

**Loss & Safety Analyst  
Arizona Counties Insurance Pool (ACIP)  
1905 W Washington St #200, Phoenix, AZ**

**Company:**

ACIP provides workers' compensation, auto, property and casualty coverage for thirteen of Arizona's fifteen counties. ACIP specializes in the risks and challenges unique to county government, providing claim adjudication, risk management, and consultation services for our thirteen County Members.

**Why consider this opportunity:**

- Small organization with a culture built on trust – motto is "Small but mighty"
- Casual work environment with flexibility in the schedule.
- Schedule is 4 x 10 (Monday through Thursday)
- Possibility for a hybrid schedule after first year in role
- A combination of office environment, travel and field work.
- Participation in the Arizona State Retirement System.
- While government sector experience is preferred, those without this will still be considered.
- Manager is looking for someone who wants to grow in their career, would like to train them to one-day take his role.

**Job Description:**

The Loss and Safety Analyst will report to the Loss Control Manager. The person in this role will perform professional-level work involved in the development, implementation, coordination, presentation, and evaluation of safety, environmental, security, and loss control programs, as well as safety/risk training and recordkeeping.

**Job Duties:**

- Coordinate and participate in the development and implementation of safety, environmental, security, and loss control programs and training.
- Initiate actions to resolve safety, environmental, liability, and security issues.
- Compile, review, and analyze data to identify trends and initiate corrective actions as needed.
- Perform inspections of Member facilities and equipment to ensure compliance with safety standards, noting deficiencies and recommending corrective actions.
- Review and evaluate program performance and develop methods for improvement.
- Collaborate with local, state, and federal agencies, insurance partners, and other entities regarding health and safety standards.
- Develop and prepare required documentation such as reports, forms, and newsletters.
- Perform various clerical tasks, including scheduling appointments and responding to inquiries.
- Complete special assignments and assist in adjusting claims as required.

**Knowledge of:**

- Arizona Revised Statutes, Arizona Administrative Code and Executive orders.
- Familiarity with OSHA regulations and other safety standards relevant to public and governmental sectors.
- Understanding of risk assessment and management methodologies.
- Knowledge of state and federal environmental laws and compliance requirements.
- Familiarity with loss control practices and techniques to mitigate risks in various environments.
- Ability to analyze safety data and trends to make informed recommendations.
- Understanding of emergency response planning and execution.
- Knowledge of developing and delivering safety training programs for employees.
- Familiarity with processes for investigating accidents and incidents to determine root causes.
- Proficiency in drafting reports, policies, and documentation that adhere to organizational standards.
- Experience working with local and state agencies related to safety and health standards.
- Understanding of the claims adjustment process, particularly in relation to safety and loss control.

**Skills in:**

- Ability to read and interpret technical journals, legal documents, and facility plans.
- Strong communication skills for responding to inquiries and presenting information.
- Ability to write reports that conform to prescribed style and format.
- Capable of maintaining high standards under pressure and managing multiple projects.
- Proficient in problem-solving, data collection, and drawing valid conclusions.
- Proficient in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint).

**Minimum Requirements:**

- Associate's degree or professional certification in Industrial Hygiene, Occupational Health, Human Resources, Criminal Justice, or a related field.
- 3 years of related experience or an equivalent combination of education, training, and experience.
- Must possess or be able to obtain a valid State of Arizona driver's license.

**Preferred Requirements:**

- Government sector experience preferred.
- Bachelor's degree in Human Resources, Public Administration, Criminal Justice, or a related field, or equivalent experience of at least 5-7 years.
- Supervisory-level work experience in government.

**Pre-Employment Requirements:**

- Background and reference check, including criminal records verification.
- Current Driver's License Required.



Top Search Recruiting  
Jackie Benton  
jbenton@topsearchrecruiting.com  
480.716.8247

**Compensation Package:**

- Health Insurance
- Dental Insurance
- Life Insurance
- Vision Insurance
- Paid time off
- Sick leave
- Vacation with 10 paid holidays per year
- Disability Coverage
- Retirement Plan; Participating in the Arizona State Retirement System.

The above description reflects the details considered necessary to describe the principal functions of the job and should not be construed as a detailed description of all the work requirements that may be performed in the job.