

JOB DESCRIPTION

Diocese of Orange, Pastoral Center

Date Prepared:

Date Issued:

April 2021

Approved By:

Date Revised:

Approved

By:

POSITION TITLE: RISK MANAGEMENT ANALYST

FLSA STATUS: Non-Exempt

DEPARTMENT: Risk Management & Insurance Services

REPORTS TO: Kevin Larson, Dir. of Administrative Services

SUPERVISORY RESPONSIBILITY:

List positions supervised, if any: None.

INTERNAL/EXTERNAL CONTACTS:

Internal:

All offices, Diocesan Pastoral Center, Catholic Cemeteries

All diocesan sites (parish, school, Catholic Charities, Orange Catholic Foundation)

Diocesan insurance committee members (volunteers)

External:

Insurance brokers – Catholic Mutual Group, Brakke-Schafnitz, Arthur J. Gallagher

Insurance providers – GuideOne (WC), Church Mutual (auto, WC)

American Red Cross, Myers-Stevens & Toohey & Co.

Workers' Compensation medical providers

Vendors – NetVendor (vendor compliance provider)

Vendors – those in process with compliance through NetVendor

Vendors – Emergency restoration vendors for diocesan emergencies

Vendors – Safety training and Cal/OSHA mandates

SUMMARY OVERVIEW:

This position is an information service desk for all diocesan employees, primarily for business/office/cemetery managers, HR staff, pastors and school principals. Assist with the process and reporting of injuries and property damages, the acquisition of insurance proof and of additional insurance, the application of safety protocol, risk management and OSHA standards. In addition, this position manages the workers' compensation program for the Diocese of Orange.

ESSENTIAL FUNCTIONS:

Primary duties and responsibilities, with approximate time requirements, include:

1. **Workers' Compensation**- manage the process and reporting of employee on-the-job injuries for all diocesan sites; coordinate the MPN (medical provider network) of medical offices associated with GuideOne Insurance, set up wc business accounts with each medical provider, assign local clinics to each RCBO site; track open WC claims, medical appointments, work restrictions, receipt of medical work status reports, coordinate these with business/HR manager at site, and with claims adjuster at GuideOne Insurance. Coordinates the annual W/C audit. 30%
2. **Property & Casualty**- coordinate the management of all properties and liability requirements to maintain the annual P&C policies, including earthquake/flood, including presentation of the annual premium renewal to management and the Insurance Committee. Work with the CMG onsite liaison to report incidents and adjudicate claims. 10%
3. **Customer Service**- respond to requests by phone and email from diocesan business sites regarding all aspects of incident reporting, insurance coverage, risk evaluation, safety concerns, event planning and vendor compliance. 30%
4. **Incident Reporting**- receive reports on all incidents/injuries/damages from all diocesan locations, verifying that proper forms are used and all information is correct, clear, complete and submitted correctly. Follow up with instructions to the location on what to do next, and to ask if any assistance is needed with outside vendor services. 15%
5. **Vendor Compliance**- NetVendor compliance program online for all diocesan vendors (on-site), respond to requests from NetVendor and from our locations. Communicate/coordinate venter credentialing with locations. 10%
6. **OSHA / CalOSHA mandates**- 10%
 - a. Injury & Illness Prevention Program (IIPP) – distribute to all locations, instruct on its application the need for ongoing employee safety training.
 - b. Workers' compensation mandated postings annually
 - c. Annual reporting of injuries by each location – instruction and assistance
7. **Safety Protocol and Advisories**- application of recommended safety processes for any risk situation, with instructions to our diocesan locations. 1%
8. **Invoice Payments**- process payment request with authorized approval and submit to accounts payable office. 1%
9. **CMGConnect online training site**- assist users and site administrators on access to accounts, training modules, user records and edits. 1%

- 10. **Driver requirements**- apply standard driver requirements and track progress on CMGConnect training site, and submission of driver license and insurance limits. 1%
- 11. **Insurance Committee**- Coordinate meeting dates/times, agenda building and handouts, document meeting minutes, and follow-up on action items. 1%
- 12. **Autos (RCBO)**- Coordinates the receipt and disposal of surplus Diocese owned automobiles. Communicate to P&C liaison to effect removal from coverage.
- 13. **Student Accident Insurance**- Coordinate student accident insurance/incidents with Myers-Stevens & Toohey & Co.
- 14. **Risk Management Budget**- Assist with development of the department's budget. Prepare and submit premium and other vendor invoice payments. Manage budget analysis and other reporting accordingly. 1%
- 15. **Miscellaneous**- performs other necessary tasks as needed.

NON-ESSENTIAL FUNCTIONS:

Setup inspection schedules, claim files, hard copies, real folders, labels, updates, notes, etc.

QUALIFICATIONS & EXPERIENCE: REQUIRED:

- AA degree in Business Administration (minimum)
- BA/BS degree in Business Administration (preferred)
- 5+ years prior work experience in commercial insurance or other risk management setting
- Proficient with Microsoft office tools – Word and Excel
- Excellent communication and writing skills

DESIRED:

- Bi-lingual in Spanish
- Knowledge of Catholic institutions and customs

WORK ENVIRONMENT:

Typical Working Conditions:	Typical office environment.
Equipment Used:	Basic computer equipment, keyboard, mouse, telephone, copier, facsimile, calculator and paper shredder.
Essential Physical Tasks:	Communicate, move, remain stationary, reach, and occasionally carry materials as needed weighing up to 30 lbs.

EQUIPMENT USED:

PHYSICAL TASKS: