



CSAC Excess Insurance Authority
EMPLOYMENT OPPORTUNITY
SENIOR LIABILITY CLAIMS SPECIALIST

One of the CSAC EIA's greatest assets is its staff. EIA employees are smart, creative, hard working, and passionate individuals working in areas ranging from loss prevention, claims administration, information technology, accounting, and risk pool administration. Working here requires energy, commitment, and teamwork. We are looking for an individual who shares these values to join the EIA team.

About CSAC Excess Insurance Authority

The EIA is a joint powers authority of California public entities, which was established in 1979 to provide insurance and risk management services to California's counties. Since then, our membership has expanded beyond the counties to include numerous other public agencies such as cities, schools, joint powers authorities, fire districts, etc.

The EIA operates various risk-sharing pools, which provide insurance and risk management services to its members for lines of business including workers' compensation, general liability, property, medical malpractice, and employee benefits.

About the Position

The Senior Liability Claims Specialist will, under the supervision of the Liability Manager, maintain a case load of excess liability claims; assist the EIA members, staff, legal representatives, and associated personnel with the discovery and settlement of claims and lawsuits; report possible cases with potential above EIA coverage to requisite carriers; update information concerning potential claims and maintain claims files; prepare correspondence; contact member agencies concerning claims status and information; and do related work as required.

The Senior Liability Claims Specialist will review and monitor excess claims for proper settlement within the member agency, EIA, and excess carrier coverage levels; contact and discuss potential defenses and settlement strategies with member agency personnel, legal representatives, and claims representatives; contact and discuss claims with settlement specialists; attend and provide input for settlement conferences, defense counsel meetings, and court hearings on cases within the scope of EIA coverage; review insurance policies for applicability of coverage on specific claims; review and recommend modification to claims reporting procedures to ensure best availability of information for all concerned parties; ensure that member agency personnel are in compliance with reporting requirements; present cases and settlement recommendations to various committees; ensure proper reporting of claims to excess carriers above the EIA coverage levels; generate requisite reports from the claims data files; contact member agencies concerning the status of claims and information requirements; prepare correspondence related to claims assignments; and attend Board and Committee meetings as required.

Desirable Qualifications

The ideal candidate will have a Bachelor's Degree in directly related field or equivalent and five years increasingly responsible work in directly related field; or, an equivalent combination of education and

experience sufficient to successfully perform the essential duties of the job, including but not limited to:

- Proficient in Microsoft Office including Word and Excel
- Experience working with a RMIS system (SIMS, iVOS, Valley Oaks, etc.)
- Ability to set priorities and handle multiple projects simultaneously
- Ability to handle basic arithmetical calculations
- Ability to conduct research, analyze and interpret information
- Ability to establish and maintain effective working relationships and good public relations with other employees, agencies, members, and the public
- Knowledge of applicable laws and regulations
- Knowledge of research and evaluation techniques
- Completion of specialized educational training and courses related to insurance claims adjusting, reporting, settlement, and management are highly desirable
- Public agency claims experience is highly desirable

Physical Requirements

Physical requirements of this position typically include: sitting for long periods of time, reaching, grasping, kneeling, talking, hearing, seeing, repetitive motions, exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move. Some travel may be required.

Salary and Benefits

The hiring salary range for this position is \$5,926 - \$7,259 per month. A generous benefit package is provided including Public Employees Retirement System (PERS); a Section 125 Cafeteria Plan with coverage options including health, dental and vision; long-term disability and short-term disability insurance; life insurance; optional deferred compensation program; and sick and vacation leaves. As a PERS participant, EIA employees are exempt from paying Social Security except for the Medicare portion of the cost.

Application Procedure

Interested persons must submit a resume and a completed application to the Human Resource Manager at CSAC Excess Insurance Authority by Monday, September 28, 2015. Please visit our website at www.csac-eia.org to obtain an application. **Submit applications to abateman@csac-eia.org.**