

OCIP Coordinator

Published Date: Mar 17, 2025

Location: US

Company: Los Angeles Unified School District

SALARY DETAILS

\$116,460.00 - \$144,940.00 Yearly

APPLICATION FILING DATES

March 17, 2025 - April 4, 2025

INFORMATION ABOUT LAUSD

We are LAUSD. We are at the forefront of innovation in public education, focused on a clear and inspiring vision of the future for all of our students as they venture forward on their journey as lifelong learners. Here, you will have the opportunity to exercise your potential in a role supporting the business of education. Our work directly contributes toward the goal of ensuring that our students graduate ready for the world – ready to thrive in college, career and life. LAUSD is the second largest school district in the nation with an enrollment of nearly 575,000 students. We serve an area totaling 710 square miles, with over 1,190 schools and educational centers, and we employ over 74,000 individuals, making us one of the largest employers in our city.

LAUSD EMPLOYEES: Please be advised that all LAUSD employees must sign in to the GlobalProtect Virtual Private Network (VPN) in order to submit an application from an external network outside of an LAUSD location. For assistance with installing the GlobalProtect virtual network, please contact Information Technology Services at (213) 443-1300 or (213) 241-5200 OR visit <https://www.lausd.org/helpdesk>

BENEFITS

Insurance: District paid premiums for your choice of several medical, dental, and vision for you and your dependents; and life insurance plans.

Retirement: Membership in the California Public Employee Retirement System (CalPERS).

Vacation: 24 days each year.

Paid Holidays: Up to 13 days.

JOB DUTIES/RESPONSIBILITIES

An **OCIP Coordinator** manages, coordinates, and oversees the operations of the Owner Controlled Insurance Program (OCIP), including, workers' compensation, general liability, contractors pollution liability, pollution legal liability, builders risk, claims management, and insurance coverage assessment. Additional duties include:

- Managing the daily activities of the Owner Controlled Insurance Program (OCIP), including providing underwriting information to insurance carriers, managing staff, and providing technical support for District employees and contractors regarding the OCIP.
- Overseeing the OCIP insurance broker services and compliance with contractual contract requirements.
- Overseeing the third-party claims administrator/carrier in the cost effective, timely resolution of claims.
- Assessing the applicability of available insurance coverage at the time of a loss.
- Reviewing and interpreting OCIP related provisions of insurance policy coverage.
- Analyzing State and federal legislation and property and casualty trends and practices to assess the impact on the District's OCIP and recommending policy or procedural changes.
- Reviewing OCIP activities such as the transmittal of data to insurance carriers to ensure compliance with policies and procedures and proper claim payment for covered property and casualty losses.
- Compiling and analyzing claims data and making recommendations for procedural changes.

- Attending site inspections, claim reviews, and other meetings as the OCIP representative.
- Making presentations to various groups regarding property and casualty insurance in OCIP.
- Writing correspondence regarding OCIP related matters.
- Performs related duties as assigned.

Please Note: This is not an exhaustive list of the responsibilities of this position. For a comprehensive list of duties performed, please refer to the class description via our website: [Class Description](#)

MINIMUM REQUIREMENTS

Education:

Graduation from a recognized college or university with a bachelor's degree, preferably in risk management, insurance, business administration, public administration, finance, or law. Additional qualifying experience may be substituted for the required education on a year-for-year basis, provided that graduation from high school or evidence of equivalent educational proficiency is met.

Experience:

Five years of experience in property and casualty insurance with responsibilities that include risk management analysis, claims oversight and review, contract oversight, and oversight of vendors and brokers. Experience managing or coordinating an OCIP or Contractor Controlled Insurance Program (CCIP) is preferable.

Special:

Possession of certification as a Chartered Property and Casualty Underwriter (CPCU), Associate in Risk Management (ARM), Associate in Risk Management-Public Entities (ARM-P), Construction Risk and Insurance Specialist (CRIS), or Associate in Claims is preferable.
A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle or the ability to utilize an alternative method of transportation.

SPECIAL NOTE: An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.

PLEASE NOTE: All entrance requirements must be met by the end of the filing period in order to move forward with the assessment process. To verify the education requirement, transcripts, diplomas, and/or certifications must be presented at the time applications are screened. As such, please be sure to upload it as an attachment to your candidate profile. Candidates who have completed college or university course work at an institution in a country other than the United States must obtain a complete evaluation of foreign transcripts and degrees. Please be sure to request a DETAILED report. For a list of approved evaluation organizations, visit: <https://www.lausd.org/Page/7876>

DESIRABLE QUALIFICATIONS

The ideal candidate for **OCIP Coordinator** will have knowledge of:

- Principles and practices, legal statutes, civil procedures, administrative regulations, evaluation techniques, insurance policies, and terminology related to risk insurance management
- Provisions of the California Education, Government, Insurance, and Labor Code pertaining to property and casualty insurance
- Construction contracts' terms and conditions related to property and casualty insurance coverage
- Legal terminology related to contracts
- Operations and functions of a public agency and construction programs
- Research and analysis techniques
- Principles of supervision, training, employee evaluation, and employee relations

The ideal candidate for **OCIP Coordinator** will have the ability to:

- Analyze, interpret, and apply laws, rules, regulations, policies and procedures pertaining to insurance.
- Research, interpret, and apply specific rules, laws, and policies
- Facilitate and negotiate the resolution of complex problems or claims
- Analyze contractual insurance problems and devise solutions
- Prepare and present clear and concise reports and correspondence
- Maintain relationships with District employees and representatives of other agencies
- Exercise initiative and independent judgment
- Manage, supervise and train employees Operate a computer and related peripheral equipment

EMPLOYMENT SELECTION PROCESS

The tentative assessment plan may consist of one, or more, of the following: Training and Experience Evaluation (T&E), Written Test, Technical Project, and/or Technical Interview.

Application materials (ex. your candidate profile, resume and supplemental questionnaire) will be evaluated in relation to the background, experience, and competencies identified for successful performance in this job. For this reason, it is highly recommended that your application materials clearly show all of your relevant background and specialized skills, knowledge, and abilities.

Candidates who receive a failing score on any test module will NOT be eligible to move forward in the selection process.

If you have questions regarding the employment selection process, please contact Jessica Mejia at jessica.mejia@lausd.net.

APPLICATION PROCESS

DO YOU NEED TECHNICAL ASSISTANCE WITH THE ON-LINE APPLICATION?

Email us at helpmeapply@lausd.net. To find out whether the application deadline has been extended, visit the website at: <http://www.lausdjobs.org>. The Los Angeles Unified School District intends that all qualified persons shall have equal opportunities for employment and promotion. Reasonable accommodations in completing an application and testing are available to individuals with disabilities. Please call (213) 241-3455 for more information.

IMPORTANT NOTE: Once you submit your application, you should receive an email message confirming that you successfully submitted your application. If you DO NOT receive this message on the same day you apply, it is likely that you did not submit your application.

Please be sure to include correspondence from the lausd.net and successfactors.com domains as approved senders so that messages aren't accidentally placed into your spam/junk e-mail folder.

ADDITIONAL POSTING INFORMATION

The Los Angeles Unified School District is committed to providing a working and learning environment free from discrimination, harassment, intimidation, abusive conduct, or bullying. The District prohibits discrimination, harassment, intimidation, abusive conduct or bullying based on actual or perceived race or ethnicity, gender/sex (including gender identity, gender expression, pregnancy, childbirth, breastfeeding/lactation status and related medical conditions), sexual orientation, religion, color, national origin (including language use restrictions and possession of a driver's license issued under Vehicle Code), ancestry, immigration status, physical or mental disability (including clinical depression and bipolar disorder, HIV/AIDS, hepatitis, epilepsy, seizure disorder, diabetes, multiple sclerosis, and heart disease), medical condition (cancer related and genetic characteristics), military and veteran status, marital status, registered domestic partner status, age (40 and above), genetic information, political belief or affiliation (unless union related), a person's association with a person or group with one or more of these actual or perceived characteristics, or any other basis protected by federal, state or local law,

ordinance, or regulation in any program or activity it conducts or to which it provides significant assistance. For inquiries or complaints contact our Equal Opportunity Section, (213) 241-7685.

Selection and promotion are based on a competitive employment assessment process. Candidates who pass all parts of the assessment process are placed on a hiring (eligibility) list based on their assessment score. Hiring departments may make job offers to candidates on the top three ranks of the hiring list. Eligibility typically lasts for 12 months. The hiring list resulting from this assessment process may be used to fill open positions in related job classifications.

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