

The City of Riverside...A Great Place to Live, Work and Play!

We are currently offering the following opportunity:

Risk Manager and/or Risk Management Analyst
Job Code 86701

The Position

There is one current vacancy in the Finance Department. The hiring department has the authority to fill the vacancy at either the Risk Manager or Risk Management Analyst (Senior Management Analyst) level. The successful candidate selected at the Risk Manager level will be an at-will appointment.

Compensation:

Risk Manager:

\$89,436 - \$119,526 annually*

Risk Management Analyst (Senior Management Analyst):

\$62,388 - \$83,604 annually*

*Appointment may be made at any step contingent upon qualifications of the candidate.

Benefits:

Retirement: The City is a member of the State of California Public Employee's Retirement System (PERS) and provides employees with the 2.7% @ 55 formula. The City also pays the employee's contribution toward the plan. Leave Benefits: Includes typical holiday benefits plus sick leave accruals up to 96 hours per year. Earn vacation accruals up to 144 hours per year, which increases after 9 years of service. Health Insurance: The City offers seven health insurance plans and contributes up to \$851 per month for employee and dependent coverage. Dental Insurance: The City provides three dental insurance plans and contributes up to \$45 per month. Life Insurance: The City provides and pays for term life insurance with accidental death and dismemberment equal to two times the annual salary plus \$1,000 to a maximum of \$600,000. Deferred Compensation: The City contributes \$250 per month to a 457 deferred compensation plan for a minimum \$50 monthly employee contribution.

Work Performed:

Oversees and coordinates risk management programs for the City including hazard identification and evaluation, risk transfer, risk financing, casualty insurance and tort liability programs; monitors and evaluates the effectiveness of City risk management programs; administers insured and self-insured insurance plans; trains, supervises, and monitors the performance of assigned personnel; provides guidance to staff regarding risk management issues; develops and ensures compliance with departmental policies, procedures, and regulations governing risk management activities; analyzes liability claims against the City and assesses potential liability; determines acceptance/rejection of claims and settlement values within City guidelines; monitors and provides direction to Third Party Administrator (TPA) in the review and investigation of tort liability claims; evaluates and provides guidance regarding methods for effectively reducing employee injuries; reviews reports by employees of unsafe roads, streets, and sidewalk conditions that may result in liability claims; determines degree of risk versus cost to mitigate; monitors legislation and ensures compliance with insurance regulatory requirements; determines types and levels of insurance and protective endorsements required; reviews proposed contracts, insurance requirements, and required certificates of insurance to ensure the maximum transfer of risk; evaluates and recommends selection of insurance providers; identifies cost efficient insurance plans for the City; conducts research, identifies, and recommends alternative insurance coverage; determines cost effective vehicles to finance losses due to risk; assists in the preparation and administration of annual budget; monitors expenditures; allocates funding of risk management program to City departments/division; coordinates the defense, settlement or adjustment of claims where litigation is involved; develops, implements, and enforces safety policies and procedures for the City; and performs other duties as assigned or required.

Minimum Qualifications:

Both levels require an education equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, financial management, business administration or closely related field and possession of an

appropriate, valid class "C" California Motor Vehicle Operator's License. Required experience is detailed below:

Risk Manager

Five years of progressively responsible experience administering and/or managing municipal risk management programs.

Risk Management Analyst

Three years of progressively responsible experience administering municipal risk management programs.

Desired Qualifications

Knowledge of: Principles and practices of risk management. Risk management and asset protection programs. Safety policies and methods for reducing employee risk for injury. Methods for administering insured and self-insured insurance plans. Insurance claims and litigation processes. Processes for preparing and administering budgets. Supervisory principles, practices, and methods. **Skill in:** Administering municipal risk management programs. Administering insured and self-insured insurance plans. Determining appropriate levels of insurance and protective endorsements required. Analyzing liability claims and coordinating the defense/settlement of claims. Effective oral and written communication. Establishing and maintaining effective working relationships with staff, City departments and officials, insurance providers, and outside agencies. Administering budgets and monitoring expenditures. Supervising, leading and delegating tasks and authority.

Physical Demands/Work Environment:

Work is performed in a standard office environment. Subject to standing, walking, bending, kneeling, and occasional lifting of objects up to 50 pounds.

Selection Process:

Candidates meeting the minimum qualifications may be asked to compete in a written, performance and/or structured interview; after which qualified candidates will be placed on an eligibility list that will remain in effect for six months. The eligibility list may be

terminated or extended dependent upon the needs of the department. The City of Riverside does not reimburse candidates for any expenses incurred as a result of this recruitment.

Closing Date:

Applications will be accepted until the position is filled. Applicants are encouraged to apply early as the first review of applications will take place during the week of December 17, 2007.

Interested, qualified candidates may forward resumes,
indicating Job Code 86701, to:
E-mail: cityjobs@riversideca.gov
or Fax to: 951-826-5943
or Mail to: Human Resources Department,
City of Riverside, 3780 Market Street, Riverside, CA 92501
or Call: 951-826-5808
Visit: <http://cityjobs.riversideca.gov>

