

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: RISK MANAGEMENT ANALYST

Reports To: Designated Supervisor

UW Job Code: 3907

UW Job Family: 32 – Administrative Support

SOC Code: 13-1111

FLSA: Exempt

Pay Grade: 20

Date: 1-13-12

JOB PURPOSE:

Provide claims management, analysis, and administrative support for the Risk Management and Insurance Office.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform claims management, including processing claims, data management and tracking, producing reports, investigating, adjusting and adjudicating claims and overseeing data submission.
- Perform risk management services including fielding questions, assisting in developing and establishing policies and procedures, gathering data, performing research, tracking and ensuring compliance.
- Attend meetings and/or conduct training as required.
- Perform office administration activities including maintaining equipment, accounting and budget duties and other tasks as directed.
- Assist in the coordination of Student Health Insurance Management, including maintaining a database, resolving issues, assisting in negotiations and developing policies and procedures.

SUPPLEMENTAL FUNCTIONS:

- Responsible for other duties as assigned.

COMPETENCIES:

- Attention to Detail
- Technical/Professional Knowledge
- Meeting Membership
- Work Tempo
- Quality Orientation
- Analysis/Problem Identification

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree**

Experience: **2 years work-related experience**

Required licensure, certification, registration or other requirements: **None**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Claims handling including receipt, investigation, carrier reporting, monitoring, reserve setting if required and settlement/closure.
- Accident or incident investigation procedures.
- Applicable federal, state, and local rules and regulations.
- Customer service standards and procedures.
- Data management and tracking.
- Records maintenance and management.
- Planning and scheduling techniques.
- Computer programs and software in use in the department or area.
- Organizational structure, workflow and operating procedures.

Skills and Abilities to:

- Communicate effectively, both orally and in writing.
- Maintain complete and accurate records.
- Develop reports.
- Problem solve.
- Maintain confidentiality.
- Supervise and/or train staff, including organizing, prioritizing, and scheduling work assignments.
- Use personal computers and related software applications.
- Work as a team member and foster a cooperative team environment.
- Multi-task.
- Interpret policies and procedures.

WORKING CONDITIONS:

No major sources of discomfort, standard office environment.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.