



Job Title:	Litigation Analyst / Senior Litigation Analyst
Department:	Claims
Reports to:	Vice President, Claims
Status:	Full-time; Exempt
Hiring Range:	\$89,334 - \$141,772 (SF Bay Area) \$80,400 – \$127,595 (outside of SF Bay Area)

Job Summary:

Responsible for day-to-day claims and litigation management, and for recommending courses of action to management and OMIC Board Members on individual cases.

Responsibilities:

- Conforms to and operates within the internal policies, procedures and systems related to the claims department operations.
- Indexes new cases received from insureds and insured groups.
- Responsible for establishing initial contact with insureds on new cases.
- Responsible for recommending initial reserves in accordance with claims guidelines and maintaining appropriate reserves throughout the claims process.
- Responsible for obtaining the initial phone interview with insureds and directing further investigation accordingly.
- Responsible for all data entry required by the claims data processing system.
- Assigns and directs defense counsel in accordance with OMIC's defense counsel guidelines.
- Seeks out, vets, and adds new defense counsel to the OMIC defense panel.
- Maintains at least a monthly diary review of all open cases.
- Undertakes other administrative duties as assigned by the VP, Claims.
- Responsible for completion of necessary state and federal forms as is legally required.
- Isolates cases that are indefensible and need to be resolved, and isolates cases that are defensible and should proceed to trial.
- Uses an AI claims predictive claims analysis program.
- Works with OMIC board and committee members on individual case reviews.
- Presents complex litigation cases to the OMIC Claims Committee for settlement authority or trial authority.
- Conducts ongoing claims investigation and evaluation of pre-litigation cases in assigned territory.
- Oversees continuous litigation management on cases in litigation in assigned territory.
- Maintains personal development through education, participation in professional associations, and assessment of performance, leading to strategies for refining strengths and eliminating weaknesses.
- Supports Risk Management in activities, including writing articles, public relations, and information dissemination.
- Maintains accurate records.

- Reports directly to the Claims Committee on all cases with indemnity reserves of \$500,000 or more including attendance and participation at OMIC Board and Committee Meetings.
- Manages/supervises investigation activities of contract claims adjusters on assigned cases.
- Conforms to and operates within the internal policies, procedures, and systems relative to the claims department operations.

Required Education/Experience:

- A four-year bachelor's degree is required.
- Minimum 1-5 years of claims handling experience, preferably in professional liability.
- Proven negotiation skills; experience in dealing with physicians and attorneys.
- Superb oral and written communications skills with good analytical abilities.
- Basic computer knowledge, familiarity with Image Right and OASIS
- Proficient in use of Microsoft Word, Oasis, Image Right, Acrobat, Power Point, and Excel.
- Ability to work well independently and as part of a team.
- Proficient in grammar, punctuation, and spelling with strong analytical, research, and writing skills.

Preferred Experience:

- Claims, medical or legal background.
- Basic medical knowledge in the specialized field of ophthalmology.
- Familiarity with the anatomy of the eye, and ophthalmic surgeries and procedures.

This position reports to the Vice President of Claims, but should also use the other Senior Litigation Analysts' experience and seek their advice on issues related to claims handling.

Travel Requirements:

Occasional travel required to selected trials, settlement conferences, mediations, seminars, and board meetings.

Physical Requirements

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

While performing the duties of this job, the employee is regularly required to speak, hear, and must be able to use hands and fingers to manipulate equipment including computers and telephones. Specific vision abilities required by this job include close vision. The employee frequently is required to sit or stand for long periods of time and reach with hands and arms. The employee may occasionally lift and/or move up to 10 pounds.

This job description is not intended to describe, in detail, the multitude of tasks that may be assigned but rather to give the employee a general sense of the responsibilities and expectations of his/her position. As the nature of business demands change so, too, may the essential functions of this position.

To apply, please send cover letter and resume to careers@omic.com.