

# Risk Management and Compliance Coordinator (Administrative Support Coordinator II)

PD No.:PD-8196

## POSITION DESCRIPTION INFORMATION

To edit an approved Position Description scroll to the bottom of the form and press Update PD  
Click OK in the pop-up window that appears to reset the approval process

## POSITION INFORMATION

**Type of Action Requested:\*** Replacement

**Internal Team:\*** FL-Risk Management - 10201

**Job Code/Employee Classification:\*** Admin Support Coord 12 Mo  
Job Code: 1035

**Classification Title:** Administrative Support Coordinator II

**MPP Job Code:**

**Position Number:** Admin Support Coord 12 Mo  
Position no: FL-10005548

**CSU Working Title:\*** Risk Management and Compliance Coordinator (Administrative Support Coordinator II)

**Salary Range/Grade:** 1035-COORDINATOR II-Grade-2  
Minimum: \$ 4,058.00  
Maximum: \$ 6,653.00  
Pay Frequency:

**Reports to Supervisor:** John Beisner

**Reports To:\*** Executive Director, Risk Management  
Position no: FL-10005845

**Campus:\*** Fullerton

**Division:\*** Vice President of HR

**College/Program:\*** Risk Management

**Department:\*** Risk Management - 10201

**FLSA Status:** Non-Exempt

**Hiring Type:** Probationary

**Workplace Type (Exclude Inst Fac):**

**Pay Plan:**

**Pay Plan Months Off:**

## POSITION DESIGNATION

**Mandated Reporter:\*** Limited - The person holding this position is considered a limited mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083, revised July 21, 2017.

**Conflict of Interest:\*** None

**NCAA:**  Yes  No

**Is this a Sensitive Position?:**  Yes  No

**Care of People (including minors) Animals and Property:** No

**Authority to commit financial resources:** No

**Access/control over cash cards and expenditure:** No

**Access/possession of master/sub-master keys:** No

**Access to controlled or hazardous substances:** No

Access/responsibility to personal info: No  
Control over Campus business processes: No  
Responsibilities requiring license or other: No  
Responsibility for use of commercial equipment: No  
Is this a Campus Security Authority (CSA):  Yes  No  
Serves a security function: No  
Designated recipient for crime/misconduct reports: No  
Significant responsibility for Student Activities: No  
Significant responsibility for Campus Activities: No

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#### POSITION DETAILS

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**Job Summary/Basic Function:\***

Provides administrative coordination and support to the Office of University Risk Management and Compliance, including coordinating four CSURMA programs. Ensuring that proper insurance is in place for foreign travel, inland marine property and events. Also coordinates certificates of insurance. Coordinates the claims processing for collecting damages and restitution owed to the university. This role requires expertise in coordinating insurance coverage, managing sensitive information, conducting training, and supporting risk management operations across the campus. Coordinates with the International Programs/Study Abroad office, Colleges/Departments, and senior leadership (President's and VP/Provost's offices) to process travel insurance requests. Serves as the fiscal coordinator for the department, monitoring budget expenditures, reconciling P-Card and travel claims, and processing requisitions. Other duties assigned.

**Minimum Qualifications:\***

High School diploma or the equivalent and five years of progressively responsible experience in general office, clerical or secretarial work or the equivalent. Comprehensive and detailed knowledge of applicable university infrastructure, policies, and procedures. Thorough mastery of English grammar, punctuation, and spelling. Expertise in using office software packages, technology, and systems. Ability to independently handle multiple work unit priorities and projects. Ability to independently interpret and apply policies and procedures and use judgment and discretion to act when precedents do not exist. Ability to troubleshoot most office administration problems and respond to all inquiries and requests related to work area. Ability to understand problems from a broad perspective and anticipate the impact of office administration problems and solutions on other areas. Ability to analyze operational and procedural problems and develop, recommend, and evaluate proposed solutions. Ability to perform business math, analyze budgetary data, and make accurate projections requiring some inference. Ability to effectively write and present own reports. Ability to effectively handle interpersonal interactions at all levels including highly sensitive interpersonal situations. Ability to use negotiation and persuasion skills to achieve results and expedite projects.

A background check (including a criminal records check) must be completed satisfactorily and is required for employment. CSU will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information. Failure to complete the background check satisfactorily may affect the continued employment of a current CSU employee who was conditionally offered the position.

**Required Qualifications:**

**Preferred Qualifications:**

**Special Conditions:**

**License / Certification:**

**Supervises Employees:\***  Yes  No

**If position supervises other employees; list position titles:**

**JOB DUTIES**

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**JOB DUTIES**


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| % of time | Duties / Responsibilities   | Essential / Marginal |
|-----------|---|----------------------|
| 40        | <p>Program Coordination<br/>For the programs below, exercise judgment and discretion in working with faculty, staff, students and management in a variety of situations that involve high-sensitive matters and safeguarding sensitive or personal information. Conduct related training.</p> <p>Foreign Travel Liability Insurance Program- FTIP</p> <ul style="list-style-type: none"> <li>• Evaluate and prepare online FTIP requests for faculty, staff and students studying abroad</li> <li>• Coordinate with the International Programs/Study Abroad office with student requests</li> <li>• Communicate with the President's and VP/Provost's offices on faculty and staff requests</li> <li>• Coordinate with Colleges/Departments as necessary related to FTIP requests.</li> <li>• Research high hazard/war risk countries and prepare memorandum to President requesting approval for travel to high hazard/war risk countries</li> <li>• Maintain campus FTIP Database</li> <li>• Forward FTIP requests to Alliant and confirm insurance has been bound</li> <li>• Analyze data from the foreign travel database to summarize travel and create graphs</li> <li>• Prepare invoices for any student/employee personal travel and/or non-receivable</li> <li>• Reconcile quarterly invoices for foreign travel</li> </ul> <p>Inland Marine Property</p> <ul style="list-style-type: none"> <li>• Facilitate requests from faculty, colleges or departments for insurance for equipment used for research or class projects</li> <li>• Coordinate with the Colleges and Departments that insure property annually through this program</li> <li>• Reconcile quarterly invoices for Inland Marine</li> </ul> <p>Special Event Insurance</p> <ul style="list-style-type: none"> <li>• Coordinate with the campus Facilities Use coordinator and Golleher House coordinator on requests for insurance for events in their respective venues</li> </ul> <p>Certificates of Insurance</p> <ul style="list-style-type: none"> <li>• Coordinate annually with Contracts and Procurement to provide/renew COIs for agreements/agencies that require proof of insurance</li> <li>• Assess agreements for type of certificate of insurance, additional insured and student professional liability insurance</li> <li>• Assess requests from faculty, staff and students for insurance verification related to the use of off-site venues for class or student club/organization activities</li> </ul> | Essential            |
| 25        | <p>Project Coordination</p> <ul style="list-style-type: none"> <li>• Assists Management personnel with special projects as assigned</li> <li>• Serves as project coordinator on specified Risk projects – following up on action items assigned to team members and keeping the Executive Director updated on progress on projects</li> <li>• Follow up with various members of the team with action items</li> <li>• Creates and/or edits presentations, training, and program materials</li> <li>• Compiles data and creates reports and/or Excel spreadsheets as needed</li> </ul>   | Essential            |
| 20        | <p>Office Coordination</p> <ul style="list-style-type: none"> <li>• Receives, reads, and routes incoming mail and correspondence for the department</li> <li>• Composes, proofreads and edits drafts, documents, proposals and reports</li> <li>• Monitors the Risk Management email account and responds or reroutes as needed</li> <li>• Effectively researches inquiries using sound judgment and prepares appropriate responses.</li> </ul> <p>Uses discernment in deciding when to refer inquiries and concerns to the Management personnel</p> <ul style="list-style-type: none"> <li>• Utilizes discretion and independent judgment in handling confidential materials and sensitive situations via phone, email, and in person</li> <li>• Coordinates meetings and presentations, including room scheduling, room setup, AV equipment troubleshooting, catering, material preparation, etc.</li> <li>• Works with the division webmaster to update the department website.</li> <li>• Serves as the department fiscal coordinator:</li> <li>• Prepares necessary budget and expenditure documents, D11's and processes, enters and tracks purchase requisitions</li> <li>• Monitors and tracks program-related budget expenditures</li> <li>• Responsible for the monthly reconciliation of P-Card(s) and travel claims</li> <li>• Orders supplies and equipment for the department</li> <li>• Coordinate various aspects of travel such as completing travel requests and arranging travel for department staff</li> <li>• Serves as backup Department IT Coordinator for the department.</li> </ul>   | Essential            |

|    |  |           |
|----|--|-----------|
| 10 | <p>Claims Processing</p> <p>For the programs below, exercise judgment and discretion in working with faculty, staff, students and management in a variety of situations that involve high-sensitive matters and safeguarding sensitive or personal information. Conduct related training.</p> <ul style="list-style-type: none"> <li>• Coordinate with Office of Risk Insurance Management (ORIM) to ensure required forms are completed in a timely manner after an accident involving a State vehicle</li> <li>• Correspond with ORIM for reimbursement to campus for damaged vehicle</li> <li>• Research property damage outlined in police reports and coordinate with Facilities Management to repair damages</li> <li>• Forward information on vehicle driver for reimbursement of damages back to the campus. Create invoice request for reimbursement.</li> <li>• Coordinate restitutions (Court Ordered - North Justice Center and OC Restitution) and campus recoveries</li> <li>• Research property damage and prepare request for restitution and supporting documents for court indicating final costs for damages for reimbursement</li> </ul> | Essential |
| 5  | other duties as assigned   | Essential |

# SELECTION CRITERIA

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 There are no items to show

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## PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS

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**\*\*Physical, Mental and Environmental Requirements Must be Completed for all Positions\*\***

Please indicate the frequency (Constantly; Frequently; Occasionally; or Never) and whether or not the requirement is essential.

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### Physical and Mental Requirements

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|  |              |
|--|--------------|
| <b>Bending:</b>                                | Occasionally |
| <b>Climbing:</b>                               | Never        |
| <b>Concentrating:</b>                          | Frequently   |
| <b>Crawling:</b>                               | Never        |
| <b>Decision Making:</b>                        | Occasionally |
| <b>Keyboarding and Mousing:</b>                | Constantly   |
| <b>Lifting or Carrying up to 10 lbs.:</b>      | Occasionally |
| <b>Lifting or Carrying up to 25 lbs.:</b>      | Never        |
| <b>Lifting or Carrying up to 50 lbs.:</b>      | Never        |
| <b>Lifting or Carrying over 50 lbs.:</b>       | Never        |
| <b>Performing Calculations:</b>                | Frequently   |
| <b>Pushing or Pulling:</b>                     | Occasionally |
| <b>Reaching Overhead:</b>                      | Occasionally |
| <b>Repetitive Motion of Upper Extremities:</b> | Constantly   |
| <b>Sitting:</b>                                | Constantly   |
| <b>Standing:</b>                               | Occasionally |
| <b>Stooping Kneeling or Squatting:</b>         | Never        |
| <b>Walking:</b>                                | Occasionally |

To add additional Physical and Mental Requirements - Please provide the 1) Physical and/or Mental Requirement description; 2) Frequency (Constantly; Frequently; Occasionally; or Never) and 3) Whether it is Essential to the position:

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**Other Physical & Mental Requirement No. 1  
Description:**

**Other Physical and Mental Req No.1 Frequency:**

**Other Physical & Mental Requirement No. 2  
Description:**

**Other Physical and Mental Req No.2 Frequency:**

**Other Physical & Mental Requirement No. 3  
Description:**

**Other Physical and Mental Req No.3 Frequency:**

**Other Physical & Mental Requirements:**

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### Environmental Requirements

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|   |            |
|---|------------|
| <b>Drive motorized equipment:</b>           | Never      |
| <b>Excessive Noise:</b>                     | Never      |
| <b>Hazards:</b>                             | Never      |
| <b>Outdoor:</b>                             | Never      |
| <b>Elevated Work:</b>                       | Never      |
| <b>Extreme Temperature (hot or cold):</b>   | Never      |
| <b>Indoor (Typical office environment):</b> | Constantly |

To add additional Physical and Mental Requirements - Please provide the 1) Environmental Requirement description; 2) Frequency (Constantly; Frequently; Occasionally; or Never) and 3) Whether it is Essential to the position:

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**Other Environmental Requirement No. 1  
Description:**

**Other Environmental Req No.1 Frequency:**

**Other Environmental Requirement No. 2  
Description:**

**Other Environmental Req No.2 Frequency:**

**Other Environmental Requirement No. 3  
Description:**

**Other Environmental Req No.3 Frequency:**

**Other Environmental Requirements:**

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#### POSTING DETAILS

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**Advertising Summary:** standard

Advertisement text:

It is an exciting time to join Cal State Fullerton as we are an in demand comprehensive University that is driven to shape the future of education and foster a vibrant community of diverse students, faculty, staff and administrators who uphold values of inclusive excellence, free speech, and an environment free from discrimination. We are continuously seeking individuals from a variety of career disciplines that share in the University's mission and core values. We warmly welcome you to consider joining the Titan Community where minds expand and opportunities flourish.

The Division of Human Resources, Diversity and Inclusion is seeking a Risk Management and Compliance Coordinator to provide administrative coordination and support to the Office of University Risk Management and Compliance, including coordinating four CSURMA programs, ensuring that proper insurance is in place for foreign travel, inland marine property, and events. The coordinator also coordinates certificates of insurance and claims processing for collecting damages and restitution owed to the university. The coordinator is also the department's fiscal, project and office coordinator.

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#### USERS AND APPROVALS

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**Justification for Position:** Retirement of current incumbent

**Hiring Administrator:\*** John Beisner  
Email address: [jbeisner@fullerton.edu](mailto:jbeisner@fullerton.edu)

**Approval process:\*** FL - PD Approval (Staff/MPP) - No Dept. Head

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|------------------------------------|---|
| 1. MPP Supervisor/Associate Dean:  | John Beisner ✓ Approved Nov 6, 2024         |
| 2. HR Classifier:                  | Chris Schloffer ✓ Approved Nov 7, 2024      |
| 3. Appropriate Administrator/Dean: | Tara Gallivan-Garcia ✓ Approved Nov 7, 2024 |

**HR/Faculty Affairs Representative:\*** FL-HRDI Classifier  
Email address: [hrrecruitment@fullerton.edu](mailto:hrrecruitment@fullerton.edu)