

**RISK MANAGEMENT OFFICER (BUILDINGS)**

**General Statement of Duties and Responsibilities**

This is a management class of positions. All incumbents perform related work.

Under executive direction of the Commissioner and in collaboration with other members of the Department's executive team, with wide latitude for independent judgment and initiative, manages the Department's risk management team; advises the Commissioner and senior staff on matters relating to compliance and integrity.

**Examples of Typical Tasks**

Serves as an advisor to the Commissioner and senior staff on matters related to compliance and integrity.

Reports programmatic results and outcomes to the Commissioner.

Assesses day to day risk in the agency's business and any non-compliance with existing mandates; analyzes historical data and other materials to identify risk factors; creates and implements risk assessment tools; identifies trends and areas of concern with respect to integrity and compliance at the Department.

Creates and implements a risk management strategy that incorporates lessons learned based on data analysis; recommends best practices for addressing these matters at the Department; develops, implements and oversees risk management programs, including corrective action plans.

Works with senior staff to proactively identify and correct weaknesses in policy, training, monitoring, auditing and other areas.

**RISK MANAGEMENT OFFICER (BUILDINGS)** (continued)

**Qualification Requirements**

1. A baccalaureate degree from an accredited college and four years of satisfactory full-time responsible experience in one or more of the following areas: law, law enforcement, risk management or a related area, 18 months of which must have been in an administrative, managerial or executive capacity, or supervising personnel performing duties in one or more of the areas described above; or
2. Education and/or experience equivalent to “1” above. However, all candidates must have the 18 months of administrative, managerial, executive or supervisory experience described in “1” above.

**Direct Lines of Promotion**

None. This class of positions is classified in the Non-Competitive Class.