

Job Family Matrix

Job Function: Finance	Job Family: Insurance - Professional
Job Family Summary: Perform the identification, evaluation, and protection against key risk exposures at the University, as well as any necessary loss mitigation related to such exposures.	
Job Title: Claims Loss Administrator IV	Job Title: Claims Loss Administrator V
Job Code: F1058P	Job Code: F1059P
Grade Level: 58 Exemption: Exempt	Grade Level: 59
Effective/Revision Date: January 2017	Effective/Revision Date: January 2017
Job Summary	Job Summary
Responsible for the identification, evaluation, and protection against key risk exposures at the University, as well as any necessary loss mitigation related to such exposures.	Plan, implement, and administer risk management loss programs.
Core Duties	Core Duties
<ul style="list-style-type: none"> • Implement loss funding/risk financing/insurance programs • May function as subject matter expert and/or project lead • Responsible for property and casualty insurance claims control services, investigations, and settlements • Develop reporting and conduct data analysis to identify trends and mitigate risk • Analyze data to evaluate key risk exposures; assess loss potential and recommend solutions • Work in cooperation with University colleagues and resources to implement safety and loss prevention policies, procedures, best practices and training • Provide staff mentoring and training • Ensure financial compliance with University policies and procedures and applicable legal rules and regulations 	<ul style="list-style-type: none"> • Assess short and long term risks to the university • Function as a subject matter expert or project lead on risk management • Identify opportunities to improve upon risk management measures • Evaluate current suite of risk financing solutions • Provide conceptual and practical guidance to internal constituents regarding risk management and loss financing solutions • Responsible for monitoring external service providers to optimize performance and quality of deliverables • Provide staff mentoring and training • Ensure financial compliance with University policies and procedures and applicable legal rules and regulations

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Basic Qualifications	Basic Qualifications
<ul style="list-style-type: none"> • Bachelor's degree or equivalent work experience required • Minimum of 7 years' relevant work experience 	<ul style="list-style-type: none"> • Bachelor's degree or equivalent work experience required • Minimum of 8 years' relevant work experience
Additional Qualifications and Skills	Additional Qualifications and Skills
<ul style="list-style-type: none"> • Master's degree in relevant field preferred • Knowledge of Microsoft Office Suite, advanced excel skills • Advanced knowledge of insurance principles and regulations • Demonstrated experience with financial systems and data query tools 	<ul style="list-style-type: none"> • Master's degree in relevant field preferred • Knowledge of Microsoft Office Suite, advanced Excel skills • Financial analysis and project management skills • Advanced knowledge of insurance principles and regulations
Certificates and Licenses	Certificates and Licenses
<ul style="list-style-type: none"> • Associate in Risk Management (ARM) or Chartered Property Casualty Underwriter (CPCU) preferred 	<ul style="list-style-type: none"> • Associate in Risk Management (ARM) or Chartered Property Casualty Underwriter (CPCU) preferred
Physical Requirements	Physical Requirements
Working Conditions	Working Conditions
<ul style="list-style-type: none"> • Work is performed in an office setting • May be required to travel to other sites across the University 	<ul style="list-style-type: none"> • Work is performed in an office setting • May be required to travel to other sites across the University