50827 ANALYST, RISK AND CLAIMS

Please Apply Here:

https://ltmwebprod01.dpsk12.org/ltmprod/xmlhttp/shorturl.do?key=9SO

FINANCE

Traditional 235 work days

FTE: 1.0

Salary Range: $56,277 - $68,243

Essential Functions and Objectives:

Responsible for performing technical analysis to solve business problems using advanced methods. Contributes to operational goals by influencing district decision-making. Administers the maintenance, procedures, and reporting district wide systems and platforms.

Under the direction of the Director of Enterprise Risk Management, the Risk and Claims Analyst will support the implementation of robust management systems focusing on the specific Hazard Risk areas of Workers Compensation, Liability and Property. Responsibilities involve the purchase of new or renewal insurance programs; claims management and administration; management of relationships with internal stakeholders and external third party service providers including brokers, attorneys, insurers and TPAs; preparing loss analyses and financial analyses including budgets; gathering and analyzing data for underwriting submissions and preparing same for marketing; records maintenance and management; developing draft policy and procedures; multiple data base management and reporting.
- Researches and applies analytical methods to solve complex problems. Analyze systems, programs, datasets and reports, to enhance the efficacy of district programs, processes, procedures, goals and objectives. Create metrics, examine data, interpret findings and extract insights.
- Improves data storage practices, in order to optimize extract, analysis and delivery of content. Handles actual data collection and input into systems; creates and documents queries; audits and cleans data; setup and validate infrastructure that complies with established processes and guidelines.
- Applies established research design to assess and provide advice to key stakeholders. Monitor and determine the impact of industry developments; determine data collection requirements; tracks and maintains results; studies data and reports results.
- Maintains proactive communication with key internal and external stakeholders; prepares dashboards and data visualizations to support recommendations for practitioners, partners and district stakeholder in effort to reveal gaps and areas of improvement. Works closely with functional experts, provides mentorship and catalyzes strong collaboration among all resources involved.
- Manages all insurance administration duties for multiple lines of insurance. Includes processing Certificate of Insurance requests; maintaining schedules of insurance, locations, fleet, etc.; issuing Auto ID cards; processing endorsement requests.
- Manages and maintains all aspects of asset valuation and exposure data including related documentation such as leases, financing agreements, construction agreements, facility use agreements, etc. in conjunction with Program Manager – Insurance.
- Manages the property and liability underwriting renewal process including gathering, analyzing and preparing underwriting data for marketing submissions in conjunction with Program Manager – Insurance.
- Analyzes broker/insurer quotes and presents results and recommendations to the Program Manager – Insurance and Director.
- Reviews premium invoices for compliance with proposals/quotes; prepares appropriate internal allocation of premium costs; reviews and processes audits and related invoices.
- Maintains and manages insurance program records including complying with record retention policies. Includes insurance policy files, claim files, and related financial records as well as subject matter files.
- Manages property and liability claims through the broker and/or insurer.
- Handles internal self-insured first party claims, including subrogation.
- Reviews and processes claims and claim reimbursement invoices; ensures assignment of costs to appropriate account numbers.
- Prepares Risk department financial analyses including budget analyses, insurance proposal analysis, and analyses and documentation related to any state required reports in conjunction with Program Manager – Insurance.
- Maintains and monitors vendor and Risk department compliance with Risk department contracts in conjunction with Program Manager – Insurance.

**Knowledge, Experience & Other Qualifications:**

- Minimum of three to five (3 to 5) years of work experience in a risk management department or with an insurance broker.
- Advanced proficiency with Google Suite products including experience creating complex spreadsheets in Sheets/Excel.
- Strong attention to detail.
- Effective time management and organizational skills.
- Effective communication skills.
- Work collaboratively with others on a team.
- High degree of integrity in handling confidential information.
- Aptitude for variety and changing expectations and a fast-paced environment.
- Effectively handle multiple demands and competing deadlines.
- The ability to take responsibility for one's own performance.
- Ability to work in a multi-ethnic and multicultural environment with district and school leaders, faculty, staff and students.
- Preferred Skills: Ability to build, maintain, and strengthen cross functional relationships at all levels within the District to achieve objectives; demonstrated success in customer service and relationship management Ability to simultaneously manage multiple transformative projects from conception through implementation as well as day to day matters Experience with major change initiatives; well-developed conflict resolution, mediation and persuasion skills Excellent interpersonal, communication, presentation and critical thinking skills. Ability to work independently as individual contributor as well as collaboratively as team member Ability to compare, analyze, synthesize, and evaluate large amounts of information and data. Proven ability to convert data and information to strategy and to implement best practices and process improvements Strong Microsoft Office Suite and other software (e.g. Risk Management Information Systems) skills.

Education Requirements:

- High School Diploma/GED is required.
- Associate's Degree in Business, Finance, Insurance, Risk Management or related field preferred.

Other information:
The COO Office has a dynamic team of highly experienced people working to maintain the integrity of Denver Public Schools and the accountability of what we do as a team. We strive to meet all of the needs of our schools, Administrative buildings and constituents. The operations team encompasses Facilities, Enterprise Management, Transportation, Technology, School of Choice, Planning and Assessment, Safety and Security, Program Management, Operations Outreach and Engagement, Finance and Operations Support Services. We are the building blocks of the operations side of Denver Public Schools. We stand on our core values Integrity, Accountability, Equity, Collaboration, Fun and of course Students First. There are a lot of opportunities for anyone looking to work in an innovative, caring, and fast paced, growing entity. Come and check out Team DPS.

**Additional Information:**

- **Work Year Calendars (including accrued time off):** [http://thecommons.dpsk12.org/Page/1129](http://thecommons.dpsk12.org/Page/1129)
- **Benefits (including DPS contributions):** [http://thecommons.dpsk12.org/Page/1397](http://thecommons.dpsk12.org/Page/1397)
- **Compensation Structures:** [http://thecommons.dpsk12.org/Page/244](http://thecommons.dpsk12.org/Page/244)
- Employee must live and work with a permanent home address in Colorado while working for Denver Public Schools.

**About Denver Public Schools:**

Denver Public Schools is committed to meeting the educational needs of every student with great schools in every neighborhood. Our goal is to provide every child in Denver with rigorous, enriching educational opportunities from preschool through high school.
graduation. DPS is comprised of nearly 200 schools including traditional, magnet, charter and alternative pathways schools, with an enrollment of more than 90,000 students.

DPS has become the fastest-growing school district in the country in terms of enrollment and the fastest-growing large school district in the state in terms of student academic growth. Learn more at dpsk12.org.

Denver Public Schools is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, age, disability, or any other status protected by law or regulation. It is our intention that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.