

OCIP COORDINATOR

DEFINITION

Oversees the day to day operations of the Owner Controlled Insurance Program (OCIP) functions, including contractor enrollment, workers' compensation, general liability, contractors pollution liability, pollution legal liability, builders risk, marketing, safety, claim management, construction values, contractors payroll, and personnel issues.

TYPICAL DUTIES

Directs the daily activities of the Owner Controlled Insurance Program (OCIP), including processing contractors enrollment applications; providing underwriting information to insurance carriers; and assisting District employees and contractors with insurance questions and resolution of problems.

Assesses the applicability of available insurance coverage at the time of an injury or loss.

Reviews and interprets OCIP related provisions of insurance policy coverage.

Analyzes State and federal legislation and property and casualty trends and practices to assess the impact on the District's OCIP.

Reviews OCIP activities such as the transmittal of data to insurance carriers to ensure compliance with policies and procedures and proper claim payment for covered property and casualty losses.

Determines which contractors should be enrolled in OCIP based on the risk of loss to the District.

Verifies insurance carriers' broker compliance and performance guarantees with contract requirements.

Provides information regarding various plan designs and costs to the Bond Oversight Committee representative and recommends insurance coverage changes as necessary.

Makes recommendations regarding the selection of insurance carriers to the Bond Oversight Committee.

Makes presentations to various groups regarding property and casualty insurance in OCIP.

Writes correspondence regarding OCIP related matters.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The OCIP Coordinator acts as a liaison amongst insurance carriers, contractors, and District employees regarding Owner Controlled Insurance Program related activities.

The Director of Insurance directs, plans, implements, and administers a wide range of insurance and claims activities for the District.

A Workers' Compensation Claims Processing Supervisor supervises and participates in the claims processing activities of the Workers' Compensation Branch.

SUPERVISION

General supervision is received from the Director of Insurance. General supervision is exercised over technical staff in the Risk Finance and Insurance Branch.

CLASS QUALIFICATIONS

Knowledge of:

- Principals, practices, insurance policies, and terminology related to risk management
- Provisions of the California Education, Government, Insurance, and Labor Code pertaining to property and casualty insurance
- Provisions of construction contracts related to property and casualty insurance coverage
- Eligibility, enrollment, and change requirements applicable to the OCIP and related policies
- Legal terminology related to contracts
- Contract forms, legal entities, signatures, and bonds
- Insurance industry staff functions
- Principles of supervision and office management
- Basic principles of systems and procedures analysis for data processing

Ability to:

- Interpret pertinent insurance laws, codes, and regulations
- Analyze contractual insurance problems and devise solutions
- Prepare and present clear and concise reports and correspondence
- Maintain relationships with District employees and representatives of other agencies
- Exercise initiative and independent judgment
- Supervise and coordinate the work of others
- Use a computer and associated peripheral equipment

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree preferably in insurance administration, business, finance, or law. Designation as a Chartered Property and Casualty Underwriter (CPCU) and Associate in Risk Management (ARM) is preferred. Additional qualifying experience may substitute for the required education on a year-for-year basis.

Experience:

Five years of experience in property and casualty insurance or risk management, of which two years must have been in OCIP project management.

Special:

- A valid California Driver License.
- Use of an automobile.

SPECIAL NOTE

An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and abilities. Management retains the discretion to add or change typical duties of a position at any time.

New Class
02-10-10
JPK