



# Maryland

## STATE TREASURER

Investing for Maryland's future.

## Deputy Director of Insurance

Recruitment #19-005482-0015

Hiring Range \$70,691 – \$103,188

(Grade 23 ~ Salary Guidelines apply for current State employees)

*The Insurance Division is responsible for administering the State's Insurance Program, which is comprised of both commercial and self-insurance. Commercial insurance policies are procured to cover catastrophic property and liability losses, and other obligations derived from State contracts, statutes and regulations. Among the several exposures covered by commercial policies are State maintained toll bridges and tunnels, rail operations, assorted professional liability exposures and student athlete accidents. The State also self-insures a significant portion of its exposures and maintains the State Insurance Trust Fund to pay claims and the costs associated with handling those claims. Self-insurance coverage includes State-owned real and personal property, vehicles, and liability claims covered under the Maryland Tort Claims Act.*

*The Division is made up of four units: Claims, Underwriting, Loss Management and Litigation. The Division's mission is to provide statewide risk management through loss restoration (Claims), loss protection (Underwriting), loss management (Loss Control/Prevention), and loss resolution (Litigation). Operating under directives unlike those of private sector & for-profit insurance companies, the State Insurance Program's purpose is to achieve the utmost public good for the State and its citizens.*

*This position serves as the Deputy Director of Insurance in the Office of the State Treasurer, and reports to the Director of Insurance. The Deputy Director's role is to unequivocally support the vision and goals of the Insurance Director in carrying out the Division's mission to act as a steward for the State Insurance Trust Fund (current balance of \$24 Million), to procure all of the State's 55± commercial insurance coverages in order to protect the Trust Fund from catastrophic loss, to ensure compliance with State laws and regulations, to provide oversight on loss control and litigation, and to ensure proper oversight of the Division's Claims unit matters. The Deputy Director provides direct support and coverage for all staff and oversees all activities of the Claims Unit, Loss Control Unit, Litigation Unit and Underwriting Unit, as required. The Deputy Director's supervision of the Claims, Loss Management, Litigation units, and administrative supervision of the Underwriting unit will continue to directly support the mission, goals and objectives established by the Insurance Director for the Division. As a government entity, regular statistical tracking and reporting is a necessity to manage the effective operations of the division. Furthermore, the Deputy Director performs all tasks related to the management of the State Insurance Program in the absence of the Director.*

*This position is a full-time State Government, Management Service employee. The position requires a hands-on, working manager who will be expected to handle his/her own workload, as well as manage the workload of others and the operations of the Division. In addition to the duties above, the Deputy Director is responsible for the desk management of others as well as his/her own desk management, including responsibility for his/her own claims pending, investigations, payment processing, deadlines, file audits, Insurance Review Report, litigation management, interaction with claimants, phone calls & correspondence, and various other activities as required to carry out the Director's vision and Division's mission. Furthermore, the Deputy Director performs the tasks of division staff in their absence or vacancy.*

Candidates should be able to demonstrate integrity, solid problem solving and analytical skills, leadership and enthusiasm, and commitment to the modes and methods of management. Strong interpersonal skills are a must, in order to represent the State and deal courteously and effectively with personnel and contacts.

### EXAMPLES OF WORK:

Provides direct supervision to the Claims Supervisors, Litigation Manager, and Loss Management Specialist. Maintains position descriptions, conducts performance evaluations, provides training, holds regular staff meetings per unit, assists with supporting the daily operations of each unit as required.

Oversees all activities of the Claims Unit, monitors tickler files and aging reports to ensure compliance with Division claims procedures, ensures adherence to claims policies, oversees subrogation recovery and CCU submissions, and approves all file opening and closings. As required, provides direct support and coverage in their absence.

Personally adjusts claims and manages his/her own pending, performs investigations and on-site inspections when necessary, sets reserves and makes sound liability decisions, monitors claims in litigation, maintains accurate diary, corresponds with claimants and other involved parties.

Supports the activities of the Tort Claims Litigation Manager, the Sr. Underwriting Manager, and the Loss Management Specialist; contributes to the development of these programs and ensures goals and outcomes are met. As required, provides direct support and coverage in their absence.

Obtains data from unit staff and prepares/reviews Monthly, Annual, LPC, and Quarterly Reports and all scope of services for RFPs prior to submission to the Director; ensures timely completion per established deadlines.

Supports Director with proposed legislative changes and regulations concerning insurance protection, provides data in support of drafting testimony and fiscal notes, drafts and implements revisions to the Insurance Manual and other division materials and provides guidance to Division personnel.

Analyzes Insurance Review submissions and participates in the Insurance Review Committee process for sensitive, complex and/or high value claims.

Prepares and responds to all Preservation of Evidence (POE) requests and Public Information Act (PIA) requests, as requested.

**The ideal candidate will have:**

- Possession of a Bachelor's Degree from an accredited four-year college or university.
- Five (5) years of experience in settling multi-line claims, including two years in a commercial insurance or public sector environment and at least two (2) years of supervisory experience in the insurance, legal or claims industries. Multi-line claims include property, casualty, bodily injury, liability, automotive and marine insurance (*NOTE: this office does NOT handle worker's compensation claims*)
- Proficiency in Microsoft Excel, Access, Word and Outlook.

**In addition, preference will be given to candidates who possess the following:**

- Understanding of self-insurance and/or public sector operations
- Experience analyzing and preparing statistical reports and preparing formal summaries
- Knowledge of State and/or local government tort claims act(s)
- AIC, CPCU, ARM, AU or other insurance industry designation or related course work
- Proven ability to manage varying priorities for multiple units, and to produce deliverables for self and staff by established deadlines
- Working knowledge of public entity procurement processes

**NOTES:** Applicants will be subject to a background investigation to include credit and criminal history. This is a Management Service position and as such, serves at the pleasure of the Appointing Authority.

**Job opportunities within the Maryland State Treasurer's Office are accessible through *JobAps*, the Statewide Recruitment, Examination and Applicant Tracking System. By using the Department filter and highlighting "Office of the Treasurer," you can view all active recruitments within our agency.**

**First time users can register for an account by selecting a position for which to apply, choosing "I am a new user" at the bottom, then keying in the necessary fields. Visit [www.jobaps.com/md](http://www.jobaps.com/md) to apply.**

***Please provide a writing sample and upload a current resume for this recruitment.***  
**General Questions can be directed to the STO Personnel Office at 410-260-7078.**

If you do not have access to the Internet and need to fill out a paper application, please forward to: Maryland State Treasurer's Office, 80 Calvert Street, Room 109, Annapolis, Maryland 21401, Attn: Human Resources or FAX: 410-260-4090.

*As an equal opportunity employer Maryland is committed to recruiting, retaining and promoting employees who are reflective of the State's diversity. We thank our veterans for their service to our country, and encourage them to apply.*

*TTY Users: Call via Maryland Relay*

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