



Job Description

Job Title: Associate Insurance Risk Manager Date: May, 2024
Department: Risk Management
Reports To: Insurance Risk Manager
Grade Level: 17
FLSA Status: Exempt Non-Exempt
Employment Status: Full Time Part Time Temporary

Job Summary

The Associate Insurance Risk Manager will administer the Authority's Business, Real Estate, and Owner Controlled Insurance Program (OCIP) claims, and assist the Insurance Risk Manager in carrying out the duties of the risk management function. Claim administration duties include reporting claims to the Authority's brokers, gathering and disseminating information requested by claims adjusters, recommending settlement authority on OCIP claims within the Authority's retention, and monitoring, reporting, and analyzing claim-related financial metrics. Other duties include assisting the Insurance Risk Manager in administering the Authority's Business Insurance and OCIP programs, i.e., selecting brokers and other vendors, renewing insurance policies, working with the Authority's OCIP Administrator to enroll projects and contractors, tracking and analyzing data, etc. Residency in New Jersey is required, in accordance with the New Jersey First Act.

Essential Duties and Responsibilities

1. Provide an OCIP claims kit for each project, and educate contractors on OCIP claim reporting and handling. Monitor Workers Compensation and General Liability claim reporting to the OCIP insurer, and facilitate the investigation, management, and resolution of each claim. Prepare monthly claim reports for the Insurance Risk Manager and Safety Director, to assist in tracking trends.
2. Monitor and manage the reporting of claims involving the Authority's auto fleet, to the insurance broker and carrier, communicate the claims process to drivers, and facilitate resolution.
3. Work with the Authority's insurance brokers and carriers, to resolve complex insurance coverage issues and claims. Communicate the status of litigated claims and recommend settlement authority, to the Authority's executives and Office of Chief Counsel.
4. Educate bidding contractors on OCIP coverage terms and conditions; attend project kick-off meetings to review the OCIP enrollment process with the winning bidder. Monitor and manage the enrollment of projects and contractors in OCIP; review reports from the OCIP administrator and the Authority's sub-contractor approval team, to ensure that all approved subs. enroll in OCIP, before working on the project site. Assist Insurance Risk Manager in tracking project CVs and identifying ineligible CVs. Monitor project schedules, and advise OCIP Broker, Administrator, and insurer of changes.
5. Maintain the Real Estate Site Acquisition Schedule, and communicate quarterly changes to the broker.
6. Assist the Insurance Risk Manager with the renewal of the Authority's Business Insurance policies, by completing applications and providing other data requested by the insurance broker, reviewing quotes, binders, and policies for accuracy, and processing invoices. Recommend additional lines of coverage, higher limits, etc., as appropriate.

7. Gather, organize, and analyze risk management data to facilitate decision-making. Develop quantitative assessment of insurance programs as needed, for presentation to senior staff.
8. Assist the Insurance Risk Manager in monitoring the OCIP Administrator, and OCIP and Business Insurance brokers and carriers, to ensure that they adhere to best practices and provide the services contracted for.
9. Identify departmental workflow issues, and recommend improvements to procedures.
10. Review and recommend contractual insurance provisions, to protect the Authority's interests. Review certificates of insurance, to ensure vendors' compliance with insurance requirements.
11. Communicate effectively and responsibly with Intra-Agency Divisions, Division of Law, School Districts, contractors, consultants, and other third parties.
12. Perform special functions, projects, and other duties assigned by the Insurance Risk Manager.

Required Skills and Abilities

1. Strong analytical and problem solving skills. Able to gather and analyze information, and determine and implement the optimal course of action.
2. Excellent judgment and decision-making, to ensure that claims are resolved in the Authority's best interests.
3. Highly organized and detail oriented, with the ability to manage multiple priorities simultaneously.
4. Excellent written and oral communication skills. Able to establish and maintain cooperative work relationships with associates and vendors, and handle confidential information with tact and discretion.
5. Proficient in Microsoft Word and Excel. Must be able to learn and utilize various information systems.

Required Education and Experience

1. Bachelor's Degree with at least five years of multi-line property-casualty claims experience, including at least one year of Workers Compensation claims experience, in a corporate risk management department or insurance brokerage, or at least ten years of experience, in lieu of a Bachelor's Degree.
2. One or more years of experience with OCIPs.
3. Extensive Commercial Property and Casualty insurance product knowledge.

Desired Experience and Credentials

1. Experience handling construction claims.
2. Knowledge of New Jersey workers compensation laws and regulations.
3. AIC, ARM, CPCU, CRIS, SCLA or equivalent designation(s).
4. P/C insurance broker's license.