

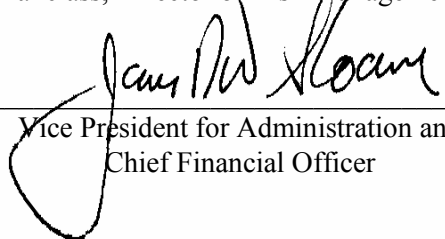
**DIRECTOR OF RISK MANAGEMENT**

This is a managerial position responsible for providing the overall leadership, direction, planning, organization, and control of the risk management functions on a systemwide basis to reduce or minimize the University's exposure to potential losses or damage to physical assets, fidelity losses, liability claims and workers' compensation. This includes identifying areas of need relative to insurance requirements, assessing adequacy of coverage, and determining the cost and benefits of obtaining such insurance. As the University's systemwide risk manager, this position is responsible for program areas to include tort claims, workers' compensation, safety, loss control, and insurance administration. The work involves supervising the investigation of claims made; developing and implementing long- and short-range goals and objectives; developing and implementing policies and procedures relative to risk management; insuring that proper safeguards and procedures exist in compliance with legal requirements, rules and regulations, University policies and procedures; directing the negotiations, execution and administration of agreements relating to risk management; overseeing the review of the review of risk exposures faced by the University; coordinating with the Office of the University General Counsel in investigations of reported claims, incidents and/or insurer claim settlements; making legal assessments regarding negligence and liability issues; mediating and resolving disputes, threats of legal actions, and protests/appeals; and administering the workers' compensation program and loss prevention training program.

In addition, this position will provide legal services on an as-needed basis to the Office of the Senior Vice President for Legal Affairs and University General Counsel. In this regard, the position performs work as an attorney for the University of Hawai'i and reports to the Senior Vice President for Legal Affairs and University General Counsel.

Work requires extensive knowledge of the principles and practices of risk management; principles of contract and tort law; legal concepts; applicable federal and state laws, policies, procedures and other requirements; management principles and practices; and the ability to negotiate, execute and interpret legal documents such as contracts, insurance policies, etc. Supervision is exercised over professional and clerical staff. Work is reviewed for accomplishment of goals and objectives by the Vice President for Administration and Chief Financial Officer.

The establishment of the managerial class, Director of Risk Management is effective November 1, 2002.



James M. Hoare  
Vice President for Administration and  
Chief Financial Officer

11/01/02

Date