

LEAD RISK MANAGEMENT ANALYST

Port Corpus Christi Authority (PCCA) is currently seeking an energetic professional to assist with the long-term strategic mission of the PCCA relative to risk management. This position will execute and manage a broad range of risk management functions and join a team of qualified professionals dedicated to leading and managing PCCA's risk management initiatives.

ESSENTIAL FUNCTIONS

- Monitors and ensures compliance with applicable regulatory requirements (federal, state and local) for risk management programs; assists with development and implementation of needed risk management programs including, risk transfer, corporate insurance programs, 1st and 3rd party claims management, recovery claims management and workers' compensation claims management
- Conduct reviews of Port contracts to assess risk exposure and formulate insurance requirements
- Ensures and monitors compliance of insurance requirements via the Certificate of Insurance management system
- Completes various risk assessments, using adopted risk matrix and methodology, throughout the organization including, but not limited to the Port's ISO14001 Environmental Management System
- Prepares Requests for Proposals/Request for Quotations and understands governmental procurement processes and requirements
- Tracks and compiles the monitoring, analysis and reporting of financial risk exposures, including claims trending, loss runs and various department statistical reports
- Maintains a high-level understanding of; workers' compensation programs, claims management; state statutes/requirements i.e.; Texas TORT Claims Act, federal statutes, Port Tariff requirements
- Coordinates compilation of corporate insurance underwriting information and coverage placement, claims administration, loss forecasting, and analysis to assist in loss reduction
- Coordinates with key departments/consultants/brokers in managing NAT/CAT claims and coordinating with those managing FEMA grants/claims
- Establishes risk exposure monitoring and reporting
- Ensures the organization and maintenance of the PCCA's risk management files, records, and reports
- Performs and understands domestic and/or international claim programs, policies, and procedures for: reporting, investigation, and analysis; litigation management; resolution/outcome management; and the delivery of claim information. Handles mostly routine non-complex claims but, may handle litigated and moderately complex claims

Job Description: Lead Risk Management Analyst

- Assists with facilitating the identification of risks throughout the organization; developing, reporting and monitoring formats on risk management issues and developing methodologies for the assessment of risks throughout the organization
- Assists with development of training programs for PCCA employees and conducting training for PCCA employees
- Supports the Director of Risk Management in personnel functions
- CPR certified or the ability to become CPR certified within the first year of employment
- Functions in pre and/or post-disaster preparedness as an essential employee and Incident Command Team back-up for the Director of Risk Management

CANDIDATE PROFILE

The preferred candidate for this position should be an organized, thorough, and disciplined individual with a focus on maintaining optimal integrity in support of the PCCA. They must possess the following:

EDUCATION & CREDENTIALS

- Bachelor's Degree required
- ARM or CRM designation preferred, required within 1 year of hire
- Ability to obtain and maintain a Transportation Worker Identification Credential (TWIC) during course of employment
- Valid driver's license

EXPERIENCE & JOB KNOWLEDGE

- Minimum of 5 years of experience in management position or positions requiring proficiency in risk management or related industry
- Possess extensive knowledge of operational and financial business risk management concepts and terminology including; claims management, property & casualty insurance, contractual insurance requirements/certificates of insurance, loss prevention programs, risk assessment and key risk indicators
- Experience exercising good judgement, diplomacy and tact when completing assignments and dealing with people
- Experience creating change in the organization
- History of creating effective, dynamic, proactive risk solutions
- Experience implementing both insurance and non-insurance related business risk solutions
- Experience in writing, preparing and presenting analytical reports; proficiency in the use of data bases, data research and report writing

TECHNICAL SKILLS

- Skilled in the application of risk and insurance technical concepts
- Exceptional organizational and time management skills; detail oriented and creative

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- Ability to handle multiple tasks from inception to completion, work under deadlines, with ability to set priorities, take initiative and exercise sound independent judgment
- Effective interpersonal, collaboration, and problem-solving skills
- Professional, dynamic, energetic, positive outlook with “can-do” attitude, self-starter with ability to maintain confidentiality, tact, diplomacy
- Ability to effectively speak with PCCA staff, internal and external stakeholders and public
- Comfortable and proficient in public speaking and providing presentations
- Exceptional writing skills
- Ability to prepare clear, concise reports, notes, correspondence and other written materials and to review, revise and edit materials
- Ability to perform research, evaluate alternatives and provide recommendations
- Proficiency in MS Office, including Word and Excel, Outlook and other related applications
- Ability to operate standard office equipment. A valid driver’s license required
- Ability to understand, interpret and apply PCCA policies, SEAPORT values, state/federal laws

ESSENTIAL PHYSICAL JOB FUNCTIONS

- Ability to perform essential job functions, including but not limited to frequent standing, walking, sitting, speaking or hearing, typing and occasional reaching, stooping, kneeling, lifting and/or moving up to 20 pounds with or without reasonable accommodation
- Ability to work in a general office environment, and on a work site with exposure to adverse weather conditions, fumes and /or air particulates, working in high precarious places, risk of electrical shock and moving mechanical parts, moderate noise levels and working at heights, ability to wear personnel protective equipment, including hard hat, steel toed footwear, eye and hearing protection when performing work functions
- Communicating verbally, in writing and over devices such as phones and mobile phones
- Ability to operate mechanical and electrical equipment and light-weight highway vehicles and standard office equipment and to work the requisite hours to fulfill position objectives, including evenings and/or weekends, as needed

APPLICATION PROCESS

Interested and qualified candidates must apply online at www.portofcc.com on or before January 21, 2022 at 11:59 PM CST.

If you are selected for a position with PCCA, your employment will be contingent upon submission to and successful completion of a drug test and alcohol screening as well as a verification of information and qualifications provided during the selection process.



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As part of our dedication to the diversity of our workforce, PCCA is committed to Equal Employment Opportunity. Applicants will receive consideration for employment without regard for race, color, gender, religion, national origin, disability, veteran status, military status, age, marital status, sexual orientation, gender identity, genetic information or any other protected group status.