

OCIP COORDINATOR

DEFINITION

Manages, coordinates, and oversees the operations of the Owner Controlled Insurance Program (OCIP), including, workers' compensation, general liability, contractors pollution liability, pollution legal liability, builders risk, claims management, and insurance coverage assessment.

TYPICAL DUTIES

Manages the daily activities of the Owner Controlled Insurance Program (OCIP), including providing underwriting information to insurance carriers, managing staff, and providing technical support for District employees and contractors regarding the OCIP.

Oversees the OCIP insurance broker services and compliance with contractual contract requirements.

Oversees the third-party claims administrator/carrier in the cost effective, timely resolution of claims. Assesses the applicability of available insurance coverage at the time of a loss.

Reviews and interprets OCIP related provisions of insurance policy coverage.

Analyzes State and federal legislation and property and casualty trends and practices to assess the impact on the District's OCIP and recommends policy or procedural changes.

Reviews OCIP activities such as the transmittal of data to insurance carriers to ensure compliance with policies and procedures and proper claim payment for covered property and casualty losses.

Compiles and analyzes claims data and makes recommendations for procedural changes.

Attends site inspections, claim reviews, and other meetings as the OCIP representative.

Makes presentations to various groups regarding property and casualty insurance in OCIP.

Writes correspondence regarding OCIP related matters.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The OCIP Coordinator acts as a liaison amongst insurance carriers, contractors, and District employees regarding Owner Controlled Insurance Program related activities.

The Insurance Manager manages the day-to-day operations of the Insurance Branch, including insurance, self-insurance, and claims programs.

A Workers' Compensation Claims Processing Supervisor supervises and participates in the claims processing activities of the Workers' Compensation Branch.

SUPERVISION

General direction is received from the Insurance Manager General supervision is exercised over lower-level staff in the Risk Finance and Insurance Branch.

CLASS QUALIFICATIONS

Knowledge of:

Principles and practices, legal statutes, civil procedures, administrative regulations, evaluation techniques, insurance policies, and terminology related to risk insurance management
Provisions of the California Education, Government, Insurance, and Labor Code pertaining to property and casualty insurance
Construction contracts' terms and conditions related to property and casualty insurance coverage
Legal terminology related to contracts
Operations and functions of a public agency and construction programs
Research and analysis techniques
Principles of supervision, training, employee evaluation, and employee relations

Ability to:

Analyze, interpret, and apply laws, rules, regulations, policies and procedures pertaining to insurance.
Research, interpret, and apply specific rules, laws, and policies
Facilitate and negotiate the resolution of complex problems or claims
Analyze contractual insurance problems and devise solutions
Prepare and present clear and concise reports and correspondence
Maintain relationships with District employees and representatives of other agencies
Exercise initiative and independent judgment
Manage, supervise and train employees
Operate a computer and related peripheral equipment

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree, preferably in risk management, insurance, business administration, public administration, finance, or law. Additional qualifying experience may be substituted for the required education on a year-for-year basis, provided that graduation from high school or evidence of equivalent educational proficiency is met.

Experience:

Five years of experience in property and casualty insurance with responsibilities that include risk management analysis, claims oversight and review, contract oversight, and oversight of vendors and brokers. Experience managing or coordinating an OCIP or Contractor Controlled Insurance Program (CCIP) is preferable.

Special:

Possession of certification as a Chartered Property and Casualty Underwriter (CPCU), Associate in Risk Management (ARM), Associate in Risk Management-Public Entities (ARM-P), Construction Risk and Insurance Specialist (CRIS), or Associate in Claims is preferable.
A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle or the ability to utilize an alternative method of transportation.

SPECIAL NOTE

An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of the position at any time as long as such addition or change is reasonably related to existing duties.

Revised
12-19-24
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