



STATE OF NEW JERSEY

# SCHOOLS DEVELOPMENT AUTHORITY

## Job Description

Job Title: Insurance Risk Manager  
Division: Risk Management  
Reports To: Chief Financial Officer  
Grade Level: 18  
FL Status: Exempt  
Employment Status: Full Time

## Job Summary

This position facilitates the administration and quality control process for the SDA Business, Real Estate and Owner Controlled Insurance Programs (OCIP). Under the general direction of the Chief Financial Officer, is responsible for monitoring the insurance programs for the Authority. The Insurance Risk Manager will provide guidance, oversight and direction to Risk Management staff in the performance of their duties and responsibilities. This position requires a demonstrated ability to effectively communicate (verbally and written) and facilitate collaboration across multi- functional teams and various disciplines. Residency in New Jersey, in accordance with the New Jersey First Act, is a requirement of this position.

## Essential Duties and Responsibilities

1. Provides leadership support to the Chief Financial Officer by coordinating the Authority's OCIP and risk management program by monitoring policy and procedures of the insurance coverage, safety program and claims adjustment processes.
2. Assists in the evaluation and oversight of the OCIP Administrator, Brokers and service providers.
3. Acts as liaison to Insurance Brokers and Insurance Carriers. Partners with Management, Insurance Brokers and Insurance Carriers to resolve complex insurance coverage situations.
4. Performs contract analysis to identify and recommend risk mitigation techniques. Assists in gathering and analyzing risk management data to develop a quantitative assessment of insurance programs as needed for presentation to senior staff.
5. Manages the compliance and tracking of Non-OCIP vendor's certificates of insurance in the Authority's Docuware system.
6. Educates bidding contractors on either Non-OCIP or OCIP requirements.
7. Reviews NJSDA project schedules with project teams and perform necessary adjustments and changes with the OCIP broker along with initiating the enrollment of projects in the NJSDA's OCIP.

8. Partners with insurers, brokers and legal counsel to evaluate and resolve complex General Liability, Professional Liability and Property claims.
9. Communicates effectively with Intra-Agency Divisions, Department of Community Affairs, Division of Law, contractors, consultants and others.
10. Establishes and effectively communicates coverage specifications and standards for risk management documents and manuals. Works with Program Managers, Field Compliance Officers and Construction Managers to identify risk exposures of upcoming construction projects.
11. Develops recommendations regarding modifications to the existing processes, offering improvements to processing time or quality of processing to reduce the Authority's exposures along with identifying workflow issues and participates in solution development.
12. Performs special functions, projects and other duties as assigned at the direction of the Chief Financial Officer.

#### **Required Skills and Abilities**

1. Highly organized and detail oriented with strong analytical and problem solving skills.
2. Strong negotiation and leadership skills.
3. Strong analytical and problem solving skills.
4. Demonstrated ability to build and maintain strong working relationships with individuals at all levels, both internally and externally.
5. Excellent communication skills, both oral and written, with an ability to establish and maintain cooperative work relationships with associates and vendors.
6. Proficiency in Word and Excel; ability to learn and utilize various information systems used by the Authority

#### **Required Education and Experience**

1. Bachelor's degree and 10 years relevant business experience that includes supervisory experience.
2. Extensive knowledge of Commercial Property and Casualty Insurance, and experience in insurance risk management.
3. Experience in the construction and/or real estate industries is desirable.

### **Physical Demands**

The employee must be willing and able to travel to various locations throughout the State, including visits to active construction sites. Significant walking may be required.

### **Certificates and Licenses Required**

Valid driver's license.

CPCU (Certified Property Casualty Underwriter), ARM (Associate in Risk Management), CRM (Certified Risk Manager), CIC (Certified Insurance Counselor) or CRIS (Construction Risk Insurance Specialist) desired.