

**POSITION:** Sr. Risk & Insurance Analyst

**SALARY:** \$68,461.00 - \$106,058.00 Annually

**OPENING DATE:** 12/28/17

**CLOSING DATE:** 1/19/18 05:00 PM

**GENERAL INFORMATION:**

Are you a strategically minded individual that thrives in developing ways to mitigate exposure to risk and post-loss reduction techniques? Do you enjoy providing consultation and guidance related to property, cyber, and other liability exposures, excess liability insurance, property and casualty insurances? Do you like reading insurance policy and language requirements in contracts and procurement documents? What about driving the insurance procurement and certificate of insurance processes? If this sounds like your cup of tea, then the role of the Senior Risk Analyst might be your dream job. This position will oversee the Port's commercial general liability, property, cyber, workers' compensation, and casualty insurance procurement. While ensuring Port compliance with various insurance regulations.

**SUMMARY OF ESSENTIAL RESPONSIBILITIES:**

- Lead the Port's Insurance Programs including general liability, property, cyber, professional, environmental, marine, airport and various other liability insurance policies.
- Perform a variety of risk management administrative functions including collecting and reporting insurance underwriting data, administration of insurance policies and premiums.
- Develop and review the Property, Liability, and Workers' Compensation insurance policies, surety bonds and auto liability self-insurance programs
- Lead negotiations with brokers and insurers within delegated authority
- Responsible for insurance procurement by obtaining appropriate data for marketing and underwriting the Port's insurance portfolio
- Manage contract reviews for risk transfer opportunities and development of risk mitigation options
- Collaborate with project teams and key stakeholders, including Legal, Procurement & Contracts, Engineering, and Properties to develop risk mitigation solutions and insurance language for contracts.
- Work cooperatively with in-house contractor administrators updating and training to ensure consistency in insurance contract management.
- Partner with other Risk team members and various other Port stakeholders to develop and implement liability risk mitigation processes and procedures
- Serve as Risk Representative on special internal project teams. Represent the Port in various outside risk management organizations

- Develop reports, presentations and training material to demonstrate, communicate and promote the organization's risk management goals and strategies
- Assist Claims Manager in complex liability claims matters developing mitigation solutions and strategies
- Provide support in preparing documents regarding the total cost of risk and other risk-related information

**MINIMUM REQUIREMENTS:**

- Bachelor's degree in Business, Insurance, Finance, Law or a related field. Masters degree preferred
- Five to eight years' experience in risk management and mitigation, insurance and/or insurance law; or the equivalent combination of education and/or relevant experience
- Associate in Risk Management (ARM), Chartered Property Casualty Underwriter (CPCU), or Certified Risk Management Professional (CRMP) preferred
- Knowledge of insurance products; insurance company practices; property and liability policy and procedure best practices
- Experience with risk management principles, techniques and their applications
- Knowledge of the impact of indemnity provisions on company exposures, contract law, relevant governing state and federal laws and regulations
- Advanced proficiency with Microsoft applications including Outlook, Word and Excel, advanced skills in Excel preferred

**SKILLS AND ABILITIES:**

- Critical thinking, analytical skills, and creative problem solving for assessing risk exposures (developing risk assessments) and developing and implementing solutions
- Ability to express ideas clearly in written and oral communication, including presenting to management
- Skilled at identifying mitigation solutions and recovery strategies for management consideration
- Skilled at updating on status of assignments and issues with timely and meaningful progress reports
- Ability to apply principles and techniques of team building and project management to facilitate collaboration and support to stakeholders
- Ability to learn new software in a timely manner and instruct business unit representatives in the use of software applications
- Ability to maintain confidentiality with highly sensitive information
- Ability to demonstrate the Port's commitment to valuing differences among individuals and passion for being inclusive

**ADDITIONAL INFORMATION:**

- Diversity and Inclusion: At the Port, we don't just accept difference; we value and support it to create a culture of inclusiveness and fun. We are proud to be an Equal Opportunity Employer.
- EEO/Affirmative Action Policy Statement: The Port of Portland is dedicated to maintaining and improving a work environment, which extends equal opportunity to all individuals, regardless of their race, color, sex, age, religion, national origin, marital

status, veteran status, disability or sexual orientation. Employment decisions shall be made in such a manner as to further the principle of equal employment opportunity and to comply with state, federal and local laws. We affirm through this policy statement our continuing commitment to the principles of nondiscrimination and affirmative action.

- Veterans Preference: Under Oregon law, qualified veterans may be eligible for veterans preference when applying for Port of Portland positions. If you are a veteran and would like to be considered for a veterans preference for this job, please provide the qualifying documents as instructed during the application process.
- Background Checks and Drug Testing: The Port of Portland will conduct background checks and/or drug tests for positions where such tests are required by regulation and for other highly sensitive positions.
- ADA Accommodation: Accommodations will be considered for applicants or candidates with a qualifying disability that prevents them from participating in this process. Accommodations will be made where the Port can reasonably do so without imposing an undue hardship on the business or compromising the integrity of the recruitment process. An applicant with any disability who believes that he or she needs an accommodation should contact Human Resources at 503.415.6690