

COOK INLET REGION, INC.

JOB DESCRIPTION

Position: *Director, Risk Management*

Reports To: *Senior Director, Human Resources and Risk Management*

Department: *Administration*

FLSA Status: *Exempt*

Supervises

None.

General Function

Responsible to protect the assets and operations of CIRI and its subsidiaries utilizing efficient and cost-effective transfer methods, including but not limited to the purchase of insurance. Develop and maintain safety programs for the Corporation and its operating subsidiaries. Provide a safe and secure environment for all staff and guests at all locations.

Major Activities (Typical Duties/Responsibilities)

1. Develop a risk management plan to include short and long term objectives, risk matrices identifying potential regulatory compliance obligations, an audit/review schedule based on the strategic objectives established by the risk matrix, and communication techniques to ensure compliance.
2. Coordinate and perform audit/reviews to test for compliance with program, established laws, regulations and Company policies.
3. Generate various risk management reports that measure the value of risk, the cost of known claims and the cost to transfer risk for CIRI and its subsidiaries.
4. Design, negotiate, implement and maintain insurance program to protect CIRI and its subsidiaries and/or affiliates:
 - Procure all insurance
 - Identify, assess, quantify and mitigate exposure to financial loss
 - Recommend cost efficient risk transfer alternatives
 - Recommend insurance needs and requirements
5. Develop a bond program and negotiate and secure bond placement for CIRI and its subsidiaries and/or affiliates, as needed.
6. Under the direction of the General Counsel, oversee the management of Alaska and out-of-state insurance-related litigation for CIRI, including oversight of litigation within CIRI's deductible and/or self-insured retention, including the selection and retention of outside counsel. Direct communication with outside counsel concerning issues regarding investigation, discovery, litigation strategy and settlement.
7. Oversee, direct and participate in adjusting all casualty, marine, property and worker's compensation claims. Perform interviews and investigate reports related to safety, incidents and/or non-compliance to determine validity, nature and scope of complaint

- and develop corrective action plan, as appropriate. Interface with General Counsel and Human Resources Department, as necessary.
8. Develops policies and procedures for loss prevention and risk control.
 9. Analyze risk exposure for potential new business acquisitions. Quantify value of risk exposure and recommend mitigation strategy.
 10. Develop, implement and maintain safety program for all marine and land-based operations, including internal policies and procedures, to ensure compliance with state and federal laws and regulations of applicable regulatory agencies.
 - Develop and implement strategic plan for health and safety programs based upon operational needs to ensure program effectiveness, including storage and disposal of hazardous material and best practices for confined space.
 - Serve as the primary Company contact for all safety-related matters, including emergency preparedness and response.
 - Analyze incident reports and recommend appropriate action to offset trends.
 - Develop schedule and procedures for training employees.
 - Coordinate and perform audit/reviews to test compliance with established laws, regulations and policies.
 11. Establish and maintain relationships with all regulatory agencies applicable to operations.
 12. Provides guidance to CIRI and its subsidiaries regarding liability, risk issues and contract administration.
 13. Prepare and/or review contracts to reduce the legal and commercial risks of contract breaches by (or against) CIRI and its subsidiaries and communicate with appropriate operational personnel to address or correct any breach.
 14. Responsible for the development and administration of the risk management budget.
 15. Other duties as assigned.
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Skills/Abilities

- Principles, practices and techniques of risk management.
- Proficiency in insurance procurement and risk management procedures.
- Extensive knowledge of health, safety and environmental programs, corporate business practices and internal audit procedures.
- Effectively analyze factors concerning risk, liability, safety and occupational hazards.
- Identify and resolve problems.
- Demonstrated experience developing company policies, procedures and employee programs related to health and safety.
- Familiarity with the Alaska Native Claims Settlement Act and the history and role of the Company.
- Broad understanding of the business objectives of CIRI.
- Knowledge of the negotiation process and skill in applying the knowledge in negotiating insurance claims within the Company's deductible and/or self-insured retention.

- Strong oral and written communication skills with an emphasis on the presentation of materials in a meaningful manner to the ultimate decision makers
 - Ability to research and analyze complex and technical issues.
 - Leadership, management and supervisory skills.
 - Understanding the components of and contributing to the preparation of legal agreements.
 - Understanding the components of the litigation process and help direct litigation.
 - Must be able to think strategically and anticipate risk management and safety trends and issues.
 - Ability to work effectively with a wide variety of professionals, as well as with corporate management and staff.
 - Ability to quickly become familiar with new industry and regulatory information and apply such information to risk management and safety programs.
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Minimum Experience

Four-year college degree and ten years progressively more responsible work experience in corporate environment involving insurance and/or risk management; or any combination of training and experience that provides the required skills, knowledge and abilities.

Required Contacts

- CIRI Board of Directors
- CIRI executives, management and staff
- Executives, management and staff of CIRI affiliated non-profit and for-profit companies
- Executives, management and staff of other ANCSA corporations
- Executives, management and staff of government contracting partners
- Management and staff of government contracting acquisition candidates
- Regulators and government officials
- Outside legal counsel
- Insurance executives, underwriters, brokers, adjusters, investigators, and claimants
- Representatives of industry and the general public

APPROVAL

Incumbent: _____ ***Date:*** _____

Supervisor: _____ ***Date:*** _____