

Senior Liability/Property Claims Analyst

Status: Salaried

Reports to Executive Director and Loss Control Manager

Under general direction of the Executive Director, and Loss Control Manager, will provide the following duties:

Liability and Property Claims

- Investigate claims, photograph scenes, interview witnesses, collection and preservation of physical evidence.
- Recommend responses to government claims. evaluating and determining liability, recommending action by member districts on claims. Confirm that timely notices have been sent.
- Establish damages, evaluate value of claim and negotiate all settlement of claims.
- Maintain claims in Risk Management Data system and set adequate reserves for the claims. Confirm final accounting is accurate for all closed claims
- Reporting claims to excess pools per reporting requirements and coordinate information flow to excess pools.
- Provide status reports in a roundtable setting with executive director. Prepare written claims evaluation for members and board.
- Work with and manage vendor partners to achieve economical result to liability claims and litigation.
- Reviews all auto property damage claims. Investigates as necessary. Secures all documentation for proof of claim. Answers questions from claimants regarding the status of their claim.
- Identifies and recovers all subrogation monies from responsible third parties. Tracks amount of recovery and credits recoveries to the proper school district. Conducts investigations, obtains necessary statements, estimates and proof of damages to perfect the claim against responsible parties. Represents SMCSIG and the school district in small claims courts for recovery of damages.
- Administers school district liability and property deductible programs. Prepares appropriate billings and correspondence to members and answers any questions concerning deductibles for members.
- Works with accounting vendor to request claims payments in a timely manner. Provides appropriate backup for payment of claims, and claims expenses.
- Maintains all information regarding members' comprehensive and collision insurance program. Tracks all vehicles eligible for program. Verifies coverage with individual districts. Process all payments for comprehensive and collision coverages after accidents/damage occurs.
- Evaluate coverage issues and make recommendations to Executive Committee
- Attend school board meetings when requested to review action on claims. Attend school board meetings to discuss claims when counsel is requested to brief the board.
- Meet and confer with member's staff on strategy and approach to major claims exposures
- Evaluate large exposure cases and negotiate settlements

- Direct counsel handling of litigated files, attending mediations, attend pretrial settlement conferences and trials. Manage litigation in an economically prudent manner.
- Evaluate claims data and prepare reports for members and board action. Present cases to Executive Committee during closed session for authority request.
- Attend pool meetings and represent SMCSIG at excess layers board meetings.

Loss Control

- Supports Loss Control Manager and generates inspection reports, arranges training schedules, tracks loss control activity compliance for each member district's loss control program.
- Reviews and edits loss control training materials. Brands all training with SMCSIG logo and style. May deliver some aspects of training as needed.
- Conducts building inspections. Inspects specific safety issues that result from claims and incidents. Makes recommendations as to corrective actions.
- Works with Executive Director to respond to Public Records Act requests by third parties.

Customer Service

- Works with SMCSIG members to answer questions, obtain information, direct inquiries to appropriate parties, and update underwriting information as requested.
- Handles confidential information, addresses claims and litigation inquiries, in an appropriate and professional manner.

Minimum Qualifications:

BA degree with at least three to five years of experience in Public Entity Liability and Property Claims. Proficiency in Microsoft Office including Word, Excel, PowerPoint and relational databases. Ability to communicate in an oral and written manner. Experience adjusting auto, property and liability claims required. ARM, ARM-P desirable.

Perform highly responsible risk and office management functions, compile and organize data and information, interpret technical and legal information, interpret rules, laws, and policies and apply them while exercising good judgment. Maintain a calm and tactful manner in the face of adversity. Provide high levels of customer services to members, vendors, and the general public.