



JOB INFORMATION

Job Code	EE03A
Job Description Title	Spec I, Risk Management
Pay Grade	LC07
Range Minimum	\$43,130
33rd %	\$51,750
Range Midpoint	\$56,070
67th %	\$60,380
Range Maximum	\$69,000
Exemption Status	Exempt
Approved Date:	7/26/2021 3:24:29 PM
Legacy Date Last Edited	11/7/2011

JOB FAMILY AND FUNCTION

Job Family:	Legal, Compliance & Audit
Job Function:	Risk Management

JOB SUMMARY

Reporting to the University Risk Manager, this position has responsibility for providing assistance and technical support with the administration of the university's commercial property and casualty insurance programs, self-insured programs, and loss control and loss prevention programs. Specialist provides oversight and evaluation of On-the-Job Injury, Property, Casualty, and other types of claims and recommends solutions that minimize cost and ensures compliance with relevant policies and procedures.

RESPONSIBILITIES

- Assists with the design, selection, purchase, and management of the university's risk financing program.
- Coordinates commercial insurance program including preparing marketing submissions, negotiating renewals, managing endorsements, calculating insurance expense allocations, maintaining insurance schedules, and reporting financial information.
- Provides comprehensive and technical review of all insurance documents (policies, endorsements, certificate of insurance) to ensure accuracy, identify gaps in coverage, and/or need for additional risk financing or loss control measures.
- Identifies and analyzes risk exposures. Priorities, prepares, and implements effective risk controls or risk elimination measures.
- Provides advice and guidance campus-wide to University officials, administrators, faculty, and staff on the interpretation and application of the university's insurance policies, loss control procedures and related regulations. Develops and provides training/educational programs to disseminate this information to the University community.
- Provides service to various campus stakeholders by reviewing non-insurance documents such as Professional Service Contracts, Affiliation Agreements, and other contracts to mitigate risks by recommending appropriate insurance limits, hold harmless, and indemnity agreements.
- Partners with the university's Third-Party Administrator, Legal Counsel, and/or Insurance Companies to response, process, and settle claims and other legal filings presented to the university.
- Gathers and compiles data in the Risk Management Information System; prepares financial documents, reports, and budgets.
- Serves on university committees to provide input towards planning, decision-making, and actions that affect the university.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.
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MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Degree in Risk Management & Insurance, Business, Economics, Finance, Health and Safety, or a degree in any other related field	And	0 years of	Experience in the administration of a risk management program and/or in the field of insurance	

Substitutions Allowed for Education	Yes
<i>Substitution allowed for Education: When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.</i>	
Substitutions Allowed for Experience	Yes
<i>Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.</i>	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knows fundamental concepts, practices and procedures of particular field of specialization.

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired
None Required.			

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other
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PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking				X		
Sitting				X		
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching			X			
Reaching				X		
Talking					X	
Hearing					X	

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:

Ability to see information in print and/or electronically.