

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

SAFETY RESPONSIBILITY ANALYST SUPERVISOR

POSITION CODE: 38915
Effective: 4-1-87

DISTINGUISHING FEATURES OF WORK:

Under direction, directs the operation of an evaluation or review unit of a safety responsibility office supervising lower level analysts; assigns work to staff so as to maintain proper productivity levels and provides guidance to staff for special problem areas or unusual situations; conducts interviews and personal contacts with individuals seeking information concerning compliance with the Safety Responsibility Law.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Directs an evaluation or review unit engaged in the processing of motor vehicle accident cases, the evaluation of personal injuries and property damages and the certification for deposit of security covering such evaluations.
2. Prepares and signs performance evaluations. Adjusts first level grievances. Assigns and reviews work of lower level safety responsibility analysts and other clerical personnel engaged in the processing of motor vehicle accident cases; coordinates work with that of other sections and agencies; assists in the formulation of work procedures and practices.
3. Interviews persons seeking information concerning the requirements of the safety responsibility law in complicated cases; writes letters.
4. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of high school.

Requires four years progressively responsible clerical experience including two years of safety responsibility evaluation and/or review experience.

Knowledges, Skills and Abilities

Requires ability to direct and instruct other employees in established procedures relating to the administration of the safety responsibility law.

Requires ability to maintain positive working relationships with subordinates and with the public.

Requires ability to evaluate, in accordance with adopted standards, the extent of personal injuries and property damage from written reports and supplementary data.

Requires ability to conduct interviews and correspondence in complicated cases with the public, attorneys, public officials and insurance companies.