JOB DESCRIPTION

***General Overview***This position is responsible for providing strategic direction, and continuous improvement of underwriting, claims and loss control programs for Illinois Public Risk Fund, an Illinois Workers’ Compensation program for Public Entities.

Our organization follows a hybrid work structure.

***Salary Range*** $85,000 - $120,000

***Education***

* Bachelor degree in Business Administration, Management, Finance, Insurance or other related field.
* Advanced industry designation (CRM).

***Knowledge and Skills***

* A minimum of five years of direct experience administering workers’ compensation claims within a risk management department, insurance brokerage firm, third-party adjusting firm, or insurance company.
* Knowledge of varying underwriting methodologies.
* Knowledge of workers’ compensation coverages and Illinois workers’ compensation laws.
* Attention to detail and the ability to manage several tasks concurrently.
* Excellent interpersonal skills, strong written and verbal skills, and the ability to effectively communicate.
* Must be detail-oriented and well-organized.
* Must possess strong problem solving skills, excellent follow through and the ability to work independently.

***Specific Duties***

1. Evaluate and develop risk management controls and metrics to measure efficacy of risk control services.
2. Assist in the development, implementation and application of risk metrics and methodologies for Underwriting.
3. Monitor claims and loss control team compliance with IPRF standard operating procedures, industry standards, and state/federal statutes and regulations.
4. Participate in an annual loss control/underwriting review of insured Members to identify insured Members who need additional loss control assistance due to high loss ratios.
5. Lead the complex claims team in discussions and develop strategies and protocols pertaining to questionable, complex, presumption, and catastrophic claims.
6. Audit existing processes and procedures to ensure current with IPRF and industry standards and processes continue to be efficient.
7. Prepare board report on findings and recommendations as needed.
8. Develop presentation materials for applicable meetings and training.
9. Advise IPRF on recommended program changes and improvements and developments in the risk management/claims/loss control industries and government legislation.
10. Special projects as assigned.

Boyle, Flagg & Seaman offers a competitive compensation package and comprehensive benefits package including health, life, disability, continuing education, opportunity for advancement and generous Paid Time Off.