

The University of Texas at San Antonio

Job Description

Job Title: Risk and Claims Analyst
Code: 16610
Salary Grade: 58
FLSA Status: Exempt
Department/Division: Environmental Health, Safety, and Risk Management & Life Safety Division.
Reports To: Safety Manager, Officer, or Coordinator as assigned by Director

Summary

- **Function:** To provide knowledge and expertise in trend analyses for various categories of insurance claims. Collect organizes and analyze assets, location, a lost data to facilitate this trend analyses and identify asset and exposure risk. Assists division management in investigating, reporting, adjusting, and settling property damage and bodily injury claims. Provides contract analysis for insurance and risk management requirements

- **Scope:** Responsible for collecting, organizing and analyzing risk management data and other assigned function at all UTSA campuses and all UTSA owned, or operation facilities

Duties

- **Typical:**
 1. Collect, organize, and analyze asset, location and loss data to facilitate risk mapping, cost of risk determination, and asset exposures. Make recommendation to management and conduct evaluation and analysis of potentially hazardous areas and conditions. May advise employees, student, and faculty on safe practices for mitigating potential hazards.
 2. Assist the division safety manager or supervisor as assigned in investigating, reporting, adjusting and settling property damage and bodily injury claims against the university.
 3. Assists the division safety manager or supervisor as assigned in investigations related to reported or observed incidents and near missed to include: hazardous substance release, fires, fall injuries, and other related accidents, injuries, or potential exposures.

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| <ol style="list-style-type: none"> 4. Maintain insurance and fire and life safety databases, and completes assets inventory updates for insurance renewals 5. Review contracts for meeting minimum insurance and/or bond requirements 6. Many interact with equipment and material vendors, fire safety systems contractors, and/or disposal companies as required to order supplies or assist with claims investigation 7. Assist, as directed by the division safety manager or supervisor, with any ongoing inquiries or inspection by federal, state, and local officials charged with ensuring compliance with applicable regulations or guidelines (i.e. EAA, EPA, TDSHS, TCEQ, TDI/State Fire Marshal's Office, or UT System) 8. Perform additional duties as assigned <ul style="list-style-type: none"> • Periodic: <ol style="list-style-type: none"> 1. Attend conference meeting and workshop to keep up today on new techniques, processes and changes to applicable codes and regulations. 2. Provide general safety training to UTSA personnel |
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Education

| Required | Preferred |
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| Associate's degree in Basic or Applied Science, Risk Management, Management Science, Safety Engineering, Multidisciplinary Studies, Statistics, Occupational Safety, Industrial Hygiene, Public Health, Nursing, Chemistry, Biology, Physics, Environmental Science, or other relevant field | Bachelor's degree in Basic or Applied Science, Risk Management, Management Science, Safety Engineering, Multidisciplinary Studies, Statistics, Occupational safety, Industrial Hygiene, Public Health, Nursing, Chemistry, Biology, Physics, Environmental Science, or other relevant field. |
| At the department's discretion, a H.S. diploma or GED with two years related experience may be substituted for Associate's degree | |

Other Requirements

| Required | Preferred |
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| Valid class C Texas driver's license or the ability to obtain one within 30 days of hire. | One or more professional certification such as: ASP/CSP, ARM, CRM |
| Ability to conduct walking surveys of building, stairways and construction sites. | |
| Criminal Background Check (CBC) | |

Experience

| Required | Preferred |
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| Five years of experience in risk management, insurance underwriting, loss adjustments, occupational safety, occupational health, epidemiology, occupational nursing, chemical safety, biological safety, industrial hygiene, radiation safety, laser safety, fire and life safety, and/or environmental safety. | Knowledge of laboratory, fire, construction or environmental protection safety function in order to assess risk. Process excellent communication skills, both verbal and written, and ability to interact with professional constituency. Experience responding to hazardous and emergency situations. |
| 2 years direct experience in insurance claims management. | High level of experience with data management database development and/or statistical analysis. |

Equipment

| Required | Possible |
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| Personal computer, camera and standard office equipment. | Familiarity with specialized measurement devices and other equipment used in accident investigation |
| Motorized carts and vehicles | |

Working Conditions

| Usual | Special |
|---------------------------|--|
| Normal Office environment | May require working after hours and weekends to respond to emergency situations. |
| | Work may involve various degrees of hazard while investigating claims and may include work in research laboratories, outdoor conditions, or on construction sites. |

Supervision

| Received | Given |
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| General direction/supervision from Safety manager, Office or Coordinator as assigned | None |

Accuracy

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| Accuracy in all phases of work performed. |
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Security Sensitive

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| Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code. |
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Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.