

Enterprise Risk Management Analyst 3 (7204U), Ethics,
Risk & Compliance Svcs - 73340
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=246428>

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Posted Oct. 7, 2024, set to expire Jan. 31, 2025

Job Title	Enterprise Risk Management Analyst 3 (7204U), Ethics, Risk & Compliance Svcs - 73340
Department	Office of Risk Services
Institution	University of California, Berkeley Berkeley, California
Date Posted	Oct. 7, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Legal 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 Risk Services implements Enterprise Risk Management (ERM) strategies to identify, assess, quantify and evaluate the full range of casualty and operational risk exposures with the objective of reducing the chance of liability loss exposures, reputational damage, operational disruptions, create greater financial stability in support of the University's mission.

Position Summary

Under the guidance of the Campus Risk Manager, the ERM Analyst 3 will perform a broad range of tasks in connection with the review of insurance, indemnification and limitation of liability provisions in complex contractual agreements for compliance with Regents Standing Orders. The ERM Analyst 3 will provide Litigation Coordination support including the collection and production of evidence in litigation matters, and advise on the appropriate response to a range of complex operational risks (physical, financial, legal, reputational) risks.

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Application Review Date

The First Review Date for this job is: 10/15/2024.

Responsibilities

Contract Review

- Provide review, analysis and red line edits of the insurance, indemnification and limitation of liability provisions in complicated contract including but not limited to Intellectual Property agreements; Licensing Agreements; Real Estate Construction agreements and leases; Services Agreements; Data Security clauses, Right of Entry Agreements; Business contracts; Sponsored Projects agreements; Training agreements, etc.
- The incumbent will serve as a liaison and main resource for staff, faculty and departments in diverse and complex matters requiring a comprehensive knowledge on policy, procedure, and practice.
- Requires interaction with all levels inside and outside the university, and may include dealing with sensitive and confidential information.

Litigation Coordination

- The incumbent will Liaise with the Core Defense Coordination Team comprised of the Office of General Counsel, campus counsel, Office of the President-Risk Services, Third Party Administrator, and campus units to assure that the defense of lawsuits against the campus are handled and resolved properly.
- Provide research into loss history of litigated claims and document production/collection activities on behalf of outside hired counsel.
- In consultation with campus counsel, issue litigation hold notices ,manage electronically stored information (ESI, or also known as e-discovery) and supporting legal teams through the e-discovery process.
- Successful litigation support integrates people, process and technology through all phases of discovery, from identifying, locating, preserving, collecting, preparing, reviewing, and producing facts, information, and requested document production materials.

Advising

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- Demonstrated ability to effectively present and communicate complex concepts in plain english and make recommendations verbally and in writing.
- Provide guidance on a wide range of complex operational risks (physical, financial, legal, reputational, etc.) based on varying dependencies.
- Conduct special event risk assessments for departments, students and third parties.
- Control gap analysis to determine the current state, future state, the gaps presented and the controls needed to close them.
- Interpret applicable CA penal codes, and various other State, Federal and local policies, laws and regulations with clear communication of any additions/changes/updates to departments.

Claims Management

- Implement, and administer risk management insured and self-insured programs and operations with respect to insurance claims administration, contracts, and loss prevention.
- Implements and monitors control strategies and programs involving claim payments.
- Assess deductibles, pursue subrogation opportunities with TPA, and recommend cost allocation strategies to improve program effectiveness.
- Prepares specifications for broker or underwriter bids, evaluates bids, and recommends or concludes insurance contracts.

Required Qualifications

- Working knowledge in the following areas: Risk management; insurance; forecasting and analysis.
- Knowledge of and/or ability to quickly learn common organization-specific computer application programs.
- Knowledge of and/or ability to 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.
- Demonstrated ability to concisely present complex risk findings and make recommendations verbally and in writing.
- Incumbent has demonstrated, and has the ability to maintain, high standards of integrity and confidentiality.
- Bachelor's degree in related area and/or equivalent experience/training.

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Preferred Qualifications

- Contract Review, redline editing, and negotiation experience.
- Risk Management Professional certification.

Salary & Benefits

This is a 100% full-time (40 hrs a week) exempt career position, which is paid monthly 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.

The budgeted annual salary that the University reasonably expects to pay for this position is \$90,000.00 - \$115,000.00. The full salary range for this classification is \$72,600.00 - \$129,000.00.

How to Apply

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

Other Information

- This is not a visa opportunity.

Conviction History Background



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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

https://apptrkr.com/get_redirect.php?id=5696860&targetURL=U.S. Equal Employment Opportunity Commission poster.

The [University of California's Affirmative action policy](#).

The [University of California's Anti-Discrimination policy](#).

To apply, visit

https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_S

Contact Information



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

Contact

N/A

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