



**Posting title: Risk Analyst**

**Req ID: 959BR**

**Dept:** 1330 Risk Management

**Location:** POS Corporate/Pier 69

**Salary range and grade:** \$58,509 - \$73,136.00 (Grade 22)

**Open date:** 10/11/2017

**Close date:** 11/1/2017

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**PURPOSE:**

This role is primarily responsible for claims input and analysis, loss prevention and trend analysis, and insurance procurement for the Risk Management department. This role will collaborate with Health and Safety, and support the driver and Commercial Driver's License (CDL) safety program. Additionally, the Analyst will use technology to develop training programs for Port employees, and serve as the department lead on utilization of MS SharePoint to collect, store, and manage documents as well as maintain the department Risk Management intranet site relative to content.

**ESSENTIAL FUNCTIONS:**

- Document, code, analyze, and manage both events and claims first party property damage, general liability and vehicle incidents using Port's Risk Management Information System (RMIS).
- Track and monitor the cost through to completion, including cost reimbursement from third parties. Assist in identifying and implementing strategies to reduce costs related to incidents such as vehicle collisions using risk trend analytics. Develop and create Port specific training to reduce severity and frequency of events and claims.
- Develop, manage, and maintain the Risk Management Compass Intranet site including recommending the optimal navigation architecture and keeping content current. The site includes a variety of materials including reports, department newsletters, program and policy manual materials, forms, new employee orientation site specific to new drivers, and other materials.
- Help manage, and maintain the department's MS SharePoint collaboration site. Assist the Risk Manager in working with the Port's external broker Account Manager to complete the insurance renewal process for both property and liability insurance coverage. This includes requesting and organizing data from other departments as required by the insurance broker or underwriting and assisting in preparing annual briefings to Port Commission on the insurance renewals. Other duties as assigned.

## **KNOWLEDGE, SKILLS & ABILITIES:**

Understanding of Risk Management principles and foundations, including risk analysis, assessment and mitigation. Well rounded understanding of insurance, claims management and loss trend analysis.

Strong and collaborative project management skills. Independent and collaborative problem solving skills. Well developed and effective analytical, organizational, and critical thinking skills. Strong oral and written communication skills used to present a variety of information across the Port and to outside parties relative to claims recovery and collection. A strong customer service oriented mentality. Experienced and competent in the Microsoft Office Suite including Excel, Publisher, SharePoint and PowerPoint. Must possess strong time management skills to prioritize work and meet deadlines.

The ability to be flexible and creative. The ability to be open to change, innovation, and improvement of processes. The ability to work well independently and as member of a team. The ability to quickly adapt to new priorities and demands. The ability to quickly learn new technology platforms and easily incorporate them into their work. The ability to work in a team setting, collaborate, and influence Port employees to engage in training and risk mitigation practices.

## **QUALIFICATIONS:**

***Combination of education and experience demonstrative knowledge, skills and abilities equivalent to:***

- Bachelor's degree in Business, Legal, Engineering, Science or a related field;
- Four (4) years' experience in a business environment as an analyst, support staff, or operations; and
- Some demonstrated experience in business, human resources, law, engineering, insurance, claims, finance/accounting, or planning/budgeting.

## **PREFERRED QUALIFICATIONS:**

- Five (5) or more years' experience with some exposure to risk management programs and processes;
- Proficiency in applications such as Origami, MS SharePoint and Learning Management Systems; and/or
- Certified Associate in Risk Management (ARM)

## **Internal Only:**

For development purposes, internal candidates who may not possess all the qualifications but can demonstrate expertise in Knowledge, Skills & Abilities of the position may also be considered at management's discretion and Human Resources approval.

Compensation for this position is determined by the Port's Salary and Benefit Resolution and any applicable policies and procedures.

## **ADDITIONAL INFORMATION:**

### **Driver's License Requirement:**

A valid Washington State Driver's License, or the ability to obtain one, is required.

### **Weekly Standard Hours:**

Normal work schedule is Monday through Friday, 8:00 a.m. – 5:00 p.m. (40 hours per week).

### **Work Environment:**

*The Port of Seattle is an Equal Opportunity Employer, Affirmative Action employer and is committed to diversity in the workplace. Minorities, women, veterans and individuals with disabilities are encouraged to apply.*

Will generally work in an office environment with occasional site inspections and driver trainings where one might be exposed to all types of inclement weather.

**Security Requirements:**

AV: The successful candidate must pass a Transportation Security Administration background check. Will also be finger printed for a criminal history background check with the FBI. Hire date will be contingent upon obtaining a Port of Seattle ID badge

**Regular/Temporary:** Regular  
**Full/Part Time:** Full Time

**EEO Statement** The Port of Seattle is an Equal Opportunity Employer, Affirmative Action Employer and is committed to diversity in the workplace. Minorities, women, veterans and individuals with disabilities are encouraged to apply.

**Removal Date** This posting will close at 8:00pm PST on the removal date specified below.

**Removal Date** 11/1/2017