

JOB INFORMATION

Job Code	EE04
Job Description Title	Exec Dir, Risk Mgmt & Safety
Pay Grade	LC15
Range Minimum	\$105,970
33rd %	\$137,760
Range Midpoint	\$153,660
67th %	\$169,550
Range Maximum	\$201,340
Exemption Status	Exempt
Approved Date:	7/26/2021 3:25:47 PM
Legacy Date Last Edited	9/9/2014

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Directs the University Risk Management, Safety and Environmental Health, and Insurance programs to provide a safe and secure working environment.

RESPONSIBILITIES

- Provides guidance to University staff regarding risk management, safety and environmental health, and insurance policies as they apply to University initiatives, projects and programs.
- Develops and implements short and long term strategic plans for assigned units related to risk management, safety and environmental health and insurance.
- Analyzes policies, procedures, programs, and projects for potential financial and operational effects on the University and provides recommendations and solutions to negative effects.
- Manages risk financing for University.
- Collaborates with counsel/attorneys on litigation, potential litigation, and claims and represents the University in defense or settlement discussions as needed.
- Prepares and manages budgets for assigned departments.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Supervises others with full supervisory responsibility.
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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, Environmental Science, Health and Safety, Industrial Hygiene, Biological Sciences, Engineering, Chemistry or a degree in any other field	And	10 years of	Experience in the management and/or coordination of risk management and insurance programs and administration of safety and health related programs	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of Occupational Safety and Health Administration (OSHA) regulations, risk management, safety and environmental health programming, and Federal, State and Local laws related to hazardous materials and waste management.

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired	
ARM - Certification In Risk Management		Upon Hire	Required	Or
Chartered Property Casualty Underwriter (CPCU)		Upon Hire	Required	Or
Certified Risk Manager (CRM)		Upon Hire	Required	And
	Graduate degree in risk management/insurance may substitute for certifications	Upon Hire	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

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	
Repetitive Motions			X			
Eye/Hand/Foot Coordination			X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
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.