



Finance, Budget & Planning Job Family: **Risk Management Progression**

These generic job title summaries are intended to indicate the kinds of tasks and levels of work complexity that will be required of positions classified to any of these titles and are not intended to be construed as declaring the specific duties and responsibilities of any particular position. The use of particular expressions or illustrations describing functions within a specific job title does not exclude other duties of a similar kind and/or level of complexity. Positions are classified to a particular job title based upon the predominant level of expected work complexity. ***A position that is classified into this title and band must meet the Cornell requirements for exemption under the FLSA***

GENERIC JOB PROFILE SUMMARIES

Risk Management Specialist II INDIVIDUAL CONTRIBUTOR	Risk Management Specialist III INDIVIDUAL CONTRIBUTOR	Risk Management Specialist IV INDIVIDUAL CONTRIBUTOR	Director Risk Management MANAGEMENT
Advise, counsel, educate Faculty, Staff and Students on their activities as they relate to the risk for the University and how they may be handled for maximum protection of University assets.	Advise, counsel, educate Faculty, Staff and Students on their activities as they relate to the risk for the University and how they may be handled for maximum protection of University assets.	Advise, counsel, educate Faculty, Staff and Students on their activities as they relate to the risk for the University and how they may be handled for maximum protection of University assets.	Advise Cornell staff of risk management principles as related to specific activities.
Support the risk manager regarding all aspects of the enterprise-wide risk management program.			Develop, oversee and implement and effective Risk Management Program.
Assist with the facilitation of the identification of risks throughout the organization, assist with developing, reporting and monitoring formats on risk management issues.	Facilitate the identification of risks throughout the organization, developing, reporting and monitoring formats on risk management issues and developing methodologies for the assessment of risks throughout the organization.	Develop methodologies for the assessment of risks throughout the organization; develop and prepare reports on insurance and risk management initiatives as assigned.	
Conduct risk management training and education at the University.	Develop and conduct risk management training and education at the University.	Respond to the Cornell Community on insurance and risk management questions.	Respond to Cornell units seeking guidance about activities that bring risk and liability to the University.
Review and approve event registration and use of property forms for all events.	Review and approve event registration and use of property forms for all events.	Approve and review all events which use University Property. Member of Events Management Planning Team (EMPT); manages special events insurance project.	

Risk Management Specialist II INDIVIDUAL CONTRIBUTOR	Risk Management Specialist III INDIVIDUAL CONTRIBUTOR	Risk Management Specialist IV INDIVIDUAL CONTRIBUTOR	Director Risk Management MANAGEMENT
Prepare and present materials to the university community of risk management issues.		Prepares and presents to the University Community on Risk Management issues and provides appropriate direction.	
Identify risks and recommend treatments and mitigation.	Identify risks and recommend treatments and mitigation.	Identify risks, recommend and implement treatments and mitigation.	
Compile underwriting information and coverage placement, claims administration, loss forecasting, and analysis to assist in loss reduction.			
Review and recommend insurance purchases and/or the self-insurance of risk.	Review and recommend insurance purchases and/or the self-insurance of risk.	Recommend insurance purchase and/or the self-insurance risk.	Oversee and administer the Property and Casualty Insurance Program.
		Attend meetings and at times represents the Department's and University's interest relative to risk management and insurance issues.	
		Provide claim notification to insurance companies and Third Party Claims Administrator; advises the Director and University Counsel regarding the status of claims and assists in the investigation and settlement as necessary.	
		Work with University contacts regarding international issues and supports Director for international incidents.	
		May supervise staff.	Supervise staff.

JOB FACTOR PROFILE TABLE

FACTOR PROFILE	11698 RISK MANAGEMENT SPECIALIST II, BAND E	11699 RISK MANAGEMENT SPECIALIST III, BAND F	11700 RISK MANAGEMENT SPECIALIST IV, BAND G	10277 DIRECTOR RISK MANAGEMENT, BAND H
MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY	Associate's degree or equivalent; more than 2 years or equivalent but less than 4 years or equivalent of experience.	Bachelor's degree or equivalent; at least 3 years but less than 5 years of experience or equivalent.	Bachelor's degree or equivalent; at least 5 years but less than 7 years of experience or equivalent.	Bachelor's degree; at least 7 years but less than 10 years of experience or equivalent.
IMPACT	Moderate impact	Moderate impact	Moderate impact	Significant impact
CONTACTS - INSIDE	Assist other Cooperation of task completion	Provide guidance to others Coordinate activities	Provide guidance to others Coordinate activities	May involve sensitive situations Coordinate major activities
CONTACTS - OUTSIDE	Provide information that exists within pre-established documents or programs	Provide information that exists within pre-established documents or programs	Provide and/or receive guidance, advice or information that must be analyzed and developed by the position.	Developing and making presentations and negotiating with others
CONTACTS - STUDENTS	Limited contact	Limited contact	Occasional contact dealing with confidential matters	Frequent contact

FACTOR PROFILE	11698 RISK MANAGEMENT SPECIALIST II, BAND E	11699 RISK MANAGEMENT SPECIALIST III, BAND F	11700 RISK MANAGEMENT SPECIALIST IV, BAND G	10277 DIRECTOR RISK MANAGEMENT, BAND H
SUPERVISION	Provide occasional guidance on work methods or procedures	Responsible for providing guidance, counsel and information to employees throughout the University in specific support areas	Responsible for providing guidance, counsel and information to employees throughout the University in specific support areas.	Day-to-day supervision to employees within the dept
COMPLEXITY	Frequently adapt, combine, or make improvements to services, products, processes or programs. Work requires reasoning skills and judgment.	Frequently adapt, combine, or make improvements to services, products, processes or programs. Work requires reasoning skills and judgment.	Occasional required to develop new, imaginative or innovative solutions, services, products, processes or programs. Work requires sophisticated reasoning skills.	Continually required to develop new, imaginative or innovative solutions, services, products, processes or programs. Work requires conceptual and imaginative thinking in a highly complex and uncharted environment
LEVEL OF DECISION MAKING	Responsible for assisting in and influencing decisions concerning policy setting, research planning or students.	Responsible for assisting in and influencing decisions concerning policy setting, research planning or students.	Responsible for assisting in and influencing decisions concerning policy-setting, research, planning or students	Responsible for assisting in and influencing decisions concerning policy-setting, research, planning, or students
EFFECT OF DECISION MAKING	Directly affect multiple functional areas Limited effect on students and employees	Directly affect an entire department Moderate effect on students and employees	Directly affect several departments within a college, school or administrative unit. Significant effect on students or employees	Directly affect more than one college, school or administrative unit
FREEDOM OF ACTION	General supervision Some interpretation of established policies and procedures required	General supervision Some interpretation of established policies and procedures required	General supervision Some interpretation of established policies and procedures required	Little direct supervision Considerable latitude for exercising judgment and self-direction
WORKING CONDITIONS	Normal working conditions, including no or limited exposure to hazardous conditions/ materials/equipment. Safety gear may sometimes be required	Normal working conditions, including no or limited exposure to hazardous conditions/ materials/equipment. Safety gear may sometimes be required	Normal working conditions, including no or limited exposure to hazardous conditions/ materials/equipment. Safety gear may sometimes be required	Normal working conditions, including no or limited exposure to hazardous conditions/ materials/equipment. Safety gear may sometimes be required