



## Executive Director, Risk Management Job Description

### JOB INFORMATION

<i>Job Code:</i>	119035
<i>Job Title:</i>	Executive Director, Risk Management
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Manages through subordinate supervisors.
<i>Job Family:</i>	Safety/Risk Management
<i>Job Family Group:</i>	Environmental Health and Safety
<i>Management Level:</i>	4 Administrator

### 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 QUALIFICATIONS:

#### Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Bachelor's degree	
	X	Master's degree	

#### Additional Education

**Check here if experience may substitute for some of the above education.**

☐ Combined experience/education as substitute for minimum education

#### Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		10 years	
	X	5 years	experience managing third party administrators.
	X	2 years	in claims adjusting and loss control.
	X	2 years	as a broker or insurance underwriter.
	X	5 years	in risk management.

#### Additional Work Experience

**Check here if education may substitute for some of the above work experience.**

☐ Combined experience/education as substitute for minimum work experience

## Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Insurance or Risk Management experience such as an insurance broker or experience with insurance company with some emphasis on loss control and claims adjusting.
	X	Insurance and Risk Management with University background.

## Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
X			Associate in Risk Management (ARM) or Chartered Property Casualty Underwriter (CPCU) designation.

## Other Job Factors

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
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.				
Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with Department of Public Safety. 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.				

## Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			Yes

## ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Manager Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.