



Code: 9018
Family: Clerical and Office Administration
Service: Public Safety
Group: Police Service
Series: Police Administrative

CLASS TITLE: RISK MANAGER - CPD

CHARACTERISTICS OF THE CLASS

Under direction, develops and implements the Chicago Police Department's (CPD) risk management strategy to identify and mitigate risks and provide subject matter and industry expertise to strengthen the department's liability management efforts, and performs related duties as required

ESSENTIAL DUTIES

- Directs and designs a comprehensive risk management framework and strategy to minimize the department's exposure to risk
- Leads and participates in departmental risk assessments and mapping to identify risk and risk environment
- Identifies and analyzes the financial impact of litigation on the department by reviewing the results of civil litigation, liability claims, and judgments
- Defines risk mitigation plan(s) and recommends efficiencies that mitigate risk resulting from inadequate internal processes, outdated policies, and directives
- Designs and implements risk control measures and strategies that minimize, and or prevents the department's exposure to risk
- Evaluates the effectiveness of current internal risk management processes and procedures to evaluate how they align with the comprehensive risk management framework
- Manages identified risks facing the department and prioritizes the implementation of mitigation plans based on severity of losses, frequency of exposure to risk, and other factors
- Collaborates with stakeholders, including sworn and civilian staff to communicate and build awareness of risk management initiatives
- Develops monitoring framework and routinely evaluates risk management strategies to assess the impact of corrective actions
- Confers with executive level staff and the Mayor's Office to report on the progress towards stated objectives and the performance of the various programs under the comprehensive risk management plan
- Stays abreast of emerging risk management trends and best practices to ensure CPD's risk management framework is current and recommends changes to department policies and procedures
- Represents the department in meetings and special planning groups to discuss risk management plan(s)
- Prepares various management and ad hoc reports

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited college or university with a Bachelor's degree in Legal Studies/Law, Risk Management, Public Administration, or related field, plus five (5) years of risk management experience, or an equivalent combination of education, training, and experience
- Juris Doctorate preferred

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator, adding machine)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Comprehensive knowledge of:

- *risk management principles and techniques
- *project management methods, practices, principles and procedures
- *identification and management of emerging risks
- *report preparation methods, practices, and procedures

Moderate knowledge of:

- research methods, analysis, and techniques

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

Skills

- **COMPLEX PROBLEM SOLVING** – Identify complex problems and review related information to develop and evaluate options and implement solutions.
- **JUDGEMENT AND DECISION MAKING** – Consider the relative costs and benefits of potential action to choose the most appropriate one.
- **CRITICAL THINKING** – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- **READING COMPREHENSION** – Understanding written sentences and paragraphs in work related documents.

- **ACTIVE LEARNING** – Understand the implications of new information for both current and future problem-solving and decision-making.
- **ACTIVE LISTENING** - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times.

Abilities

- **ORAL EXPRESSION** – The ability to communicate information and ideas in speaking so others will understand.
- **ORAL COMPREHENSION** – The ability to listen to and understand information and ideas presented through spoken words and sentences.
- **PROBLEM SENSITIVITY** – The ability to tell when something is wrong or is likely to go wrong.
- **INNOVATION** – Think creatively about alternatives to come up with new ideas for and answers to work-related problems.
- **DEDUCTIVE REASONING** – The ability to apply general rules to specific problems to produce answers that make sense.
- **INDUCTIVE REASONING** – the ability to combine pieces of information to form general rules or conclusion (includes finding a relationship among seemingly unrelated events).

Other Work Requirements

- **MAKING DECISIONS AND SOLVING PROBLEMS** – Analyzing information and evaluating results to choose the best solution an solve problems.
- **ANALYTICAL THINKING** – Analyze information and using logic to address work or job issues
- **INITIATIVE** – Demonstrates willingness to lead, take charge, and offer opinions and direction.
- **DEPENDABILITY** – Demonstrate reliability, responsibility, and dependability and fulfill obligations.

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City’s Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
July, 2018
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