



USC University of
Southern California

Senior Risk Analyst Job Description

JOB INFORMATION

<i>Job Code:</i>	119038
<i>Job Title:</i>	Senior Risk Analyst
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Supervises employees and/or student workers.
<i>Job Family:</i>	Safety/Risk Management
<i>Job Family Group:</i>	Environmental Health and Safety
<i>Management Level:</i>	7 Individual Contributor

JOB SUMMARY

Has responsibility for assisting with planning, development and implementation of assigned programs and activities associated with operational risk management for the university. Analyzes and evaluates data and prepares regular reports and projections on loss prevention activities based on findings. Investigates and assesses potential risk factors arising through claims, lawsuits and data analysis on independent basis. Makes recommendations for mitigating risks, reducing costs and mapping processes for tracking risks and analysis. Assists in the planning, development and implementation of operational risk frameworks measurement methodologies, policies, guidelines, standards and procedures to ensure management of risk.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Bachelor's degree	
	X	Bachelor's degree	

Additional Education

Check here if experience may substitute for some of the above education.

X Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		3 years	
	X	5 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Directly related risk management, auditing or quality assurance experience covering control and disclosure systems, accounting/auditing principles and practices, historical loss incidents collection, process mapping, potential loss

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
		incidents analysis, external historical loss incidents, business environment and internal control factors (BEICF), and management and regulatory reporting.
	X	Accounting or Financial Planning and Analysis experience.

Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
	X		Risk Management Professional (RMP) or Decision and Risk Management Professional (DRMP) certification.

Other Job Factors

- This position is designated as a Campus Security Authority (CSA) under the Clery Act and must comply with the requirements of said designation.

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Assists with planning, development and implementation of risk management programs and activities associated with operational risk management for the university.				
Provides regular risk exposure monitoring and reporting to ensure organizational compliance with risk policies and loss prevention programs in support of the Director of Risk Management.				
Assists in the planning, development and implementation of operational risk frameworks/measurement methodologies, metrics, guidelines, policies, standards and procedures to ensure management of risks are in accordance with industry best practices. Interprets policies and procedures.				
Serves as technical expert for Risk Management Information System (RMIS). Implements RMIS for the university, including use of specialized software for claims management under direction of Director, Risk Management. Analyzes and evaluates data and prepares regular reports and projections on loss prevention activities based on findings. Assists university with insurance strategy utilizing the system. Makes recommendations for mitigating risks, reducing university costs and mapping processes for tracking risks and analysis.				
Compiles and monitors claims data in a proper and efficient manner for purposes of loss forecasting, trend development, and completion of insurance applications in support of Director, Risk Management.				
Works with third party administrator to investigate and assess property, automobile, general liability, and medical malpractice claims for the university. Investigates potential risk factors arising through claims, lawsuits and data analysis on independent basis.				
Contributes in cross-functional teams to help identify and assess current and emerging risk events and develop recommendations for mitigation.				
Provides forecasts and projections used to develop a budget. Gather data used to develop a budget. Tracks and reconciles budget activity. Analyzes variances and prepares status reports, as needed.				
Stays current in operational risk management techniques, industry best practices, and regulatory requirements. Assists with making recommendations when necessary to safeguard the position of the university.				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: https://policy.usc.edu/mandated-reporters/

<i>Campus Security Authority (CSA)</i>	<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: https://dps.usc.edu/alerts/clery/	Yes

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name	Signature	Date
Print Manager Name	Signature	Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.