

UNIVERSITY OF SOUTHERN CALIFORNIA

Executive Director, Risk Management

Job Code: 119035

Grade:	N
OT Eligible:	No
Comp Approval:	6/8/1998

JOB SUMMARY:

Directs the operation and activities of Insurance and Risk Management programs, as well as Workers' Compensation and Employee Disability programs. Negotiates and purchases casualty and property insurance for the University. Designs, implements and monitors loss control programs. Manages all property and liability claims, and oversees litigation management for claims. Has approval authority for medium-sized settlements against the University. Coordinates litigation and recovery strategy between General Counsel's Office and insurance carriers, especially regarding Directors and Officers liability claims.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

_____	_____	Oversees the daily operation of Risk Management and the Workers' Compensation/Disability Department. Develops long-term strategic planning for Risk Management and Workers' Compensation/Disability. Determines short-term objectives.
_____	_____	Directly supervises all assigned subordinate staff. Recruits, screens, hires, orients and trains staff. Evaluates employee performance and provides guidance and feedback to assigned staff. Counsels, disciplines and/or terminates employees, as required.
_____	_____	Determines appropriate insurance coverages: markets, negotiates and purchases casualty and property insurance coverages for the University.
_____	_____	Develops and administers the following budget items: insurance, self-insurance retentions, property, workers' compensation, and disability. Analyzes variances and provides financial status reports as needed. Develops annual budget projections.
_____	_____	Develops, designs, implements and monitors loss control programs (i.e. defensive driving, premises liability injury reduction, workers' compensation, wrongful termination, harassment, discrimination, etc.).
_____	_____	Reviews and approves all small to medium-sized property, casualty, workers' compensation and disability claims and settlements. Hires claim adjusters and investigators. Assists defense counsel in case preparation and settlement posture. Attends Mandatory Settlement Conferences. Monitors case development. Manages the self-insurance funds from which payments are made. Sets case reserves. Coordinates defense and recovery strategies with insurance carriers.
_____	_____	Advises University community on all insurance and liability questions. Reviews and approves special events. Approves/disapproves project implementation or continuation.
_____	_____	Reviews and approves contracts for insurance and indemnification language. Makes recommendations regarding contract revisions.

_____ Directs the development, enhancement and maintenance of information systems to support operations. Ensures that internal systems complement University-wide systems and that information is reconciled on a regular basis.

_____ Stays informed of developments in relevant fields, including legislative trends. Reads pertinent literature, attends meetings and participates in professional associations as appropriate. Establishes and maintains an active network of professional contacts.

 E _____ Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with University Public Safety Department. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of University's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.

Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

***Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.**

EMERGENCY REPSONSE/RECOVERY:

Essential: No

Yes In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:

Minimum Education:

Bachelor's Degree

Minimum Experience:

10 Years

Minimum Field of Expertise:

Insurance or Risk Management experience such as an insurance broker or experience with insurance company with some emphasis on loss control and claims adjusting. ARM or CPCU designation. Five years experience managing third party administrators.

Preferred Education:

Master's Degree

Preferred Field of Expertise:

Insurance and Risk Management with University background. Two years claims adjusting; two years as broker or insurance underwriter; two years in loss control; five years in Risk Management.

Skills: Other:

- Analysis
- Assessment/evaluation
- Budget control
- Budget development

- Communication -- written and oral skills
- Conflict resolution
- Consulting
- Interpretation of policies/analyses/trends/etc.
- Interviewing
- Knowledge of applicable laws/policies/principles/etc.
- Managerial Skills
- Marketing
- Negotiation
- Organization
- Planning
- Problem identification and resolution
- Research
- Staff development
- Statistical analysis
- Teaching/Training

Skills: Machine:

- Computer Network (University)
- Personal Computer

Supervises: Level:

Manages through subordinate supervisors

Supervises: Nature of Work:

Professional/Paraprofessional

SIGNATURES:

Employee: _____ **Date:** _____

Supervisor: _____ **Date:** _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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