

# UNIVERSITY OF SOUTHERN CALIFORNIA

## Insurance Manager

Job Code: 119107

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Grade: L  
OT Eligible: No  
Comp Approval: 7/7/2004

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### JOB SUMMARY:

Executes risk financing/insurance strategies and assists in risk identification process, including monitoring loss prevention on campus and handling insurance claims. Maintains loss experience database and generates reports. Reports to Director of Risk Management.

### JOB ACCOUNTABILITIES:

#### \*E/M/NA % TIME

_____	_____	Prepares insurance bid specifications for distribution to brokers and insurance companies. Updates all schedules, underwriting information and coverage requirements annually.
_____	_____	Participates in insurance purchasing decisions; coordinates with insurance brokers for issuance of all certificates of insurance. Responds to insurance-related correspondence.
_____	_____	Manages premium allocation program, maintains vehicle database, collects premiums for automobile and malpractice allocations.
_____	_____	Handles casualty and property claims; investigates incidents and manages loss database. Creates management reports, analyzing frequency and severity of past losses. Makes loss projections and maintains claim reserves. Adjusts small to moderate property and liability claims.
_____	_____	Monitors governmental activities, legislation, industry trends, insurance markets and risk management publications for issues that may affect the University. Keeps Director informed on all pertinent issues and concerns.
_____	_____	Reviews all security reports regarding incidents, accidents, etc., and develops trend analyses. Responds to emergencies and conducts investigations.
_____	_____	Reviews contracts and leases for indemnification clauses and insurance requirements.
_____	_____	Provides consultation to the University community on insurance, loss control and claims matters.
_____	_____	Oversees Risk Management Department in Director's absence.
		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 RESPONSE/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:**

5 Years

**Minimum Field of Expertise:**

Risk management or insurance claims adjusting experience. Knowledge of insurance terminology and concepts. Proficiency in database, word processor and spreadsheet software.

**Preferred Experience:**

7 Years

**Preferred Field of Expertise:**

Insurance Claims Adjusting and/or Risk Management in a University environment

**Skills: Other:**

- Analysis
- Assessment/evaluation
- Communication -- written and oral skills
- Interpretation of policies/analyses/trends/etc.
- Knowledge of applicable laws/policies/principles/etc.
- Managerial Skills
- Organization
- Planning
- Problem identification and resolution

**Skills: Machine:**

- Computer Network (Department or School)
- Personal Computer

**Supervises: Level:**

Supervises employees who do not supervise

**Supervises: Nature of Work:**

Administrative

**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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