

State Office of Risk Management

Job Announcement

State Office of Risk Management

POSTING NUMBER: 19-0218

JOB TITLE: Program Supervisor VII

MONTHLY SALARY: \$6,416.67-\$6,416.67

POSTING DATE: October 24, 2018

LOCATION: 300 West 15th Street, 6th Floor, Austin, TX 78701

WORKING TITLE: Senior Insurance Manager

DEPENDING ON QUALIFICATIONS

DURATION: Until Filled

GENERAL DESCRIPTION

The State Office of Risk Management (SORM) administers the enterprise risk and insurance management programs, continuity of government operations program, and self-insured workers' compensation program for the State of Texas. The Senior Insurance Manager reports to the Director of Enterprise Risk, and performs highly advanced (senior-level) consultative services and technical assistant work involving the insurance management program. Work involves planning, developing and implementing insurance programs for the State of Texas, and providing consultative services and technical assistance to program partners, internal staff, higher education and government entity clients, pursuant to statutory mandates in Chapter 412, Texas Labor Code, administrative rules, and related laws and procedures.

ESSENTIAL JOB FUNCTIONS

Plans, assigns, and supervises the work of others

Negotiates and places statewide commercial property and casualty insurance coverage and services for client state entities / Collects, analyzes, and participates in the acceptance of bids on lines of insurance that represent the best interest of the State of Texas

Manage SORM insurance support service vendor relationships, including the adoption and adherence to service plans, program enhancements and improvements, and general services for participating client entities (both higher education and government)

Conduct consultations with client entities to assess risks, identify their needs and constraints, and guides them toward selecting appropriate risk treatment options, including risk financing solutions that represent the best interest of their entity and the State

Assists internal and external clients in analyzing and addressing complex insurance issues and articulates state property and casualty issues and solutions to client boards, executives, and their staff

Identifies and analyzes statewide insurance exposures and develops solutions to mitigate the exposures

Oversees and participates in the development and implementation of new major programs and initiatives which provide innovative insurance services designed around emerging trends and changes in the insurance industry and emerging needs of client state entities and their respective industry

Conducts research, analyzes trends and data points, composes and orally presents insurance reports for the legislature, board, clients and other inquiring parties

Coordinates insurance claim matters including reporting, adjustment, and resolution

Plans and conduct internal and external training & education presentations and seminars for SORM and client entities

Represents the organization at meetings and conferences with vendors and various membership associations

Performs related work as assigned

Maintains relevant knowledge necessary to perform essential job functions

Attends work regularly in compliance with agreed-upon work schedule

Ensures security and confidentiality of sensitive and/or protected information

Complies with all agency policies and procedures, including those pertaining to ethics and integrity

MINIMUM QUALIFICATIONS

Education: Bachelor's degree from an accredited college or university with major in business, insurance, or closely related; experience in the following (or closely related) fields may be substituted for the required education on a year-for-year basis: insurance industry or business involving insurance placement, procurement, or adjusting insurance claims

Experience: Six (6) years full-time experience working in the following (or closely related) fields: insurance industry or business involving insurance placement, procurement, or adjusting insurance claims

Experience in presenting information to audiences of varying sizes and level of knowledge

Experience in planning or operations of commercial property and casualty insurance

Experience with Microsoft Office applications

Experience with setting up seminar training, working with multiple vendors, organizing content, scheduling.

Licensed Insurance Agent, General Lines, in Texas {must obtain within 90 days of employment}

Knowledge of insurance industry and commercial insurance practices

Familiarity with standard clauses applicable to common commercial and public sector insurance lines

Knowledge of Texas government law, liability exposures, immunities, and tort caps

Skill in interpreting complex rules and regulations and insurance policies

Excellent interpersonal skills

Skill in handling multiple tasks, prioritizing, and meeting deadlines

Skill in effective oral and written communication [Writing sample required at time of application and administered at the time of interview]

Skill in exercising sound judgment and effective decision making

Ability to receive and respond positively to constructive feedback

Ability to work cooperatively with others in a professional office environment

Ability to provide excellent customer service

Ability to arrange for personal transportation for business-related travel

Ability to work more than 40 hours as needed and in compliance with the FLSA

Ability to lift and relocate 30 lbs.

Ability to travel (including overnight travel) up to 5%

PREFERRED QUALIFICATIONS

Formal training in risk management/insurance and/or related professional certifications (i.e. CIC, AIS, AINS, ARM, CRM)

Management experience

Four years full-time experience in planning or operations of commercial property and casualty insurance

Experience coordinating an extensive insurance program or pool

Experience with the allocating of retentions or premiums between participants

Experience working with or at institutions of higher education

Knowledge of State of Texas procurement policies and procedures

TO APPLY

All applications for employment with the State Office of Risk Management must be submitted electronically through www.WorkInTexas.com. A State of Texas application in WorkInTexas (WIT) must be completed to be considered **OR** Submit a State of Texas Application for Employment to: Attn: Linda Griffin, State Office of Risk Management, P.O. Box 13777, Austin, TX 78711-3777. Military Crosswalk information can be accessed at http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf

THE SORM IS AN EQUAL OPPORTUNITY EMPLOYER