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## Katie School Student Opportunity

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**Company Name** Chicago Public Schools

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**Contact Person** Ellen Lorden

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**Title of Contact** Risk & Insurance Manager

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**Email** eclorden1@cps.edu

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**Phone** (773) 553-3310

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**Address** 42 W Madison St  
Risk Management  
Chicago, IL 60602

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**Company Website** cps.edu

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**Indicate what opportunity is available** Full-time

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**Title of Available Position** Risk & Insurance Analyst

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**Opportunity Location** 42 W. Madison St, Chicago, IL 60602

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**Salary/Wage Range** 52,000

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**Opportunity Start Date:** 06/01/22

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## Description of Opportunity

### Job Description

#### Risk and Insurance Analyst (220000JS)

##### Description:

Chicago Public Schools (CPS) is the third-largest school district in the United States, serving over 340,000 students in 600+ schools and employing nearly 36,000 people, most of them teachers. CPS has set ambitious goals to ensure that every student, in every school and every neighborhood, has access to a world-class learning experience that prepares each for success in college, career, and civic life. In order to fulfill this mission, we make three commitments to our students, their families, and all Chicagoans: academic progress, financial stability, and integrity. Six core values are embedded within these commitments - student-centered, whole child, equity, academic excellence, community partnership, and continuous learning.

##### Job Summary:

The Office of Finance maintains the fiscal integrity of Chicago Public Schools and provides financial leadership to the Chicago Board of Education according to state and federal legislation, government regulations, Board policies, and sound financial practices. Under the CFO, the Office of the Risk Management is responsible for managing the property and casualty exposure of the district's plant and operations through insurance policies, self-insurance claims administration, and risk transfer via vendor contracts.

Reporting to the Risk and Insurance Manager, the Risk and Insurance Analyst supports the administration, management and interpretation of various financial and risk management-related matters of CPS that fall within the responsibility of Risk Management. This position interacts directly with CPS staff, financial professionals, insurance brokers, carriers, third-party administrators, and vendors. The Risk and Insurance Analyst assists in the identification of CPS operational risks to ensure that policies, procedures, and an insurance program are in place to mitigate those risks for students, staff, parents, and taxpayers.

The Risk and Insurance Analyst will be held accountable for the following responsibilities:

Analyzes insurance requirements for vendors independently and in cooperation with the CPS external Certificate of Insurance (COI) monitoring company by working directly with the vendors, CPS Procurement, and other CPS Departments.

Directs and oversees the process of issuing CPS COIs within predetermined Self-Insured Retention limits upon execution of Special Events contracts via Real Estate & other CPS Departments.

Reviews insurance requirements and COIs for license agreements before use of CPS property, including but not limited to schools' Permits, Parking License, Medical Services Use, Film Access Agreements, Inflatables Agreements, and Swimming Pool Use.

Leads the process of analyzing pre-determined insurance for Student Transportation vendors that include completing a COI comparison against each underlying policy declaration page and entering information into a customized internal database for ongoing reference and monitoring.

Assists in the annual gathering and organizing of data for the placement of the CPS insurance program established to manage the liability, property, and other specialty area exposures.

Participates in the preparation, implementation, and or ongoing monitoring of various Risk Management processes, including but not limited to contracts, vendor outreach, and relationships, Board Reports, and Requests for Proposals.

Answers daily department-related phone calls & emails, escalating when necessary for further review.

Maintains department records and databases so that relevant information is current/valid at all times.

Coordinates the payments of certain department vendor invoices and various other payment responsibilities related to Risk Management.

Performs additional special project duties as assigned.

In order to be successful and achieve the above responsibilities, the Risk and Insurance Analyst must possess the following qualifications:

Education Required:

Bachelor's degree from an accredited college or university, preferably in finance or risk management or similarly related field

Experience Required:

Minimum of three (3) years experience working in accounting, finance or risk management

Knowledge, Skills, and Abilities:

Ability to read, analyze, and interpret general business information, legal contracts, data, and websites. Ability to write reports and business correspondence.

Ability to effectively present information and respond to questions from groups of managers, colleagues, vendors, and the general public.

Ability to read, interpret, and apply CPS Rules and Policies.

Strong analytical, financial, and problem-solving skills to deal with financial, risk insurance business, and technical issues.

Ability to apply concepts such as fractions, percentages, ratios, and

proportions to practical situations.

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Advanced Microsoft Office skill set required, with a solid working knowledge of Excel, including pivot tables and other data analytics functions.

Adept user of the internet, email, and other office automation systems.

Knowledge of Oracle financial applications preferred.

Conditions of Employment

As a condition of employment with the Chicago Public Schools (CPS), employees are required to:

Establish/Maintain Chicago Residency - Employees are required to live within the geographic boundaries of the City of Chicago within six months of their CPS hire date and maintain residency throughout their employment with the district.

Be Fully Vaccinated or Submit to Weekly COVID-19 Testing - Employees are required to be fully vaccinated within 30 days of their hire date. Full vaccination is defined as at least two weeks after your second shot of a two-shot vaccination course, or at least two weeks after a one-shot vaccination course. Unvaccinated staff must submit to weekly testing.

Primary Location: Central-42 West Madison Street (Risk Management)

**Preferred Skills**

strong interpersonal communication (written & verbal), effective problem solving though process;

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**Please Specify How You Would Like Students to Apply**

Please submit directly to:  
<https://cpsk12il.taleo.net/careersection/3/jobprint.ftl>

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