

UNIVERSITY OF CALIFORNIA, RIVERSIDE INVITES APPLICATIONS FOR THE POSITION OF RISK MANAGEMENT ANALYST I

❖ **About UC Riverside:**

In the Heart of Inland Southern California, UC Riverside is located on nearly 1,200 acres near Box Springs Mountain in Southern California, the park-like campus provides convenient access to the vibrant and growing Inland region. The campus is a living laboratory for the exploration of issues critical to growing communities — air, water, energy, transportation, politics, the arts, history and culture. UCR gives every student the resources to explore, engage, imagine and excel.

At UC Riverside we celebrate diversity and are proud of our #4 ranking among the nation for most diverse universities (US News and World Report 2011). Become part of a place that fosters success for all its constituents, students, faculty, and staff, and where work/life balance and campus culture are integral to our way of life. UCR is ranked 41st among top public universities (US News and World Report 2011) and is an affirmative action and equal opportunity employer, with a commitment to workforce diversity.

❖ **About Risk Management:**

Risk Management is the comprehensive approach to identifying & managing the full range of risks the University faces. Risk Management serves a critical strategic purpose for UCR. Risk Management is aligned with UCR's strategic and operational goals specifically, to ensure productive stewardship of campus financial, real property, and human resources. Success requires the identification and management of insurable as well as uninsurable risks associated with campus activities consistent with the University's mission of education, research and public service. Risk Management's focus is not on simply reducing or avoiding the cost of risk, but on evaluating risks and potential hazards systematically.

❖ **Essential Functions:**

Under the close supervision of the Director of Risk Management, the Risk Management Analyst is responsible for providing analytical and administrative support to the Risk Management function. The incumbent conducts claims and litigation research and analysis, and is responsible for the management of general liability claims and litigation processing to support policy compliance; and provides administrative support to the Director.

Key Responsibilities Include:

- Analyze and process claims by reviewing documents for completeness, timeliness, accuracy and compliance with risk management policies and procedures; entering claims in related computer systems; and notifying principals of discrepancies and non-conformities that arise
- Intake and follow-up on general liability claims by facilitating communication between UCR departments and with a diverse group of professionals including OPRM staff, Office of the General Counsel, Campus Counsel, UC Third Party Administrators (TPA), external attorneys, general public, insurance companies, insurance brokers, and physicians
- Work with 3rd party insurance carriers, school districts, and outside organizations to provide assistance with required documentation, as directed
- Represent the Risk Management Department by attending meetings and taking notes, as requested
- Conduct due diligence in preparing alcohol permits, insurance waivers, and event forms for the Director's signature by ensuring all documentation is prepared in accordance with established policies and procedures
- Research statistical trends and information on risks associated with campus events and activities; and prepare analytical summaries for dissemination to management, for the purpose of claims processing, litigation, and policy compliance
- Perform project research for surveys and benchmarking activities, for use by Risk Management staff to educate employees, supervisors and senior managers
- Manage daily workflow and communication processes in support of the Director, by communicating urgency and priority related to time sensitive issues/materials that require the review/input/action, exercising judgment and independence regarding written or oral requests for the Director's time/consultation, and independently handling issues that do not require the Director's involvement
- Schedule and coordinate the Director of Risk Management's calendar by arranging appointments, meetings and conferences with colleagues, the Assistant Vice Chancellor, outside consultants, legal counsel, insurance carriers, students, and a full range of departments and outside agencies associated with campus and the Office of the President

Key Responsibilities Continued:

- Oversee department meeting arrangements, including scheduling conference rooms or other facilities, ordering media resource equipment, scheduling and coordinating conference calls, assisting during meetings, and following-up on meeting action items
- Organize travel arrangements and reservations for the Director as needed by utilizing UCR's electronic travel site
- Update Risk Management website to ensure accurate information
- Assure efficient office operations by covering phones, greeting and assisting visitors, ordering office supplies, informing the Director of incoming communications and maintaining recordkeeping systems (paper and electronic) for the Risk Management Department
- Compose, edit and distribute various correspondence, independently and update the Risk Management website as directed
- Maintain an up-to-date paper/electronic central filing system for all risk management documentation
- Other duties as assigned

❖ Minimum Requirements:

Education and experience: Bachelor's degree in Business Administration or a related field, and experience conducting administrative analysis or operations research; or an equivalent combination of education and experience

Knowledge of the principles and practices associated with insurance claims administrative processes; and **experience** providing administrative support to management and professional staff; maintaining online calendars; scheduling complex meeting logistics and travel arrangements with attendees from multiple offices/locations; and interpreting and applying policies, procedures and legal requirements

Skill and experience conducting research and benchmarking activities; using query tools, word processing, spreadsheet, database and presentation software such as Microsoft Word, Excel, Access, PowerPoint, and Outlook; drafting a wide variety of correspondence, business agreements, reports, presentations, and spreadsheets; and maintaining accurate records with strict attention to detail

Ability to provide exceptional customer service; communicate effectively both orally and in writing; multi-task, organize, and prioritize workload to meet deadlines with frequent interruptions; interact effectively and establish cooperative working relationships with persons from diverse backgrounds and at various organizational levels within and outside the University; read and comprehend legal and litigation documents; and maintain confidentiality at all times

❖ Preferred Qualifications:

Experience handling insurance claims and related administrative processes; and knowledge of UC Risk Management policies and procedures

❖ Conditions of Employment:

This is a **full-time career** position. The standard work schedule is Monday - Friday, 8:00 a.m. to 5:00 p.m. The budgeted annual starting salary range for this position is **\$36,500 - \$55,661**. All UCR employees are required, as a condition of employment, to successfully complete a background investigation through the U.S. Dept. of Justice.

❖ Benefits of Belonging:

We offer a comprehensive compensation and benefits package. For information about our generous *employee* benefits package, please visit our website At Your Service:

http://atyourservice.ucop.edu/employees/new_employee/orientation.html.

❖ Application Instructions:

To apply for this position, please click the HR JOBS link at the bottom of this page, if you are viewing this flier on the UCR Finance and Business Operations website. You may also apply for this position by visiting our website <http://jobs.ucr.edu> and selecting the browse jobs link. The Risk Management Analyst I position number is **201201092386**.

❖ Filing Date: Open until TBD