



Associate Vice President, USC Captive Insurance Company Job Description

JOB INFORMATION

<i>Job Code:</i>	119101
<i>Job Title:</i>	Associate Vice President, USC Captive Insurance Company
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Manages through multiple layers of subordinate supervisors.
<i>Job Family:</i>	Safety/Risk Management
<i>Job Family Group:</i>	Environmental Health and Safety
<i>Management Level:</i>	3 Executive

JOB SUMMARY

Directs, implements and evaluates the university's comprehensive captive insurance programs. Responsible for designing and managing overall captive and reinsurance strategies, and owns lines of business supporting policy development, loss prevention, and claims administration. Drives best practices for handling claims and credentials, underwriting, and business intelligence use in concert with risk management departments across the university and its medical centers. Interacts with senior leadership and represents the university with key external stakeholders.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>	
X		Bachelor's degree	Business Administration	Or
X		Bachelor's degree	Economics	Or
X		Bachelor's degree	Accounting	
	X	Master's degree	Business Administration	Or
	X	Master's degree	Economics	Or
	X	Master's degree	Accounting	

Additional Education

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

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		15 years	insurance brokerage and/or risk management, in higher education and/or healthcare	

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		Expert understanding of insurance coverages and the practical use of captive insurance vehicles.
X		Proven expertise in underwriting procedures, premiums, claims, reinsurance and risk assessment principles within industrial and/or construction environments.
X		Demonstrated experience with risk management techniques, strategies (e.g., quantification, retention, mitigation) and systems, and expertise leading continuous process improvement efforts.
X		Proven abilities to interpret, analyze, and apply pertinent policies, procedures, regulations, and requirements.
X		Superb oral and written communication skills.
X		Excellent interpersonal skills.
X		Ability to present ideas and solutions in non-technical, business-friendly terms and translate complex ethical, legal and compliance concepts.
X		Experience at large, complex and decentralized environments.
	X	Proven experience working with master service agreements (MSAs) or other large contracts.
	X	Proven experience motivating and proactively collaborating and partnering with risk management teams.
	X	Highly skilled in strategizing, problem-solving and decision-making.
	X	Proficiency with all relevant property and casualty insurance policies.
	X	Experience with medical clinical risk management and/or captive reinsurance programs.
	X	Demonstrated listening and presentation skills, and proven experience influencing and mediating others.
	X	Expert analytical skills, able to transform data into usable, relevant information.

Certifications

<i>Req</i>	<i>Pref</i>	<i>Select Certifications</i>	<i>Enter Additional Certifications</i>
	X		Associate in Risk Management (ARM), Chartered Property Casualty Underwriter (CPCU), Associate in Reinsurance (ARe) and/or other relevant professional certifications.

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

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Directs, implements and evaluates the university's comprehensive captive insurance programs. Designs and manages short- and long-term business plans aimed at providing stable risk-transfer mechanisms for financial exposures that reduce costs when compared to the commercial market. Ensures captive programs achieve business goals, provide competitive premiums for the university, and create value-added benefits for key risk mitigation and loss management stakeholders.				
Establishes, drives and monitors risk mitigation best practices. Collaborates with risk management departments across the university and its medical centers to identify insurable risks and determine which exposures are best served by captive programs. Reviews and ensures accuracy of language for all insurance procured for the university. Assists with data collection and oversight of claims processing, reporting and tracking.				
Ensures compliance with all relevant policies and regulations in all states, countries and/or territories where the university operates. Selects and oversees third party administrators and internal claims handling functions. Serves as primary contact for regulators and managing vendors in various fields. Identifies opportunities for improvement in claims handling processes and best practices by line of business.				
Serves as subject matter expert, providing counsel to senior leadership and representing the university with key internal/external stakeholders. Oversees captive program administrative functions (e.g., contracts, legal agreements). Develops pro forma financial statements and other regular, pertinent reports.				

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Leads all captive program board meetings, preparing agendas, supporting materials and logistics.				
Manages and ensures performance accountability to deliver satisfactory customer service. Coordinates risk assessment performance and maintains currency with risk management issues, trends and practical techniques for mitigating exposures. Provides leadership and creative solutions to ensure the best possible coverage for difficult coverage areas and risks.				
Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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 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.		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 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.