UNIVERSITY OF SOUTHERN CALIFORNIA

Executive Director, Risk Management

Job Code: 119035

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Grade: N
OT Eligible: No

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**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:**

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<th>*E/M/NA</th>
<th>% TIME</th>
<th>Task Description</th>
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<td>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.</td>
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<td>Determines appropriate insurance coverages: markets, negotiates and purchases casualty and property insurance coverages for the University.</td>
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<td>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.</td>
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<td>Develops, designs, implements and monitors loss control programs (i.e. defensive driving, premises liability injury reduction, workers' compensation, wrongful termination, harassment, discrimination, etc.).</td>
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<td>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.</td>
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<td>Advises University community on all insurance and liability questions. Reviews and approves special events. Approves/disapproves project implementation or continuation.</td>
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<td>Reviews and approves contracts for insurance and indemnification language. Makes recommendations regarding contract revisions.</td>
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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 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 RESPONSE/RECOVERY:**

Essential: 
- [ ] No
- [x] 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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