



**NORTH DAKOTA  
CLASS DESCRIPTION**

ND Human Resource Management Services  
Phone: (701) 328-3290

Class Code(s): 0410

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**LOSS CONTROL ANALYST**

GRADE L

**SCOPE OF WORK:**

The individual in this position reports to the State Risk Manager, Division Manager, in compliance with NDCC 31-12.2, to assure that state agencies identify and address potential liabilities. The position involves dealing with liability/loss prevention, agency establishment of and compliance with appropriate policies and procedures, claims analysis, training, and related issues in support of the risk management process for state agencies of North Dakota.

**DUTIES PERFORMED:**

- Conduct loss control audits to identify and address loss risks.
- Analyze safety program by auditing the program and facilities for hazards.
- Perform risk analysis, identify methods to deal with identified risks, and assist in the formulation of agency policy and procedures.
- Work with state agency risk management contacts to identify and analyze potential risks.
- Research and communicate regulatory changes.
- Maintain records, statistics, and files as appropriate.
- Provide educational/training on loss control and safety.
- Conduct safety inspections as directed.
- Assist supervisor to implement, monitor, and modify components of the loss control system.

**NOTE:** The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

**MINIMUM QUALIFICATIONS:**

Requires a bachelor's degree in business or public administration, economics or risk management and two years of loss control, risk management or related work experience. Or certification as an Associate in Risk Management (ARM), or as a Certified Safety Professional (CSP), or an Associate Loss Control Manager (ALCM) and two years related professional experience. Directly related professional experience may be substituted for the formal education and training requirement on a year for year basis. Directly related experience will be defined by the employing agency at the time of recruitment.

Eff. Date: 7/97

Rev: 7/12 – Conversion to Hay System