# INSURANCE PROGRAM MANAGER in Oakland, CA for University of California Office of the President

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# INSURANCE PROGRAM MANAGER

University of California Office of the President

## Details

**Posted:** 01-Apr-26

**Location:** Oakland, California

**Type:** Full-time

**Categories:**

Academic/Faculty

Business/Finance

**Internal Number:** 7045799

**INSURANCE PROGRAM MANAGER**

**Location:** Oakland
**Job ID:** 85281

**Job Posting**

**For UCOP internal applicants, please login to the internal candidate gateway at:**Jobs at UCOP

Position Base: Oakland

Location: UCOP - Franklin Building

**UC OFFICE OF THE PRESIDENT**

At the University of California (UC), your contributions make a difference. A world leader producing Nobel and Pulitzer Prize recipients with over 150 years of groundbreaking research transforming the world. Choose a career where you can leverage your knowledge, skills and aspirations to inspire and support some of the greatest minds in the world, and those who will follow in their footsteps. Working at the University of California is being part of a unique institution, and a vibrant and diverse community. At the University of California, Office of the President, we propel our mission through impactful work locally, in government centers and systemwide. We are passionate people, serving the greater good.

The University of California, one of the largest and most acclaimed institutions of higher learning in the world, is dedicated to excellence in teaching, research and public service. The University of California Office of the President is the headquarters to the 10 campuses, six academic medical centers and three national laboratories and enrolls premier students from California, the nation and the world. Learn more about the UC Office of the President

**Department Overview**

The Office of Risk Services is responsible for developing and implementing Enterprise Risk Management systemwide, identifying and developing strategies to minimize the impact of risk, developing a center of excellence for managing risk, reducing costs and improving

safety by executing new ideas and strategic plans in a rapid manner. By strategically managing risk we can reduce the chances of loss, create greater financial stability and protect our resources in support of UC's mission.

**Position Summary**

Reporting to the Director of Finance and Operations of Risk Services, at the Office of the President, the Insurance Program Manager serves as a key member of the department's Administration team, working in a high-volume and fast-paced environment with changing priorities requiring tact, political acumen, diplomacy, and discretion, across a wide variety of complex and sensitive matters. This position is critical in supporting development of financial plans and analysis of variances and performance results in support of UC's mission and goals. The Insurance Program Manager provides oversight and execution of the critical projects and administrative needs of the University's insurance program. Coverage lines in the program include, but are not limited to, Auto Liability, General Liability, Employment Practices Liability, Workers Compensation, Property, Pollution Liability, Cyber Liability and Professional Hospital and Medical Liability Program. The Insurance Program Manager conducts policy reviews, facilitates requests for COIs, collects and maintains crucial insurance program data and documents, and serves as the main point of contact for internal business partners for all insurance needs. The Insurance Program Manager provides elevated guidance to ensure the team is positioned to provide the best service possible to all business partners, as well as brokers and carrier partners. The Insurance Program Manager will support the University's Chief Risk Officer and Executive Directors of the various liability programs with an understanding of the actuarial and underwriting of insurance. Working independently, this position exercises sound judgment within defined procedures and practices. The Insurance Program Manager must have strong self-initiative and be able to prioritize and complete multiple projects on tight timeframes.

**Key Responsibilities**

40%

- In coordination with the Risk Services Director of Operations and Finance, the University's wholly owned captive, Fiat Lux Insurance Company and insurance brokers, manages the insurance underwriting specifications for all lines of insurance and surety, completes applications, and supplemental requests for information and preparation for presentations to underwriters. The underwriting specifications and insurance applications provide detailed information on the University's complex and widely diverse activities to accurately depict the exposures and risks encountered by the University as a public institution with medical centers, extensive laboratories, and worldwide risks.

- Audits and analyzes exposure data for accuracy and discrepancies to avoid inaccurate reporting which can result in unnecessary or additional premium charges and costs, insufficient coverage or denial of coverage. It is critical that the data accurately reflect the University's exposure to ensure the procured coverage will protect the University in event of loss and that actuarial studies based on this data will not result in underfunding of a program. Exposure data directly impacts premium, coverage, and program funding.
- In collaboration with the Fiat Lux team, reviews insurance proposals, binders, policies of insurance, endorsements, coverage summaries, policy registers, program charts, and other related documents prepared by insurance brokers to ensure coverage properly protects the University and terms and conditions are as agreed to avoid potential for coverage disputes in event of a claim, misinterpretation of coverage, gap in coverage, delay or failure to report claims.
- Manages expiration or anniversary dates of policies and binders with attention to notices of cancellation, non-renewal, or conditional renewal, to avoid gaps in coverage. Manages all underwriting and coverage data including application, policy detail, status, and other elements in an electronic database.
- Provides guidance and information to third-party claims administrator on UC's insurance policies to ensure claims are reported appropriately.
- Collaborates with UC locations and insurance brokers on individual insurance placements that fall outside of the University's self-insurance program. Responsible for providing analysis for highly complex potential exposure and loss areas to determine appropriate type and level of loss protection.
- Collaborates with UC locations, insurance brokers, UC Legal, and the Secretary of Regents Office on individual surety bond placements.

40%

- Responsible for Business and Finance Bulletin BUS-63 Insurance Requirements. Provides guidance to stakeholders throughout the University system on BUS 63.
- In collaboration with UC Legal, Privacy, Information Security provides guidance and training on indemnification, liability and recommended minimum insurance limits for contracts. Acts as a subject matter expert in providing guidance and training to Systemwide Procurement, local Office of the President Procurement, UC Health Procurement, and UC Location Risk Management teams. Applies critical thinking to provide analysis based on the types of risk, probability of risk, and potential severity of exposure to the University.
- Collaborates with UC Legal, Privacy, and Information Security in providing guidance on emerging risks, including, but not limited to, artificial intelligence, generative AI, and biometric data.

- Reviews contract language and proposes revisions based on risk assessment and collaborates with procurement teams and business owners to obtain information necessary to perform the risk assessment.
- Participates in calls as needed with the supplier and its counsel and UC Procurement and UC Legal to negotiate insurance and liability provisions in University contracts.

15%

- Responsible for ensuring insurance premium invoices are reviewed, approved, and processed for payment.
- Manages insurance spend and evaluates and makes recommendations on future spend projections based on analysis.
- Collaborates with UC actuaries, the Risk Services Director of Operations and Finance, and Risk Services Executive Directors to ensure accuracy in University premium funding assessments.

5%

Coordinates with the vendor regarding the system that issues certificates of coverage evidencing the University's or captives retentions. Oversee certificate templates and coverages.

**Experience**

Minimum of 8 years of equivalent related experience in the insurance field required.

**Skills and Abilities**

Required Qualifications

- Foundational understanding of insurance costs and claim reimbursement processes.
- Broad knowledge of major types of commercial insurance (property, casualty, workers' compensation, etc.)
- Proven ability to project manage including establishing goals, plan and prioritize.
- Strong knowledge in the following areas: risk management; insurance; forecasting and analysis; contracts; knowledge of common organization-specific computer application programs; knowledge of organizational processes and procedures; understanding of organizational rules and regulations.
- Advanced knowledge in the following areas: risk management; insurance; forecasting and analysis; accounting; litigation; contracts; knowledge of common organization-specific computer application programs; knowledge of organizational processes and procedures; understanding of organizational rules and regulations.

- Strong customer service orientation, active listening and interpersonal skills with the ability to engage key stakeholders and staff to ensure the delivery of business objectives.
- In depth ability to concisely present complex risk findings and make recommendations verbally and in writing.
- Advanced ability to use critical thinking and analytical skills to solve problems.
- Ability to review vendor contracts and provide insurance recommendations and guidance on liability provisions; familiarity with risk management principles in evaluating and analyzing risk exposures and mitigating losses.
- Strong attention to detail and analytical skills; strong written and verbal communication skills required to interact with other departments and external constituents
- Flexibility to handle a fast-paced, ever-changing, deadline-driven environment; sound judgement and discernment when to communicate potentially serious issues.
- Ability to multi-task and prioritize assignments while delivering consistent, quality work product to business managers, brokers, and internal stakeholders.
- Demonstrated technical acumen in Excel, Microsoft Word, PowerPoint

Preferred Qualifications

- Previous commercial insurance experience and knowledge of commercial lines rating and underwriting concepts.
- Strong working knowledge and experience in the procurement of property and casualty insurance and all management liability insurance products and structures.
- Minimum of 5 years of experience in insurance industry, risk management, claims or a related financial area is required.
- Proficient in completing insurance applications and maintaining exposures data and schedules.
- Excellent analytical and organizational skills coupled with strong problem solving ability.

Education

Bachelor's degree in related area required

Licenses and Certifications

Professional designations or licenses in Insurance or Risk Management preferred

Travel Requirements

5% Only as Needed

## SPECIAL CONDITIONS

This position is approved for a hybrid work arrangement. The person hired must report to work on-site at UC's Office of the President (UCOP) located in Oakland, CA, 2 days per week on Tuesdays, Wednesdays, and an additional weekday, subject to change. The person hired will be required to reside in the State of California.

## SALARY AND BENEFITS

Job Title: Enterprise Risk Mgmt Analyst 4

Job Code: 005879

Salary Grade: 24

Payscale: $132,000 - $150,000 annual, commensurate with experience

The University of California, Office of the President, is required to provide a reasonable estimate of the compensation range for this role. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

Benefits: For information on the comprehensive benefits package offered by the University visit: Benefits of Belonging

## ADDITIONAL INFORMATION

## HOW TO APPLY

Please be prepared to attach a cover letter and resume with your application.

## APPLICATION REVIEW DATE

The first review date for this job isApril 21, 2016. The position will be open until filled.

## CONDITIONS OF EMPLOYMENT

Background Check Process: Successful completion of a background check is required for this critical position. Background check process at UCOP

Smoke Free Work Environment: The University of California, Office of the President, is smoke & tobacco-free as of January 1, 2014. UC Smoke & Tobacco Free Policy

As a condition of employment, you will be required to comply with the University of California Policy on Vaccination Programs, as may be amended or revised from time to time. Federal, state, or local public health directives may impose additional requirements.

As a condition of employment, the finalist will be required to disclose if they are subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct, are currently being investigated for misconduct, left a position during an investigation for alleged misconduct, or have filed an appeal with a previous employer.

> 'Misconduct' means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer.
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> - UC Sexual Violence and Sexual Harassment Policy
> - UC Anti-Discrimination Policy for Employees, Students and Third Parties
> - APM - 035: Affirmative Action and Nondiscrimination in Employment

**EEO STATEMENT**

The University of California is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected status under state or federal law.

The University of California, Office of the President, strives to make this job board accessible to any and all users. If you have comments regarding the accessibility of our website or need assistance completing the application process, please contact us at: Accessibility or email the Human Resource Department at: epost@ucop.edu.

**To apply, visit https://careerspub.universityofcalifornia.edu/psc/ucop/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_SEARCH_FL.GBL?Page=HRS_APP_JBPST_FL&JobOpeningId=85281&PostingSeq=1&SiteId=19&languageCd=ENG&FOCUS=Applicant**

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About University of California Office of the President

The Office of the President is the systemwide headquarters of the University of California, managing its fiscal and business operations and supporting the academic and research missions across its campuses, labs and medical centers.

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