

Insurance Loss Management Specialist



Recruitment #17-005036-0001

Hiring Range \$60,543 – \$88,424 (Grade 21)

Closing Date: April 7, 2017

Salary Guidelines apply for current State employees

The Maryland Tort Claims Act requires that all claims against the State be filed with the State Treasurer's Office, creating the need for the Insurance Division. 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. Self-insurance coverage includes State-owned real and personal property, vehicles, and liability claims covered under the Maryland Tort Claims Act. The Insurance Division is comprised of four units: Claims, Underwriting, Loss Management and Litigation. The Division's goal is to provide statewide risk management through loss restoration (Claims), loss protection (Underwriting), loss management (Loss Control/Prevention), and loss resolution (Litigation).

The Insurance Division is seeking a poised, high-energy, enthusiastic and self-motivated individual to initiate and coordinate an effective and sustainable Loss Management Program which embraces all State agencies. The program will focus on reduction and control of preventable sources of loss, and reducing the cost of losses covered under the State Insurance Trust Fund (SITF) and supplemental commercial insurance policies.

**Please note that the Insurance Division does NOT handle Worker's Compensation claims.*

EXAMPLES OF WORK:

- Serves as a delegate of the Treasurer, meets with appropriate representatives of all State agencies to assess their main sources of loss and promote the importance of effective safety and loss prevention programs
- Conducts educational and informational loss control presentations throughout the State
- Works with claims adjusters, underwriters and Assistant Attorneys General to help develop suggested action plans for all State agencies to implement in order to help reduce the frequency and severity of their preventable losses
- Assists State agency safety/risk management staff with the design and implementation of action plans that will reduce the cost of preventable losses and reduce or eliminate the sources of potential loss
- Participates in large and serious preventable loss investigations and proposes action plans to eliminate or mitigate the cost of future such occurrences; conducts any optional follow up visits after the completion of repairs
- Develops loss management reports that will quantify and analyze incurred loss costs and trends for claims presented under the SITF and commercial insurance policies
- Monitors all State agency results in meeting loss cost reduction and loss management action plan goals

MINIMUM QUALIFICATIONS:

Education: Bachelor's Degree from an accredited college or university.

Experience: Minimum of 5 years experience working for a Commercial or Property & Casualty Insurance Carrier, with exposure to and technical knowledge of loss control, underwriting, and claims adjusting.

PREFERRED QUALIFICATIONS:

- Experience auditing and/or running a loss control program and providing quality assurance towards best practices
- Strong presentation skills and the ability to be a dynamic strategic leader are critical as the position will require direct client interaction, the ability to work with other insurance professionals in a team and develop solutions to complex loss control problems.
- Experience adjusting multi-line claims
- CERM, CMA, RIMS Fellowship, or other insurance industry designations or related course work

NOTES: Applicants will be subject to a background investigation to include credit and criminal history.

Please upload a current resume' and a sample of correspondence which was written independently by you.

Job opportunities within the Maryland State Treasurer's Office are now 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 to apply for, choosing "I am A new user" at the bottom, then keying in the necessary fields. Visit www.jobaps.com/md to apply.

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. General Questions for this recruitment can be directed to the STO Personnel Office at 410-260-7078.

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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