



Job Description

Position Title	Insurance Manager
Department	Business Administration, Anchorage, AK or Orlando, FL location
Reports To	EVP and Chief Ethics and Compliance Officer
Company Name	Katmai Government Services, LLC
<hr/>	
FLSA Status	Exempt - Job Group 1B – EEO – 1.2
Pay Rate or Salary	DOE
Work Schedule	40 hours per week
<hr/>	
Summary	Responsible for developing and implementing an “insurable risks” management program that supports the company's strategic goals while complying with state and federal laws and accreditation standards related to risk management. Responsible for managing the company’s exposure to insurable risk and for ensuring that appropriate measures are taken to maintain the risk at acceptable levels. Works with external insurance agency(ies) in lowering both retained loss costs and purchased insurance.
Essential Duties and Responsibilities	<ul style="list-style-type: none">• Manage Risk Management Strategy and processes to support corporate strategic objectives.• Manage, document and implement standard systems, policies and procedures for the identification, collection and analysis of risk management related data.• Manage and implement effective communication and education programs to ensure on-going compliance to risk management standards throughout the Company.• Manage performance metrics and benchmarks.• Assess the Company's catastrophic and non-catastrophic exposures and design appropriate program structures.• Manage the overall renewal process for all lines of insurance working with broker network to structure comprehensive and competitively priced insurance programs, bidding the business out to insurers, as required.• Works with broker to ensure that all new policies are received timely. Audits all invoices for accuracy and timely payment.• Update total insured values on properties, develops and documents allocations to business units and properties that are equitable and transparent.• Oversee loss control plan and management of current claims; Collect, evaluate and track actions in insurance carrier provided databases.• Monitors all new areas of business and exposure. Ensuring new entities, properties, automobiles, and employees are added to current insurance policies on a timely basis.• Conduct claims meetings as needed with carrier and broker and provide claims status and potential exposures to management.• Manage loss control funding and support from broker. Attend loss control audits as needed.• Monitors minor incidents below the deductible, monitor claim progress regularly, working with Accounting, the field, the broker and the adjuster, ensure all required



Job Description

inspections are completed timely.

- Manage any property projects such as the development of an internal methodology for determining updated replacement cost values on an annual basis.
- Manage Workers' Compensation claims process from initial reporting to closure.
- Manage Surety Bond program including processing Bid, Performance & Payment bonds, Work in Progress (WIP) reporting, and facilitating overall corporate compliance.
- Evaluate loss control, work comp and fire risks during select scheduled ESH (environmental, safety and health) audits.
- Manage and track "Corrective Action Reports" from Insurance Findings.
- Manage claims and settlement processes from discontinued operations.
- Provide due diligence and integration support for the Company's mergers, acquisition and divestiture activities.
- Support legal and accounting for management of liability claims where applicable.
- Maintain department records in accordance with record retention requirements.
- Other duties and special projects as assigned.

Experience Requirements

- A minimum of 5 years of risk management/insurance, including all lines of insurance.
- Possess intimate familiarity with property and casualty insurance and related programs including loss control, workers' compensation, builders' risk, general liability and litigation management.
- Must be able to demonstrate experience in evaluating and recommending risk management financing options.
- Experience in Government Contracting field preferred.

Educational Qualifications

- Bachelor's Degree in Risk Management, Business Management, Accounting, Finance or closely related major. In lieu of degree, relevant work experience may be substituted on a year for year basis.
- Industry accreditations such as Certified Insurance Counselor (CIC), Chartered Property Casualty Underwriter (CPCU®) or other designation programs from the American Institute for CPCU and Insurance Institute of America. Professional Risk Manager (PRM) or Chartered Enterprise Risk Analyst (CERA) designations also a plus.

Special Skills

- Knowledge of federal and state insurance laws and regulations and accreditation standards.
- Must possess experience in claims handling in areas for Workers' Compensation, Defense Base Act, Foreign Liability, D&O, Auto Liability, General Liability, Property and other similar insurance programs.
- Problem solving and analytical skills (both quantitative and qualitative).
- Knowledge of statistics, data collection, analysis, and data presentation.
- Demonstrated strong understanding of insurance contracts and language, underwriting procedures, premium and claims financing techniques, and claims adjustment procedures.
- Advanced computer skills, with strong experience in Microsoft Office, Excel, PowerPoint.



Job Description

- Ability to work independently with minimal direct supervision.
- Detail oriented, ability to multi-task, quickly analyze and resolve specific problems and cope with deadlines effectively.
- Demonstrates accuracy and thoroughness; monitors own work to ensure quality.
- Proven ability to exercise mature judgment – specifically in recognizing and respecting the confidential nature of corporate and personnel matters.
- Contribute to the fostering of positive office morale; be a team player.
- Adapt to changes in the work environment and manage competing demands while maintaining a professional demeanor.
- Communicate effectively both in writing and verbally with applicants, employees, and managers at all levels of the organization.
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of division/company goals.
- Ability to be effective in a fast-paced environment, and make appropriate and timely decisions.
- Ability to work with various cultural and ethnic groups in a tactful and effective manner.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.

Supervisory Responsibilities

- Supervise other support staff as needed.

Physical Demands

Frequent sitting, using hands/fingers, handling, reaching with hands and arms, talking, hearing and seeing up close, at a distance, along the periphery, with depth perception and the ability to adjust focus; occasional walking or standing, occasional lifting of up to 10 lbs. It is Katmai's business philosophy and practice to provide reasonable accommodations, according to applicable state and federal laws, to all qualified individuals with physical or mental disabilities.

Work Environment

Work is performed in a professional office setting including the normal office equipment (computer, fax machines, copier) and with a wide variety of people in differing functions, personalities and abilities.

Prepared By

Human Resources

Preparation Date

11/11/2016

Approved By

Cynthia M. Vanden Berg

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. A review of this position has excluded marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to



Job Description

possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills or abilities. This job description is not an employment agreement or contract, implied or otherwise, other than an “at will” relationship. Management has the exclusive right to alter the scope of work within the framework of this job description at any time without prior notice.

My signature below indicates that I acknowledge I have received a copy of my job description and I have had the opportunity to review the contents and ask any questions I may have had regarding the contents of this form.

Employee Signature

Date