

Job Posting:

Washington United States Longshore and Harbor Workers' Compensation Act Assigned Risk Plan (WARP) Executive Director

GENERAL DESCRIPTION:

Executive level position responsible for all aspects of the day to day operations of the Washington United States Longshore and Harbor Workers' Compensation Act Assigned Risk Plan ("WARP") through coordination with and supervision of the appointed servicing carrier and other contract service providers. WARP was established by Washington state to make available USL&H workers' compensation insurance coverage for Washington state employers unable to purchase it through the normal private insurance market. WARP is authorized by RCW 48.22.070 and Chapter 22 of Title 284 of the Washington Administrative Code. The Executive Director's role is subject to the oversight of the Governing Committee, Executive Committee and subject specific standing sub-committees.

Contact: Katey Noonan, (585) 329-3747 or knoonan@nsis.biz

Part Time/ Full Time: Variable Hour/ Less than Full Time

Compensation: Competitive/ DOE

ESSENTIAL FUNCTIONS: The listed functions are illustrative only and are not intended to describe every function which may be performed in the job level.

Underwriting:

- Manage relationship with designated underwriter at servicing carrier and serve as a day-to-day guide with respect to WARP underwriting rules
- Maintain relevant and appropriate WARP Underwriting and Application Rules
- Ensure adherence to WARP underwriting rules and managing amendment process
- Prepare state rules, rate and form filings as needed for the servicing carrier
- Serve as claims liaison with servicing carrier
- When needed, manage the RFP process for servicing carrier selection
- Perform periodic servicing carrier performance audits for contract compliance
- Resolve jurisdictional and/or premium audit disputes with minimal discord

Accounting/ Financial:

- Basic knowledge of GAAP and Statutory accounting
- Provide data to outside accountant for quarterly interim financials and review and present interims to committee
- Coordinate annual financial audit with outside CPA and achieve "clean" audit
- Adhere to internal controls for all money handling (payments/ transfers)
- Monitor investments for compliance
- Provide Governing Committee with quarterly investment report
- Serve as main contact for Investment Manager and liaison for Investment Subcommittee
- Work with actuary to review claims reserves, identify trends and review rates

Legal

- Recognize potential legal issues and engage WARP counsel early in any possible dispute
- Coordinate communications and dispute responses with WARP counsel and servicing carrier
- Work with WARP counsel to routinely review, revise and update WARP governing documents as needed
- Coordinate with WARP counsel on issues pertaining to legal compliance and corporate governance

Operational

- Field and respond to phone inquiries
- Participate in/ lead one educational/ informational panel or presentation with respect to USL&H in general or WARP specifically
- Maintain a positive relationship with L&I and serve as intermediary
- Maintain a positive relationship with OIC and ensure appropriate protocol is followed
- Maintain a positive relationship with the US Department of Labor Longshore Division
- Coordinate education opportunities with DOL
- Maintain WARP's position as expert on all things USL&H in the State of Washington

Administrative

- Update WARP's established website routinely
- Maintain plan experience, monitor for trends and present to the committee quarterly
- Prepare quarterly governing committee meeting agenda
- Ensure meeting minutes are recorded and maintained
- Maintain operating procedures and Bylaws in coordination with WARP counsel
- Manage the treaty reinsurance process
- Manage and review WARP's insurance program (D&O, Package, etc.)

Qualifications

PREFERENCE:

Preference will be given to those with executive level management experience in an insuring organization with significant experience in workers' compensation including at least some USL&H.

KNOWLEDGE:

Preferred job skills are as follows:

- Knowledge of Adobe Acrobat and Microsoft Office Suite
- Knowledge of records processing and maintenance procedures.
- Knowledge of Workers' Compensation Safety & Risk procedures and programs.
- Knowledge of project management.
- Knowledge of State of Washington Labor & Industries
- Knowledge of the preparation of complicated documents.
- Knowledge and understanding of the plan, and each related division/program.
- Knowledge of investigating alleged non-compliance.
- Knowledge of recording meetings and meeting minutes development.
- Ability to maintain good working and communication relationships with federal and state agencies, public and private individuals.
- Ability to make proper judgments and decisions frequently on various matters, manage time, as position does not lend itself to close supervision.

MINIMUM QUALIFICATIONS:

Education:

Associate's Degree (typically in Business)

Experience:

Knowledge and experience commensurate with executive management in the workers compensation, longshore, or other related field.

Certificates, Licenses, Registrations:

State of Washington Insurance License (or ability to obtain such within an appropriate period of time as designated by the governing committee)

PHYSICAL WORKING CONDITIONS:

Some travel will be required for training and meetings.

- Typically, the employee may sit comfortably to perform the work; however, there may be some walking, standing, bending, carrying light items, driving an automobile, etc.
- Special physical demands are not required to perform the work.
- Most of the work will be performed from the employee's home office.

SUPPLEMENTAL INFORMATION

WARP is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, sex, marital status, national origin, the presence of any sensory, mental, or physical disability or handicap, or veteran status. Company complies with all applicable federal, state, and local laws, ordinances, orders, and regulations regarding equal opportunity employment and non-discrimination.