



RISK MANAGEMENT MANAGER
Job Announcement Code: 1200311

This position is located at the University of Wisconsin System Administration; Office of Safety and Loss Prevention (OSLP) in Madison.

The starting salary is between \$52,736 and \$87,017 per year depending on qualification, plus excellent benefits. A 12 month probationary period is required. This position is in pay range 81-02.

Job Duties: Under the general supervision of the Director of Office of Safety and Loss Prevention (OSLP), this position independently manages and directs the self-funded Worker's Compensation, Property and Liability program for UW System. This position establishes policies and procedures for all institutions to ensure that the basic objectives of risk management are met. The objectives are the preservation of all university assets specifically 180,000 students, 40,000 employees and numerous visitors. Annual costs are approximately \$10 million.

This position assists in the development and implementation of various programs, supervises three professional staff, administers outreach activities to educate, inform and monitor self-funded programs, directs the development of claims information and research databases, research reports and claims management performance indicators, studies and implements cost effective information technology application to improve employee productivity and efficiency and recommends policy and responds to inquiries regarding claims management practices. This position is performed with a high degree of independence.

Special Notes: A criminal background check may be required.

Job Knowledge, Skills and Abilities: This position requires knowledge of worker's compensation law and administrative rules, good communication skills, sound management practices, a working knowledge of property and liability; effective written and verbal communication skills; excellent customer service skills; good analytical and problem solving skills; organization skills and the ability to prioritize multiple assignments; ability to understand and administer relevant laws, rules, regulations and policies and procedures pertaining to risk management/workers compensation; principles, claim procedures/practices of workers compensation; ability to work well in a team environment; knowledge of Microsoft Office Products (Word, Excel, Access); ability to evaluate loss trends and recommend best practices to mitigate losses; knowledge of indemnification and hold harmless clauses in contract agreements.

Preferred Qualifications: B.S. Degree in Risk Management or Insurance **or** advanced degree and advanced training and certification in Risk Management or the professional designation CPCU.

How to Apply: To be considered for this position, you will need to create an account and apply online. For instructions, click on the following link: http://wisc.jobs/public/links_page_detail.asp?pageid=756. **You must apply online to be considered for this position.** Application materials will not be accepted if received in an e-mail, as a hard copy or a fax. If you are unable to complete the materials due to a disability, encounter technical issues or need assistance using the system, please contact the Office of State Employment Relations at wiscjobs@wisconsin.gov or 608-267-1012. Please provide your complete phone number in your message.

You will be required to upload a current resume and complete a civil service examination. Your

responses to the exam will be used to determine your eligibility for this vacancy. Resumes may not be substituted for answering these questions. Resumes are for supplemental purposes only and will not be reviewed.

The application deadline is 4:30 p.m. on February 18, 2012. Application materials will be evaluated and the most qualified applicants will be invited to participate in the next step of the selection process.

UWSA is an AAEO Employer and actively seeks and encourages applications from women, minorities and persons with disabilities.