

JOB DESCRIPTION

Job Title:	BUSINESS RISK MANAGER	Date:	02/21/2019
Department:	OPERATIONS	Grade:	13
Reports to:	CHIEF OF OPERATIONS AND TECHNOLOGY	Status:	EXEMPT

I. SUMMARY OF POSITION:

Responsible for cooperatives business continuity strategies and in time of disaster, recovery from the cooperatives critical business functions. This includes assessment and management of risk associated with cooperatives current assets, investments, and rates. Responsible for compilation of underwriting information and coverage placement.

Describe the major job activities in order of importance for which this job is held accountable

Essential duties/responsibilities/functions
Leads cooperative contingency planning and business continuity efforts
Works to maximize returns and minimize losses on cooperatives asset, investments, and rates.
Designs, builds, and implements standard risk assessment, business impact analysis, and other business continuity tools and capabilities.
Develop and implement risk metrics, methodologies, and monitoring analysis that includes reports on financial risk exposure.
Responsible for cooperatives organizational compliance with risk policies through regular risk exposure monitoring and reporting.
Oversees all aspects of cooperatives insurance program.
Facilitates the identification of risks throughout the cooperative, developing, reporting and monitoring formats on risk management issues and developing methodologies for the assessment of risks throughout the organization.
Insures cooperatives compliance on Federal, State, and Local laws.
Review of contracts to determine if terms and conditions are in the best interest of the cooperative.
Responsible for determining that adequate insurance coverage is maintained by contractors according to RUS and Board policy.
Work closely with Regulatory Manager assuring that the KIUC's Tariff is applied appropriately and consistently
Supervises, trains, develops, disciplines and evaluates personnel in the department to ensure that specific duties and responsibilities are being fulfilled in a professional manner.
Performs all other duties as assigned

II. DIMENSIONS (for supervisor level and above):

Operating Budget:
\$2,000,000
Capital Budget
\$500,000
of Direct Reports: 1
of Indirect Reports: (including contractors and temporaries):
Annual Sales Objectives:

Annual Revenues:

Impact of Job: Members Board President & CEO Department Heads
 Employees Other Consultants/Vendors

III. JOB SPECIFICATIONS:

1. **Kind and Length of Experience:**
 - 10 years in Strategic Business Development, Continuity, or Risk related field.
 - 5 years Electric Utility Strategic Development, Continuity, or Risk related field.
2. **Specialized Knowledge, Skills, and Abilities:**
 - Electric utility rate making.
 - Electric utility assets.
 - Disruptive Business models to electric utilities.
 - Ability to work with and direct personnel to include motivation, training and leading personnel in a positive manner and respectful atmosphere
3. **Knowledge/Education/Certification/License Requirements:**
 - Master Degree in Business or Juris Doctors
 - BA or BS in Business or related field
4. **Language Skills:**
 - Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations
 - Ability to write reports, business correspondence, and procedure manuals
 - Ability to effectively present information and respond to questions from Board of Directors, Senior Staff, employees, customers, vendors, contractors, and the general public
 - Must possess excellent interpersonal skills and organizational skills to handle multiple priorities.
 - Working and interacting with internal and external customers in a professional and cooperative manner is essential.
5. **Mathematical Skills:**
 - Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations
 - Ability to work with mathematical concepts such as probability and statistical inference
 - Ability to apply complex mathematical concepts related to electric utilities.
6. **Reasoning Ability:**
 - Ability to interpret an extensive variety of technical instruction in mathematical or diagram form and deal with several abstract and concrete variables
 - Ability to define problems analyzes and collects data, establish facts, and draw valid conclusions
7. **Physical Requirements:** The physical demands described here is representative of those that must be met by an employee to successfully perform the essential functions of the job.
 - While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel objects, tools, or controls; and talk and hear
 - The employee is required to walk, bend, and reach with hands and arms
 - The employee must occasionally lift, carry and/or move up to 40 pounds
 - Work regularly scheduled, Monday – Friday, although weekends may be required to meet deadlines or attend meetings or conferences
8. **Environmental Factors:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
 - The noise and dust level in the work environment is as would be encountered in normal commercial/industrial sites

- Working beyond the normal work week (i.e. 8 to 5, Monday through Friday) may be required in order to perform the job duties of this position and/or meet essential deadlines

IV. PROBLEM SOLVING:

1. Typical Problems:

- Determining that adequate insurance coverage is maintained by contractors according to RUS and Board policy.
- Insures cooperatives compliance on Federal, State, and Local laws.
- Assure that the KIUC's Tariff is applied appropriately and consistently.

2. Most Complex Problems:

- Maximize returns and minimize losses on cooperatives asset, investments, and rates.
- Designs, builds, and implements standard risk assessment, business impact analysis, and other business continuity tools and capabilities.

V. AUTHORITY AND DECISION MAKING

1. What typical decisions does this job have complete authority for making?

- Development and format of risk metrics
- Development of new business strategies and tariff rates.

2. What typical decisions must be referred to others for approval? To whom do you refer these decisions?

The following decisions are referred to the Chief of Operations & Technology or President & CEO:

- Implementation of new business strategy or tariff rate.

VI. LIST KEY CUSTOMERS:

	External/Internal
President & CEO	Internal
Chief Financial Officer	Internal
Board of Directors	External
Hawaii PUC and CA	External

** This job description documents the general nature and level of work but is not intended to be a comprehensive list of all activities, duties and responsibilities required of job incumbents. Consequently, job incumbents may be asked to perform other duties as required. The information documented on the Job Description is not to be considered final until it is reviewed and approved by the President & CEO.*

Signature: /s/ Michael Yamane Date: 2/22/2019
Immediate Supervisor

For HR Use Only			
Date Evaluated: 02/12/2019	Evaluated By: Sr. Staff		
Grade: 13	Points: 1234	<input checked="" type="checkbox"/> Exempt	<input type="checkbox"/> Non-Exempt
Department Head Signature: <i>/s/ Michael Yamane</i>		Date: <i>2/22/2019</i>	
President & CEO Signature: <i>/s/ David J. Bissell</i>		Date: <i>2/22/2019</i>	