

Cornell University Staff Compensation Program Generic Job Profile Summaries Compensation Services 353 Pine Tree Road, East Hill Plaza, Ithaca, NY 14850 (607) 254-8355 | compensation@cornell.edu | www.hr.cornell.edu

Finance, Budget & Planning Job Family: Insurance & 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

| Insurance & Risk Management Specialist II INDIVIDUAL CONTRIBUTOR | Insurance & Risk Management Specialist III INDIVIDUAL CONTRIBUTOR | Insurance & Risk Management Specialist IV INDIVIDUAL CONTRIBUTOR | Director Insurance & Risk Management MANAGEMENT |
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| 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 and 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 and 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 senior management and university counsel of risk management principles as related to policy decision, cost increases, reserves, federal/state compliance items. Participate in transparent discussions with senior management regarding University risks, mitigation plans and solutions based discussion. |
| Support the risk manager regarding all aspects of the enterprise-wide risk management program. | | | |
| Assist in writing University risk management procedures and review that policies are relevant and current. | Recommend and write University risk management procedures and ensure that related policies are relevant and current. | Develop University risk management procedures that support the university policies. Additionally, assure university insurance/risk policies are relevant and current. | Develop University risk management policies and oversee and ensure that policies are relevant and current, this includes a robust 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. Ensure assessments are transparent to relevant stakeholders. | Develop methodologies for the assessment of risks throughout the organization; develop and prepare reports on insurance and risk management initiatives as assigned. Ensure assessments are transparent to relevant stakeholders. | Oversee and ensure that risk assessments are completed and shared with organizations in a transparent method and incorporate appropriate feedback from stakeholders. |
| Respond to the Cornell Community on insurance and | Respond to the Cornell Community on insurance and | Respond to the Cornell Community on insurance and | Oversee and respond to Cornell units seeking |

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| risk management questions. Assist in developing procedures to repetitive questions or those that affect other units in a transparent method. | risk management questions. Develop procedures to repetitive questions or those that affect other units in a transparent method. | risk management questions. Develop procedures to repetitive questions or those that affect other units in a transparent method. | guidance about activities that bring risk and liability to the University. |
| Assist and/or conduct risk management training and education at the University. | Develop and conduct risk management training and education at the University. Assure that training is effective. | Develop and conduct risk management training and education at the University. Assure training is effective and appropriate. | Oversee that risk management training and education is conducted at the University and that the education is effective and sustainable over time. |
| Identify risks and recommend treatments and mitigation. | Identify risks and recommend treatments and mitigation. | In using data proactively; identifies emerging risks (including strategic risks) to recommend and implement treatments and mitigation. Actionable items may include strategic objectives for the unit. | Oversee management of relational data systems that use data effectively. Using data, incidents, research and regulations to identify highly complex emerging risks and developing evolving mitigation efforts on behalf of the university. Additionally, will communicate these risks to senior leadership with risk-based solutions that are sustainable over time. |
| | | May meet with University Counsel and external insurance counsel to review claims and pending legal action that will affect insurance policy in the absence or direction of the director/supervisor. Information and analysis will be provided to the director/supervisor. | Meet regularly with University Counsel, external insurance counsel and appropriate senior management to review claims and pending legal action that will affect insurance policy, costs to the university and university reputation. |
| Interact with third party service providers including brokers, insurers and other TPA's as directed. | Interact with third party service providers including brokers, insurers and other TPA's as directed. | Act as the primary relationship manager with third party service providers including brokers, insurers and other TPA's. | Oversee the relationship of the third party broker, TPA and insurers to ensure that the university meets regulatory compliance aspects and university policies and guidelines. |
| Complete basic reconciliations of claims and payment information to general ledger. | Review claims payment information and identify trends and/or outliers. Request additional information of TPA for selected claims of unexpected high dollar amounts or are outliers based on prior claim payment experience. | Review reconciliations and responses regarding outliers and high dollar claimants. | Oversee the management of claims and loss activities and allocation of insurance related costs. |

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| Compile underwriting information and coverage placement, claims administration, loss forecasting, and analysis to assist in loss reduction. | Assist in data aggregation and preliminary trend analysis. Validate data integrity. Evaluate student health plan benefit design and complete annual regulatory filing(s) in accordance with required model language. Complete any required forms and filings associated with insurance benefits covered. | Synthesize data for trend analysis. Develop reports using data analysis to make recommendations for insurance coverage using underwriting information and coverage placement, claims administration, benefit design, loss forecasting, and loss reduction. Prepare annual financial statements and other statutory reports and forms. Model plan design changes, and prepare data reports for oversight committees and other University groups. Assist with annual reports in conjunction with the director/supervisor. | Assure the data analysis and trends are verified and that reports developed are accurate for insurance coverage for the university and that this information is transparent to senior management and as appropriate contained in an annual report. |
| Frequently will develop or assist in presentation materials as a basis for most meetings with students, staff, and management to demonstrate insurance, insurance trends, analysis and other needed data requested and or used for outreach and education. | Frequently will develop presentation materials as a basis for most meetings with students, staff, and management to demonstrate insurance, insurance trends, analysis and other needed data requested and or used for outreach and education. | Frequently will develop presentation materials as a basis for most meetings with staff, management and senior leadership to demonstrate insurance, insurance trends, analysis and other needed data requested and or used for outreach and education. | Frequently will develop presentation materials and/or oversee development of presentations as a basis for most meeting with staff, management and senior leadership to demonstrate insurance, insurance trends, analysis and other needed data requested and or used for outreach and education. |
| | Assist in synthesizing financial data for trend analysis including but not limited to: insurance reserves; premium setting, self-insurance, billing units, third party services, operating costs and resource needs. | Synthesize financial data for trend analysis including but not limited to: insurance reserves; premium setting, self-insurance, billing units, third party services, operating costs and resource needs. | Develop budget and synthesize data for trend analysis including but not limited to: insurance reserves; premium setting, self-insurance, billing units, third party services, operating costs and resource needs. Develop reports and analysis to make recommendations to the CFO for reserve limits. |
| Provide assistance as requested for one or more of the following including but not limited to: General Liability, Student Health Plan Insurance, Auto Insurance, Medical Mal-Practice Insurance, Property and Casualty Insurance Program, TPA, actuary, CPA, third party audits, etc. | Support one or more of the following including but not limited to: General Liability, Student Health Plan Insurance, Auto Insurance, Medical Mal-Practice Insurance, Property and Casualty Insurance Program, TPA, actuary, CPA, third party audits, etc. | Manage one or more of the following including but not limited to: General Liability, Student Health Plan Insurance, Auto Insurance, Medical Mal-Practice Insurance, Property and Casualty Insurance Program, TPA, actuary, CPA, third party audits, etc. | Oversee all activities and may personally administer one or more of the following, but not limited to: General Liability, Student Health Plan Insurance, Auto Insurance, Medical Mal-Practice Insurance, Property and Casualty Insurance Program, TPA, actuary, CPA, third party audits, etc. |
| Reconcile payment data for insurance and ensure that | Support data collection, formatting, and tracking for | Review reconciliations for timeliness and accuracy. | Oversee data management system for insurance |

Updated 12/19

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| departmental billing to University departments is timely and that payment has been received. Prepare monthly GL transactions. | financial information for reports for management. Follow operational policies and identify areas of potential risk. | Prepare monthly financial reports for management. Document operational policies and propose changes as needed to mitigate risk. | charge backs to University departments to ensure appropriate funding for insurance and reserves. Ensure that charge back information is given to all units in a timely fashion and is transparent to the stakeholders. |
| | Support data collection for annual report and financial audit. | Prepare annual footnote for University financial statements and perform other year-end close activities. Synthesize data for annual report and presentations for the Board of trustees, and senior leadership such as: CFO and Internal Audit. | Develop Annual Report and other presentations for the Board of Trustees, and senior leadership such as: CFO and Internal Audit. |
| Conduct contract reviews to ensure appropriate limits and terms. | Conduct high-level contract reviews to ensure appropriate limits and terms, including International contracts. Review contracts and their application as it applies to departments and stakeholders. Identify areas of potential risk. | Conduct in depth contract reviews to ensure appropriate limits and terms, including International contracts. Review contracts and their application as it applies to departments and stakeholders. Propose changes as needed to mitigate risk and develop communication strategy for changes. | Oversee contract reviews for insurance compliance and indemnification to ensure appropriate limits and terms, including International contracts. Assure key stakeholders are aware of contract obligations at the university and outreach is timely. |
| | | 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. | Oversee and assure that timely notification is occurring with university counsel and third party insurers regarding claims data and settlement. Must be transparent with appropriate senior leaders in regard to settlement and assure signatory authority is appropriate in settlement of claims. Additionally, advises the appropriate senior leaders and University Counsel regarding the status of claims and assists in the investigation and settlement as necessary. |
| | Work with International Affairs Office on items such as purchasing emergency services and identify issues related to International students and their visa status. | Assist and determines compliance with J1 visa requirements as it relates to Insurance. | Oversee compliance with J1 visa requirements as it relates to Insurance policy for student insurance only. |
| Collect and maintain risk assessment data. Identify key risks and controls and assist in the development of | Monitor risk assessment data. Identify key risks and controls and assists in the development of action | Conduct risk assessments using tools such as enterprise risk management. Document key risks and | Oversee and ensure risk assessments that incorporate the use of tools such as enterprise risk management, |

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| action plans to remediate control gaps. | plans to remediate control gaps. | controls and develops action plans to remediate control gaps. | COSO, or ISO standards and assure that benchmarking data is included in risk assessment. Additionally, assure that industry analysis, stated key risks, risk controls and development, and tracking to completion the action plans to remediate gaps identified are in risk assessments. |
| | Support development of University strategy for risk management and insurance purchases through data collection and validation. | Assist in developing University strategy for risk management and insurance purchases through data mining and in depth data analysis. | Establish strategic and operational objectives for University risk management and insurance. Develop and implement efficient and effective delivery of those objectives and services. Additionally, assure that key stakeholders receive and understand strategy and objectives and how it affects their units. |
| Works as an individual contributor to support departmental objectives. | Works as an individual contributor and collaborates with others within the department or across other University departments. | Works as an individual contributor and collagorates within the department or across other University departments to understand business strategies, operating objectives, and recommend alignment across functions. May supervise staff. | Manage talent across the organization including selection, development, engagement and performance; strengthen employee engagement by improving, understanding business strategies, operating objectives, and alignment across functions. |
| Perform all job tasks with attention to detail and appropriate documentation as needed. | Support operational processes and works according to standardized practice. Identifies opportunities for improvement or simplification as needed. | Develop tools to enhance operational processes and standardize good practices. Work to improve upon and/or simplify operational processes as needed. | Fosters change and drives a culture of innovation, continuous improvement, simplification, and operational/ service excellence throughout the organization. Enhance operational processes and tools and standardize good practices. |
| | Support examination data requirements and requests as needed. | Assist in preparation and execution in examinations with governmental officials and respond back to inquiries as appropriate on behalf of the University. Coordinates with other departments across the University as directed by supervisor. | Oversee and manage interactions with governmental officials to assure compliance with regulations as they related to insurance standards. Prepare and execute examinations with governmental officials and respond back to inquiries as appropriate on behalf of the University. |
| | Monitors and maintains a repository of risk assessment data. Maintains a log of violations and the remediation. | Research NY State insurance law and assist in the communication of compliance with NY State insurance regulations. Develops tools to assess risk and assists | Oversee and assure that our insurance providers and University insurance program meet insurance law. Clearly communicate any violations to appropriate |

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| | | with the development of mitigation strategies. | leadership in a timely and transparent fashion. |

JOB FACTOR PROFILE TABLE

| FACTOR PROFILE | 11698 INSURANCE & RISK MANAGEMENT SPECIALIST II, BAND E | 11699 INSURANCE & RISK MANAGEMENT SPECIALIST III, BAND F | 11700 INSURANCE & RISK MANAGEMENT SPECIALIST IV, BAND G | 10277 DIRECTOR INSURANCE & RISK MANAGEMENT, BAND H |
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| MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY | Bachelor's degree and 2 to 4 years relevant experience or equivalent combination | Bachelor's degree and 3 to 5 years relevant experience or equivalent combination | Bachelor's degree and 5 to 7 years relevant experience or equivalent combination | Bachelor's degree and 7 to 10 years relevant experience or equivalent combination |
| ІМРАСТ | Moderate impact | Moderate impact | Significant impact | Significant impact |
| CONTACTS - INSIDE | May assist in sensitive situations Coordinate or conduct activities | May involve sensitive situations Coordinate or conduct major activities | May involve sensitive situations Oversee the coordination or conduct major activities | Will involve sensitive situations Oversee the coordination or conduct 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 be the position. Developing and making presentations and negotiating with others | Developing and making presentations and negotiating with others, provide university guidance to others and oversee and approve data analysis of all presentations and high level reports outward facing |
| CONTACTS - STUDENTS | Frequent contact | Frequent contact | Occasional contact dealing with confidential matters | Occasional contact dealing with confidential matters |

| FACTOR PROFILE | 11698 INSURANCE & RISK MANAGEMENT SPECIALIST II, BAND E | 11699 INSURANCE & RISK MANAGEMENT SPECIALIST III, BAND F | 11700 INSURANCE & RISK MANAGEMENT SPECIALIST IV, BAND G | 10277 DIRECTOR INSURANCE & RISK MANAGEMENT, BAND H |
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| SUPERVISION | Provide occasional guidance on work methods or procedures. Does not directly supervisor. | Responsible for providing guidance, counsel and information to employees throughout the University in specific support areas. Does not directly supervisor. | Responsible for providing guidance, counsel and information to employees throughout the University in specific support areas. May directly supervise staff and/or team member. | 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. skills and business analytics. | Frequently adapt, combine, or make improvements to services, products, processes or programs. Work requires reasoning skills and judgment skills and business analytics. | Occasional required to develop new, imaginative or innovative solutions, services, products, processes or programs. Work requires sophisticated reasoning skills and business analytics. | 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 policy setting, and planning of activities for students, faculty and staff | Responsible for assisting in and influencing decisions concerning policy, research planning, and activities with students, faculty and staff. | Responsible for developing and influencing decisions concerning policy-setting, research, planning of activities and purchases of insurance effecting students, faculty and staff | Responsible for developing and influencing decisions concerning policy-setting, research, planning of activities effecting students, faculty, and executive leadership |
| EFFECT OF DECISION MAKING | Limited decision making in functional areas Or for students and employees | Decision making for multiple departments, units, students and employees | Decision making for a college, school or administrative unit, students or employees. | Decision making affecting the university |
| FREEDOM OF ACTION | Works under general supervision Limited latitude for exercising judgment and self-direction | Works under general supervision Some latitude for exercising judgment and self-direction | Works under limited supervision Considerable latitude for exercising judgment and self-direction | Works under the oversight of supervision Considerable latitude for exercising judgment and self-direction |
| | 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 |