

Enterprise Risk Management Analyst 2 (7203U), Ethics,
Risk & Compliance Svcs - 65876
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=232614>

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Posted Mar. 8, 2024, set to expire Jun. 30, 2024

Job Title	Enterprise Risk Management Analyst 2 (7203U), Ethics, Risk & Compliance Svcs - 65876
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Mar. 8, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Fiscal Services
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Job Description

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About Berkeley

At the University of California, Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

The University of California, Berkeley, is one of the world's leading institutions of higher education, distinguished by its combination of internationally recognized academic and research excellence; the

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transformative opportunity it provides to a large and diverse student body; its public mission and commitment to equity and social justice; and its roots in the California experience, animated by such values as innovation, questioning the status quo, and respect for the environment and nature. Since its founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, students and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our [Guiding Values and Principles](#), our [Principles of Community](#), and our [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. To find out more about how you can grow your career at UC Berkeley, visit grow.berkeley.edu.

Departmental Overview

The Office of Ethics, Risk, and Compliance Services (OERCS) is responsible for the coordination and monitoring of the University's ethics and compliance activities, and for developing a culture of accountability in which risk assessment and risk management (mitigation) are part of all university business practices and decision making.

Position Summary

Uses professional enterprise risk management concepts. Applies organizational policies and procedures to resolve a variety of moderately complicated issues. Works on casualty, property, employee injury, and loss prevention programs and services where analysis of situations or data requires a review of a variety of factors.

Application Review Date

The First Review Date for this job is: 03/24/2024.

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Responsibilities

- Applies professional ERM concepts to administer and perform operations relating to Claims management and loss prevention activities.
- Interprets and explains self- insurance program policies and processes to campus clients.
- Accurately input first party property, automobile and general liability claims into the claims database system (currently iVos).
- Liaison between the campus and third-party claims Examiners (currently Sedgwick CMS) to gather necessary documentation, estimates, facilitate site inspections, etc., to verifying insurable losses and their value.
- Analyze and define complex potential loss areas and determine appropriate type and level of loss protection to prevent losses and reduce GAEL premiums.
- Determine whether a loss qualifies for reimbursement through the automobile, property or General Liability self-insurance programs.
- Reviews the third-party administrator's recommendations and Statements of Loss for accuracy and completeness. Standard contract review for applicable Insurance and Indemnification provisions.
- Supports underwriting data and renewal process.
- Gather documentation and prepare specifications for evaluation of broker or underwriter bids.
- Participates in appraisal and adjustment proceedings.
- Participate in the Special Events Committee meetings, Systemwide Driver Safety workgroup participation, Special F8 Student outreach and advisory collaboration with campus & city officials focused, on improving the community and university relations during the first eight weeks ("F8") of school and other advisory groups as needed.
- Leads in-person and online Risk training modules and assists with the development of loss prevention training materials and their presentation to clients.
- Identifies loss prevention opportunities by analyzing loss patterns and develops practical approaches to risk reduction.
- Facilitate with Know Before You Go briefings for international travel, Review and analysis of Be Smart About Safety proposals, DocuSign Event Enrollment and Special Event Waiver Administrator Insurance consultations for campus and student events and other duties as assigned.
- Provide general office support including answering the primary Risk line and email box, preparing documents and reports, compiling records, scheduling meetings, organizing and maintaining information, coordinating calendars, analyzing data including budgetary expenditures, etc.

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Required Qualifications

- Working knowledge in the following areas: risk management; insurance; forecasting and analysis.
- Knowledge of and/or can quickly learn common organization-specific computer application programs.
- Knowledge of and/or can quickly learn organization processes and procedures.
- Ability to quickly develop an understanding of organization rules and regulations.
- Proficient interpersonal skills, customer service orientation, active listening skills, and organizational skills.
- Demonstrated ability to use critical thinking and analytical skills to solve problems.
- Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- Demonstrated ability to concisely present complex risk findings and make recommendations verbally and in writing.

Salary & Benefits

This is a 100% full-time (40 hrs a week) non-exempt career position, which is paid hourly and eligible for UC Benefits.

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

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The budgeted salary or hourly range that the University reasonably expects to pay for this position is \$28.74 - \$38.51.

How to Apply

- To apply, please submit your resume and cover letter.

Other Information

- This is not a visa opportunity.

Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

Mandated Reporter

This position has been identified as a Mandated Reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a Mandated Reporter.

Equal Employment Opportunity

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant, please see [the U.S. Equal Employment Opportunity Commission](#) poster.

For the complete University of California nondiscrimination and affirmative action policy, please see the University of California [Discrimination, Harassment, and Affirmative Action in the Workplace](#)

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policy.

To apply, visit

https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCH

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Contact Information

Please reference Academickeys in your cover letter when
applying for or inquiring about this job announcement.

Contact

N/A

University of California, Berkeley

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