

Job Title: Manager, Risk Management

Requisition ID 14386 - Posted 05/24/2022 - Finance (8040) - Financing & Risk Mgmt (10000019) - Electric Building - 3rd Floor (E3) - Electric - Full Time - Salaried

Job ID	14386	Department	Financing & Risk Mgmt (10000019)
Union Classification	Non Union	Type	Full Time - Salaried
# of Openings	1	Job Location	Electric Building - 3rd Floor (E3)
Closing Date	06/07/2022	Salary/Wage	\$123,465.00 - \$148,158.00 annually

Job Definition

Protects the District by identifying, analyzing, and assessing risks to determine the most appropriate method to mitigate the risk on an enterprise-wide basis. This includes putting the risk on others through insurance or modification of contract terms and conditions, reducing the risk by changing or eliminating business processes, recommending changes to physical security or maintenance/loss control practices, and/or reducing/accepting the risk through some other method(s). Works to find means to recover losses incurred through insurance, pursuit of parties that damage the District, and public assistance programs such as FEMA or through other sources. Manages the payment of claims to others caused by acts of the District.

Distinguishing Characteristics

Essential Job Functions

Demonstrate continual improvement that delivers outstanding value to our customers by developing, recommending, and effectively managing budgets, identifying, evaluating and recommending resource options that reflect appropriate prioritization and tradeoffs between cost and quality result, determining and realizing opportunities for improved efficiency and effectiveness, and similar responsibilities.

Create a culture of caring, mutual respect and trust that empower current and future employees to do their best work for the benefit of our team members, customers, partners and stakeholders by providing employees opportunities to develop, supporting employees through change, hiring the right person for the job, recognizing employee performance and achievements, being open to receiving feedback from our employees and working daily to ensure a more equitable and inclusive environment, and similar responsibilities.

Ensures positive workplace by providing direct reports with opportunities for employee development through coaching, positive recognition, feedback and discipline as appropriate, and similar responsibilities.

Provide technical advice to all levels of management and staff regarding risk mitigation and insurance to ensure the District is protected from loss in a cost-effective manner. Develop insurance requirements, renewal strategies, policy specifications and marketing efforts. Negotiate placement of policies with broker, and similar responsibilities.

Establishes, maintains and monitors compliance of insurance and risk management procedures, and similar responsibilities.

Lead and deliver loss recovery efforts through investigation of events and pursuing recovery through insurers, third parties that damaged the District, and other sources such as FEMA. Oversees the collection of damages from third parties and the adjudication and settlement of claims against the District, and similar responsibilities.

Oversees investigative efforts in response to damage of District property or damage the District may have inflicted on third parties through the collection of evidence and witness statements to support District recovery or defense of claims going forward, and similar responsibilities.

Delivers to General Accounting timely, complete and accurate information for inclusion in financial statements. Works with auditors to ensure the understanding and basis for financial entries made, and similar responsibilities.

Specialized Job Functions

Other Job Functions

Minimum Qualifications

Knowledge of:

- Technical expertise in risk management theories, risk identification, research and analysis techniques.
- Principles, practices and philosophies of risk management, insurance and claims administration procedures.
- Contractual insurance requirements for public/small works and professional services contracts.
- Federal, state and local laws, rules and regulations governing public sector, with emphasis on public assistance grant awards.
- Computers and related software, including word processing, spreadsheet and data base applications.
- Excellent oral and written communication skills.
- Research, analytical and problem-solving tools and techniques.
- District policies and regulations, laws governing location of underground utilities, and general principles of electric distribution and transmission.
- Accident investigation techniques and procedures.
- Interviewing techniques.
- Budgeting processes, finance and procurement cost management.
- Leadership skills and coaching and counseling techniques.
- Customer service techniques and practices.

Ability to:

- Work with highly confidential and sensitive information.
- Use independent judgement and act decisively in difficult situations.
- Communicate, work effectively and foster partnerships with all levels of the organization, government agencies, vendors and the public.
- Plan and organize work.

- Use computers, automated systems and databases, and learn new computer software implemented by the District.
- Gain the confidence, support, and cooperation of others.
- Develop working knowledge of federal, state, local laws and District regulations, policies and contracts.
- Learn, interpret and apply District Directives, policies, procedures, the Collective Bargaining Agreement and the District's Accident Prevention Manual.
- Conduct accident and incident investigations.
- Provide direction and guidance to Claims Coordinators and Office Coordinator.

Experience/Education

- Bachelor's Degree in Risk Management, Business Administration or related field, or the equivalent combination of directly related education and experience,

AND

- Four (4) years experience in risk management, or other related field

AND

- 1 year supervisory/lead experience

License/Certification

- Valid Washington State Driver License.

Preferred Qualifications

- Associate in Risk Management (ARM).
- Utility or municipal risk management experience.
- Experience with risk management software applications.

Working Conditions

- Duties are performed approximately 90% in the office and 10% in the field, sometimes at night and under extreme weather conditions.

- This position is the primary investigator of security incidents and serious accidents involving members of the public and is required to be on-call 24/7 to respond to such incidents.
- Duties may require contact with emotionally distraught customers or accident victims.
- Travel to business meetings, District offices and incident investigation sites is required.
- May occasionally be exposed to dangerous conditions (electrical hazards, construction sites, traffic, etc.) in the conduct of investigations.
- Is not eligible for on-call pay

We are an Equal Opportunity Employer of Minorities, Women, Disabled and Veterans.