

Risk Management Analyst
Audit, Risk Management and Safety Department
(Unclassified)

The Unified Port of San Diego is currently accepting applications and/or resumes for the position of a Risk Management Analyst in the Audit, Risk Management and Safety Department.

This position is responsible for performing a variety of complex technical and administrative duties in administering and coordinating the District's risk management program, including insurance and workers' compensation. The Risk Management Analyst is also responsible for serving as the liaison with Port attorneys and staff, insurance brokers and others to monitor, gather relevant data and resolve or settle claims filed by or against the Port. This position investigates, analyzes, negotiates resolution and manages a wide diversity of claims including sensitive or complex claims; reviews Harbor Police reports for potential liability situations, notifies responsible parties, determines processes, tools and information necessary to investigate claims; investigates and researches damage to Port property and negotiates settlements with responsible parties; represents the Port in small claims court when necessary.

Minimum requirements for this position is graduation from a four-year college or university with major course work in finance, business, public administration or a closely related field and at least one year of progressively responsible experience in risk management and the administration of general liability or similar claims; **or** graduation from high school or G.E.D. equivalent and at least four years of progressively responsible experience in risk management and the administration of general liability or similar claims. Possession of the Associate in Risk Management (ARM) and/or Chartered Property and Casualty Underwriter (CPCU) designations and experience in a public agency is highly desirable.

We provide a comprehensive benefit package including employer paid medical, dental and life insurance; 13 paid holidays per year, paid vacation, tuition reimbursement, a retirement plan and more.

Applications and resumes may be faxed to 619-686-6408 (indicate exam # 25/09) or call the 24-hour Job Line at 619-686-6599 to obtain an application package. Mail resumes to the Unified Port of San Diego, P.O. Box 120488, San Diego, CA 92112-0488, Attn: Human Resources. Deadline for filing is 5:00 p.m., Friday, November 6, 2009. For additional information visit our Website at www.portofsandiego.org

Starting salary based on qualifications and experience



An Equal Opportunity Employer