencies necessary for underwriting a policy, developing and evaluating specifications and requests for proposals, negotiating with chosen insurance broker(s)/vendor, allocating costs to proper State agency, maintaining policy files, evaluating compliance to policy and providing renewal information to insurance broker(s)/vendors.

Assist in claims administration by overseeing, coordinating and monitoring the processing of large complex claims to insurers as appropriate; and act as a liaison between provider, agencies and claimants.

Analyze statistical data and review State properties' inspection reports to assess the frequency and severity of loss for State agencies; develop, coordinate and conduct loss prevention training programs and develop and recommend policies and procedures.

Assist in maintaining flood and other disaster plans for State agencies in order to minimize loss and/or plan for and prevent disasters.

Assist management with biennial budget preparation.

Analyze statutes and proposed legislative changes to determine potential impact on Risk Management.

Perform related duties as assigned.

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**MINIMUM QUALIFICATIONS**

**EDUCATION AND EXPERIENCE:** Bachelor's degree from an accredited college or university in business administration, public administration, finance or related area and three years of professional experience in developing, implementing or administering risk management or safety programs in a large governmental body, private company, insurance or consulting firm; **OR** an equivalent combination of education and experience as described above.

**MINIMUM QUALIFICATIONS (cont'd)**

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

**Working knowledge of:** property and casualty insurance including concepts applicable to self-insurance or insurance programs; principles and practices of risk management, safety and loss control; insurance company practices and procedures; financial, technical and legal requirements for developing, implementing and administering self-insured programs; safety training and instructional techniques; contractual risk transfer.

**Ability to:** analyze insurance contracts, proposals and bid specifications; analyze and research risk exposure, contracts, laws, and potential losses; compose business correspondence and prepare reports; perform mathematical computations to analyze insurance terms.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

**Detailed knowledge of:** risk management principles and practices related to governmental jurisdictions.

**Working knowledge of:** State and federal regulations and requirements regarding insurance, self-insurance and safety and loss control; State workers' compensation statutes and OSHA laws, and regulations.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

7.711

ESTABLISHED: 7/22/85  
REVISED: 7/01/93P  
9/24/92PC  
REVISED: 9/27/93UC  
REVISED: 3/25/05PC  
REVISED: 6/8/18PC