



# Schools Excess Liability Fund

Run by Schools, For Schools

## **The Schools Excess Liability Fund (SELF) is Accepting Applications for the Position of Liability Claims Analyst**

Established in 1986, SELF is one of the largest and most successful risk pools in the country providing excess liability coverage solely to California's public educational agencies. Members of SELF include K-12 districts, community college districts, charter schools, county offices of education and regional occupational programs.

The position of the Liability Claims Analyst, under the general direction of the Director of Claims, is expected to maintain a caseload of complex liability claims within the SELF Excess General Liability program. Other duties as assigned.

### **JOB REQUIREMENTS:**

#### **CLAIMS ADMINISTRATION**

- Serve as the internal administrator of SELF's claims management information system ensuring the accurate and complete electronic documentation of claims information and activity.
- Develop and produce internal claims management reports for use by the CEO, CFO, actuary, Director of Claims, and Claims & Coverage Committee.
- Work with claims representatives and defense counsel to obtain timely and relevant status reports and ensure compliance with SELF's claims reporting requirements.
- Evaluate members capabilities to comply with SELF reporting requirements and develop recommendations for process improvement as necessary.

#### **CASE MANAGEMENT**

- Review claims with exposure to loss for SELF; evaluate coverage, causation, liability and damages; and establish timely case reserves for both indemnity and defense expenses.
- In conjunction with the member's TPA, assist the Director of claims in establishing a specific work plan and strategy for individual cases; evaluate and advise in the selection of defense counsel and needed experts.

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- Review and evaluate life care plans, expert reports, and attorney analyses and in conjunction with senior management, develop recommendations as to whether claims should be settled or litigated.
  - Attend mediations and court proceedings, as needed
  - Maintain and document claim files accurately and in a timely fashion. Monitor members' trial calendars.
  - Manage the workflow to provide members with superior service.
  - Develop and implement specific action plans to correct deficiencies in operations.
  - Prepare and complete execution of documents necessary to resolve SELF'S claims obligations to members and plaintiffs.

#### AUDIT, EDUCATION, & BENCHMARKING

- Establish a common set of TPA evaluation metrics
- Evaluate and update the TPA balanced scorecards either by on site audits or document review on a timely basis keeping with best industry practice.
- Conduct and participate in educational sessions, member roundtables and other claims discussion/best practices opportunities when appropriate.
- Coordinate claim audits of TPAs and other primary claim adjusting organizations.

#### KNOWLEDGE AND ABILITIES

- Completion of specialized educational training and courses related to underwriting, risk management, insurance claims adjusting, reporting, settlement, and management is highly desirable.
- Familiarity with the principles and practices and expert technical ability in the administration, case management and evaluation, litigation management, and resolution of highly complex large value personal injury claims and lawsuits, employment practices liability claims and lawsuits, and other educational liability claims and lawsuits.
- Legal principles and law applicable to claims and lawsuits made against SELF members.
- Methods of collecting and organizing data and information.
- Excellent oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Record-keeping and report preparation techniques.
- Establish and maintain cooperative and effective working relationships with others.
- Advanced analytical and problem-solving skills, with the ability to manage and prioritize multiple projects; ability to analyze data.

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- Strong communication, litigation management, adjudication, negotiation and presentation skills. Ability to effectively interact with all levels of internal and external business partners.
  - Ability to deal with ambiguous situations and issues.
  - Ability to travel.
  - Excellent time management skills to provide quality claims management

#### EDUCATION AND EXPERIENCE

- The ideal candidate will have a Bachelor's Degree and a minimum of 5-7 years of increasingly responsible work experience in casualty insurance claims adjusting, litigation management, reporting, management and settlement work.; or, an equivalent combination of education and experience sufficient to successfully perform the essential functions of the job.
- Experience with managing outside litigation counsel required.
- Experience with claims management processes and associated technology.
- Public entity claims experience is highly desirable, including knowledge of California Government Code.

SELF offers a competitive compensation package including CalPERS retirement and a generous health and welfare benefit package. Beginning salary range is \$85,000 to \$105,000, depending on experience. The SELF office is located in downtown Sacramento. SELF offers hybrid, flexible work arrangements. For further information on SELF, please visit the SELF website at [www.selfjpa.org](http://www.selfjpa.org).

Interested candidates should submit a cover letter, comprehensive resume, including at least three professional references. References will not be contacted until there is a mutual interest established between SELF and the candidate.

An electronic version of all submittals is required. Submittals shall be sent via email to [humanresources@selfjpa.org](mailto:humanresources@selfjpa.org).

No phone calls please.