



**RISK ADMINISTRATOR  
OFFICE OF RISK MANAGEMENT  
CITY OF DALLAS  
Dallas, TX**

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The City of Dallas is seeking an experienced risk professional to manage the City's Owner Controlled Insurance Program (OCIP)/Rolling Owner Controlled Insurance Program (ROCIP).

## **THE ORGANIZATION**

The mission of the Office of Risk Management is to protect City employees and assets by guarding against risks and safety hazards, by way of promoting and providing safe work environments, increasing safety awareness, managing resources and transferring risks while upholding the commitment of a Service First Culture and City's core values of Empathy, Ethics, Excellence and Equity.



## **THE POSITION**

The Administrator OCIP/ROCIP is responsible for daily operations of the City's OCIP/ROCIP in the Commercial Insurance division of the Office of Risk Management. The budgeted midpoint salary for this position is \$111,803.

## **ESSENTIAL FUNCTIONS**

- Manages the City's OCIP/ROCIP program.
- Performs risk and safety analysis related to current and OCIP/ROCIP construction projects.
- Collaborates with an OCIP insurance broker to purchase, maintain, renew, and coordinate insurance coverage for OCIP/ROCIP projects, to protect City assets and minimize insurance costs.
- Manages insurance and claims data collection, completes insurance applications, analyzes on-going need for insurance coverage, communicates with insurance broker, coordinates premium and claims payments, and ensures no lapses in coverage.
- Develops, with the OCIP/ROCIP insurance broker, safety manuals for each OCIP/ROCIP project and ensures that proper safety practices are being followed and on-site safety briefings are being conducted by contractors.
- Monitors workers' compensation claim activity to ensure proper adjudication of claims in compliance with State regulations.

- Monitors property claims to ensure proper investigation is conducted and proper remediation and future loss prevention actions are taken.
- Acts as liaison between the Office of Risk Management and construction management division on all OCIP/ROCIP projects.
- Meets regularly with stakeholder groups and provides executive level updates on major construction projects regarding insurance coverages, project safety, loss prevention, and claims activity.
- Attends meetings which include contract negotiations with City personnel and/or contractors regarding insurance requirements, risk and safety assessments, and claim reviews.
- Oversees/coordinates insurance premium and claims payments.
- Prepares regular periodic reports and monitors system reports to ensure adherence to City standards, performance measures, and quality objectives.

## QUALIFICATIONS

The ideal candidate will have an advanced degree in Business, Public Administration, Risk Management, or Occupational Health and Safety. The selected candidate will have five (5) years' experience in an administrative capacity reviewing and evaluating safety programs, the management or coordination of an OCIP/ROCIP programs, conducting worksite safety evaluations for loss prevention, performing risk management analysis, claims oversight and review, contract oversight and the management of vendors, brokers, and administrative services.

One of the following certifications is required:

- Construction Risk and Insurance Specialist (CRIS) –preferred, or
- Certified Safety Professional (CSP)
- Associate Safety Professional (ASP)
- Associate in Risk Management- Public Sector (ARM-P)

## TO APPLY

The City of Dallas is partnering with POLIHIRE to identify the Risk Administrator. If you are interested in applying for this role, please [click here](#) to submit your cover letter and resume.