



Clean Water Services

Senior Risk Management Analyst

SALARY	\$83,032.00 - \$114,169.00 Annually	LOCATION	Hillsboro, OR
JOB TYPE	Regular Full-Time	JOB NUMBER	23-40
DEPARTMENT	Business Operations & Strategy	PROGRAM	Risk & Insurance Management
OPENING DATE	07/18/2023	CLOSING DATE	Continuous

The Position

The Risk & Insurance Management Program is seeking a Senior Risk Management Analyst. This position supports the Strategic Risk Manager in executing the duties and responsibilities of the enterprise risk management program and is responsible for providing expertise on insurance, risk management, property and casualty claims administration, and contract review. Additionally, this position works collaboratively with leadership, operations, insurance brokers, claimants, and employees across the District to identify risk exposures and opportunities, develop recommendations to reduce loss exposures and create and implement solutions.

Essential Functions

(The essential functions listed below are not intended to reflect all duties that may be assigned to this classification. The District may augment duties and/or essential functions at its discretion. Additionally, some incumbents may not perform all Essential Functions.)

Insurance & Risk Management

1. Provides advice and assistance to managers and supervisors in incorporating risk management and insurance principles in the District's business operations. Supports loss prevention across the organization by providing loss control advice and consultation to supervisors and managers of work groups, and conducts investigation of claims.
2. Assists the Strategic Risk Manager to administer the District's insurance portfolio to ensure current insurance policies and coverage align with the District's risks and risk tolerance. Prepares insurance applications, evaluates quotes, and recommends coverages, premiums, and limits. Assists in developing the commercial insurance budget. Maintains a positive working relationship with the insurance broker and insurance carriers, resolving or escalating issues and monitoring progress towards timely and proper resolution of risk financing transactions.
3. Develops, implements, and promotes insurance and risk management related policies, procedures, and guidelines to create a comprehensive approach to identifying, prioritizing, and mitigating risks that could impact the District's ability to achieve its business objectives.
4. Monitors and ensures the risk management policies and strategies; follows applicable regulations, contracts, and Federal, State and Local laws and regulations.
5. Works collaboratively with all District employees on risk reduction strategies which includes educating staff about insurance coverage and providing risk-related recommendations relevant to support activities.
6. In conjunction with the Strategic Risk Manager, assists in the development of the Enterprise Risk Management program including tools, practices and policies to analyze and report enterprise risks, and manage risks according to the Enterprise Risk Management (ERM) framework.

7. Assists with the preparation of the Risk Management's program budget by monitoring claims activities, financial costs trends, and projection of liabilities and reserves.

Claims Management

1. Manages all aspects of property and casualty claims.
2. Receives and reviews accident/incident reports and associated documentation, investigates claims, and determines liability.
3. Collaborates with departments, insurance adjusters, and third parties for timely resolution and claim settlement.

Contract Review

1. Provides review of contracts and agreements with a focus on risks presented, insurance and indemnification provisions.

Emergency Management

1. Assists the Strategic Risk Manager and other managers and supervisors across the District in maintaining emergency response plan documentation, incident command training, drill and exercise planning and execution.
2. Assists the Strategic Risk Manager in supporting the District's efforts with regional planning and response efforts.

Qualifications

KNOWLEDGE OF:

- Principles and practices of risk management, loss control, and claims administration
- Principles and practices of effective management, business communication, negotiation, leadership, and training
- Current theories, techniques, legislation, and developments in the areas of investigation, claims adjusting, and occupational safety
- Actuarial reporting and cost control methods
- Liability claim laws and administrative rules
- Methods and techniques for administering claims and conducting investigations, statistical analysis, and reporting
- Pertinent Federal, State, and local employment laws, codes and regulations

SKILL IN:

- Managing and coordinating a variety of risk management, loss control, and claims administration projects and/or programs
- Interpreting and explaining policies, and procedures and applicable Federal, State, and local laws
- Assessing and evaluating potential risks in contracts, activities, and operations
- Analyzing problems, identifying alternative solutions, and projecting consequences of proposed actions
- Evaluate liability, and property damage claims
- Gathering, evaluating, and interpreting information
- Use of computers and computer software including word processing, spreadsheets, and databases
- Organizing information and timelines

ABILITY TO:

- Identify, research, and analyze complex problems, issues, policies and procedures
- Develop alternatives and recommend course of action on complex issues
- Develop, recommend, implement, and evaluate risk management programs
- Establish and maintain effective working relationships with those contacted in the course of work including a variety of District and other government officials, community groups, and the general public
- Operate effectively in a team environment
- Communicate effectively, both orally and in writing
- Conduct complex data analysis and trending
- Prepare and maintain accurate records

- Create and/or complete complex documents

EXPERIENCE AND TRAINING GUIDELINES:

Any combination of experience and training that would likely provide the required knowledges, skills, and abilities is qualifying. A typical way to obtain the KSAs would be:

3 years experience in risk management, claims management, loss prevention, or workers' compensation.

5 years experience in commercial insurance or a multi-line risk finance/risk management program.

College level coursework or training in business, risk management, insurance or related field.

CERTIFICATION AND LICENSURE:

Upon selection, candidate must possess and maintain a valid State issued driver's license.

Associate in Risk Management (ARM) or Chartered Property Casualty Underwriter (CPCU) or Risk and Insurance Management Society Certified Risk Management Professional (RIMS-CRMP) preferred.

Additional Information**Reasonable Accommodation**

Applicants who require reasonable accommodation in order to participate in any phase of the application process should contact Human Resources at 503.681.3600 or TDD 503.681.3601.

Equal Employment Opportunity

Clean Water Services is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, gender, national origin, marital status, age, uniformed service, sexual orientation or disability in the admission or access to the recruitment process or any aspect of employment.

Agency

Clean Water Services

Address

2550 SW Hillsboro Highway

Hillsboro, Oregon, 97123

Phone

503.681.3600

Website

<http://www.cleanwaterservices.org>