



CITY OF SANTA MONICA

HUMAN RESOURCES DEPARTMENT

1685 Main Street, P.O. Box 2200, Santa Monica, CA 90407-2200

Apply Online at: <http://www.smgov.net/hr>

RISK MANAGER

EXAM # 090706-01

ANNUAL COMPENSATION: up to \$133,248, plus management incentive pay. The position is eligible for an annual performance bonus (up to 10% of base salary) based on the employee's performance as determined by the appointing authority.

The City pays employees contribution to CalPERS and currently offers a 2.7% @ 55 retirement formula. City employees have voted to reimburse the City for the additional cost of the CalPERS formula change with the reimbursement being phased in, starting as of FY 2006-2007 with a 2.5 employee reimbursement and being capped as of FY 2008-2009, with an ongoing employee reimbursement of 6.7%. The City participates in the Medicare portion of FICA only, and therefore there is no deduction made for social security.

***NOTE:** The filing date for this position has been extended to Thursday, April 30, 2009.

NOTE: If three or more qualified City employees apply and pass the examination, a promotional list will be established in addition to an open-competitive list. If fewer than three qualified City employees pass the examination, the appointing authority, in accordance with the City's civil service rules and regulations, can decline to use a promotional list, in which case a promotional list will not be established for this position.

MAJOR DUTIES:

Plans, implements and manages the staff and operations of a division that provides citywide services and activities relating to safety, health and environmental loss programs, workers' compensation, public liability, property loss, risk identification, and other associated programs.

Develops, implements and administers policies and procedures, goals, objectives, and priorities, for citywide risk management programs and related activities. Monitors and evaluates service delivery methods and procedures for efficiency and effectiveness, and identifies and implements improvements to administrative and support systems.

Selects, trains, supervises and evaluates the work of professional, technical and clerical staff. Assigns work activities, projects and programs, monitors work flow, and evaluates work products.

Identifies, evaluates and manages the City's risk financing program, including financing options and the City's needs for coverages, terms, limits and retention levels.

Consults and makes recommendations to City departments regarding citywide loss prevention goals and implementation of programs related to the achievement of these goals.

Special assistance with the application and examination process is available, upon request, for persons with disabilities. Call (310) 458-8246, TDD (310) 458-8696 (Hearing Impaired Only)

EQUAL OPPORTUNITY EMPLOYER - WOMEN, MINORITIES & DISABLED ENCOURAGED TO APPLY

ABOUT SANTA MONICA

Santa Monica's residents enjoy miles of excellent beach, surf and deep sea fishing, smog free weather with an annual average temperature of 61.7°, an excellent school system from elementary through community college level, a municipal airport, a civic auditorium offering top-grade cultural events, good low-cost public transportation, and recreation programs for all age groups.

The Santa Monica Freeway is only blocks from any point in the City, providing access to surrounding communities and entertainment facilities of Los Angeles Basin.

GENEROUS BENEFITS

The City's liberal fringe benefits include sick leave, holiday and vacation pay, the Public Employees Retirement System, medical, dental and vision insurance, credit union, deferred compensation, tuition reimbursement, Dependent Care Assistance Plan and Marine Park Childcare Center.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

The City Council's Policy Statement on Affirmative Action reads in part. *"In the recruitment, selection, assignment, promotion, discipline and training of personnel, we will consider only job-related skills, abilities, knowledge and performance. We will develop positive measures to eliminate discrimination based on race, color, gender, national origin, religion, age, disability or sexual harassment in the workplace. Where adverse impact has resulted from prior practices, we will take prudent remedial action... We welcome constructive suggestions that will improve the effectiveness of our affirmative action program."*

THE PROVISIONS OF THIS BULLETIN DO NOT CONSTITUTE A CONTRACT, EXPRESSED OR IMPLIED, AND ANY PROVISIONS CONTAINED IN THIS BULLETIN MAY BE MODIFIED OR REVOKED WITHOUT NOTICE.

Analyzes claims against the City to develop loss trends and implements programs to reduce losses. Reviews, evaluates and maintains accident reports and liability claims to develop methods and procedures that minimize risks and costs.

Studies and identifies possibilities for accidental loss to City assets and assesses the probability and severity of potential losses. Develops and implements citywide strategies to prevent losses.

Manages claims reporting procedures to ensure proper notification of City adjusters, insurers and appropriate governmental agencies.

Inspects City facilities and operations to detect existence of potential accident and health hazards. Recommends corrective or preventive measures to reduce potential risks, meet Occupational Safety and Health Association (OSHA) requirements, and maintain compliance with Federal and State safety regulations.

Prepares, oversees and administers the Risk Management Division's annual budget. Directs and monitors division expenditures and maintains appropriate records, reports and controls.

Develops and forecasts citywide budgetary items involving insurance costs, self-insurance charges, workers' compensation costs, and liability claim and bonding costs. Develops cost-containment strategies related to budgetary items.

Conducts and prepares various complex analyses, studies and reports, including actuarial and cost-benefit analyses, organizational and operational studies, staff reports and investigations, and recommends specific courses of actions. Makes presentations, as necessary.

Negotiates pricing for commercial and non-traditional insurance coverage and other insurance and indemnity terms.

Serves as liaison for the Risk Management Division with City staff and outside agencies for a variety of risk management related issues.

Develops and prepares legal documents for insurance and identification provisions in City contracts.

Performs other related duties, as assigned.

MINIMUM QUALIFICATIONS:

Knowledge, Abilities, and Skills:

Knowledge of: Principles, practices and techniques of a comprehensive public sector risk management program; workers' compensation law and public agency liability and claims administration; principles, processes and theories of risk management, including accident prevention, loss control and industrial safety programs; documentation, terms and conditions of commercial insurance coverage, including procedures and practices of multi-insurance claims handling and administration of self-insurance plans; property valuation practices and methods; project and program development and management; advanced principles and methods of research, analysis and reporting; advanced principles, procedures and techniques of budget preparation and administration; applicable Federal, State and local laws and regulations; principles of leadership and management; principles, practices and techniques of supervision and training; effective customer service techniques.

Ability to: Plan, manage, organize and coordinate the activities of a division; select, supervise, motivate, train and evaluate staff; analyze problems, identify solutions and make recommendations; develop, implement and administer innovative and cost-effective risk management programs and services; research, evaluate and apply new service delivery methods and procedures; plan, coordinate and manage multiple programs and projects; perform complex analyses, research and statistical studies; prepare and maintain complex insurance coverage documents; assess settlement value of claims; project losses, expenditures and funding requirements; prepare and

administer large, complex and comprehensive budgets; prepare clear and concise administrative and financial reports; interpret and apply Federal, State and municipal codes, policies, laws and regulations; communicate complex issues to various audiences, both orally and in writing; provide effective customer service; establish and maintain effective and cooperative working relationships with a wide variety of individuals, including City staff, outside agencies and the general public.

Skill in: Leadership, management and supervision; effective written and verbal communication, including oral presentations; using a personal computer and applicable software applications.

Education, Training, and Experience:

Graduation from an accredited college or university with a Bachelor's degree in Business or Public Administration, Finance, Economics, Risk Management or a closely related field. A Master's degree in Business or Public Administration, Finance, Risk Management or closely related field is highly desirable.

Five years of recent, paid and progressively responsible, work experience in risk management, loss control, industrial safety, workers' compensation, and commercial insurance. At least two years of the recent, paid work experience must have included supervisory and management responsibilities. Experience in and/or working with a public agency is desirable.

Licenses and Certificates:

Possession of a valid class C driver license.

Professional designation by the Insurance Institute of America as an Associate in Risk Management (ARM) or Associate in Risk Management for Public Entities (ARM-P) is desirable.

NOTE: You must submit a copy of your diploma or transcript no later than close of business on the application closing date. You may send a scanned copy of your diploma or transcript to elke.hohls@smgov.net or fax a copy to the attention of Elke Hohls at (310) 656-5705. Failure to do so will result in your application being disqualified.

SELECTION PROCESS:

Application Review Board: All applicants must submit clear, concise, and complete information regarding their qualifications for the position. All applicants will be reviewed and only those candidates determined to be **most qualified** on the basis of experience and education, as submitted, will be invited, to participate further in the selection process. **Testing may consist of any or all of the following:**

Writing Project: to measure job-related knowledge and abilities.

Technical/Oral Interview: to evaluate training, experience and interpersonal skills.

Oral Interview: to evaluate education, training and experience; technical knowledge; communication skills; and interpersonal skills.

BACKGROUND INVESTIGATIONS: Candidates who have successfully completed all prior phases of the selection process will be subject to a thorough background investigation.

HOW TO APPLY*: A completed City Application Form together with a special supplemental application must be submitted to the Human Resources Department by no later than **5:30 p.m., Thursday, April 30, 2009.** If your application does not reach us by the end of the filing period, you will not be considered for this position.

NOTES: Resumes will **not** be accepted in lieu of the application or supplemental application materials.

Postmarks will **not** be accepted.

All employees of the City of Santa Monica are designated by both State and City ordinance to be "Disaster Service Workers." In the event of a declared emergency or any undeclared emergency or natural disaster that threatens the life, health and/or safety of the public, employees may be assigned to assist rescue and relief workers. Such assignments may be in locations, during hours and performing work significantly different from the employees' normal work assignments and may continue through the recovery phase of the emergency.

EXAM #: 090706-01
ISSUED: 03/23/09
OPEN EXAMINATION
EH/rt
f://(Risk Manager)