

Class Concept

Positions in this class provide professional consultation and support to local educational agencies and assist the School Insurance Director in the day-to-day operations of the State's program for insuring public school properties against loss or damage by fire, lightning, extended coverages (windstorm, hailstorm, aircraft, riot, vehicle, smoke, explosion resulting from defects in equipment), and against all risk of direct physical loss subject to the provisions and stipulations established with the approval of the State Board of Education as required under the General Statutes and public school laws. Positions in this class assist the School Insurance Director in developing annual program plans, budgetary recommendations and policies. Work includes reviewing and assessing the work of technicians involved in inspecting, investigating, evaluating, and surveying school property relative to risk prevention in order to provide insurance coverage within a cost-effective rate structure. Positions in this class are also responsible for the inspection of new facilities entering the program and for assuring that all claims and loss adjustments are handled appropriately.

Recruitment Standards

Knowledge, Skills, and Abilities

- Considerable knowledge of risk management and insurance standards and the principles and practices of the property insurance industry.
- Considerable knowledge of building construction, evaluation/appraisal, and loss control and prevention techniques.
- Ability to communicate effectively with others to obtain desired results.
- Ability to exercise judgment and discretion in applying a wide range of policies and procedures.
- Ability to coordinate and review the work of other team members.
- Ability to establish and maintain effective working relationships with a variety of departmental and educational system personnel.

Minimum Education and Experience

Bachelor's degree in business administration, insurance, or general engineering and four years of experience in insurance related work involving property underwriting, claims adjusting, or building inspections and evaluation; or an equivalent combination of training and experience.