



The University of Texas at San Antonio™

Job Description

Job Title:	Risk and Claims Analyst	Job Family:	Compliance/Legal
Type:	Classified – Exempt	Job Code:	16610
Department:	Environmental Health, Safety, and Risk Management & Life Safety Division	Salary Grade:	62
Reports to:	Safety Manager, Officer, or Coordinator as assigned by Director	Created/Revised:	07/21/2021
Work Modality:	On Campus		

This position is part of a market adjustment implemented in Spring 2022. New hires salary offers should at least be at the minimum salary established for this position based on the market adjustment. Please contact Compensation at compensation@utsa.edu with any questions.

Job Summary

Provide knowledge and expertise in trend analyses for various categories of insurance claims. Collect organizes and analyze assets, location, a lost data to facilitate this trend analyses and identify asset and exposure risk. Assists division management in investigating, reporting, adjusting, and settling property damage and bodily injury claims. Provides contract analysis for insurance and risk management requirements.

Core Responsibilities

1. Responsible for collecting, organizing, and analyzing risk management data and other assigned function at all UTSA campuses and all UTSA owned, or operation facilities.
2. Collect, organize, and analyze asset, location, and loss data to facilitate risk mapping, cost of risk determination, and asset exposures. Make recommendation to management and conduct evaluation and analysis of potentially hazardous areas and conditions. May advise employees, student, and faculty on safe practices for mitigating potential hazards.
3. Assist the division safety manager or supervisor as assigned in investigating, reporting, adjusting, and settling property damage and bodily injury claims against the university.
4. Assists the division safety manager or supervisor as assigned in investigations related to reported or observed incidents and near missed to include: hazardous substance release, fires, fall injuries, and other related accidents, injuries, or potential exposures.
5. Maintain insurance and fire and life safety databases, and completes assets inventory updates for insurance renewals
6. Review contracts for meeting minimum insurance and/or bond requirements
7. Many interact with equipment and material vendors, fire safety systems contractors, and/or disposal companies as required to order supplies or assist with claims investigation
8. Assist, as directed by the division safety manager or supervisor, with any ongoing inquiries or inspection by federal, state, and local officials charged with ensuring compliance with applicable regulations or guidelines (i.e. EAA, EPA, TDSHS, TCEQ, TDI/State Fire Marshal's Office, or UT System)
9. Attend conference meeting and workshop to keep up today on new techniques, processes and changes to

applicable codes and regulations.

10. Provide general safety training to UTSA personnel
 11. Promote a culture of safety and environmental protection by working in a safe manner; immediately reporting unsafe situations, spills, and accidents; following University safety plans/procedures/protocols; and participating in appropriate safety training.
 12. Demonstrates UTSA core values: Integrity, Excellence, Inclusiveness, Respect, Collaboration, and Innovation.
 13. Performs other duties as assigned.
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Minimum Requirements

Education/Certifications

- Associate's degree in Basic or Applied Science, Risk Management, Management Science, Safety Engineering, Multidisciplinary Studies, Statistics, Occupational Safety, Industrial Hygiene, Public Health, Nursing, Chemistry, Biology, Physics, Environmental Science, or other relevant field.
- At the department's discretion, a H.S. diploma or GED with two years related experience may be substituted for Associate's degree
- Valid Texas Driver's License or ability to obtain within 30 days of hire

Experience

- Five years of experience in risk management, insurance underwriting, loss adjustments, occupational safety, occupational health, epidemiology, occupational nursing, chemical safety, biological safety, industrial hygiene, radiation safety, laser safety, fire and life safety, and/or environmental safety.
 - Two years direct experience in insurance claims management.
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Knowledge Skills & Abilities

- Personal computer, camera, and standard office equipment.
 - Motorized carts and vehicles
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Core Competencies

*Instructions: Select the appropriate Competency section below based on position. **Options:** Individual Contributor (IC), People Leader (PL), or Executive (Exec). Delete this instructions paragraph, Competency header (IC, PL, or Exec), and other Competency sections not applicable to position.*

Individual Contributor:

Customer Focus, Dealing with Ambiguity, Functional and Technical Skills, Action Oriented, Self-Development

Working Conditions

Working Environment:

- Office Environment.
 - May require working after hours and weekends to respond to emergency situations.
 - Work may involve various degrees of hazard while investigating claims and may include work in research laboratories, outdoor conditions, or on construction sites.
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Physical Demands:

- Ability to conduct walking surveys of building, stairways, and construction sites.