



CSAC Excess Insurance Authority

EMPLOYMENT OPPORTUNITY

LOSS PREVENTION SPECIALIST

CSAC Excess Insurance Authority has a Loss Prevention Specialist position available for immediate hire.

About CSAC Excess Insurance Authority

CSAC Excess Insurance Authority (EIA) is a joint powers authority of California counties, which was established in 1979. The EIA is a public agency, which relies solely on its members for financial support. Currently there are 54 member counties and more than 130 other public agencies (including cities, schools, joint powers agencies and other special districts) that participate in one or more of the EIA's eight major programs. The EIA operates various risk-sharing pools, which provide insurance and risk management services to its members. The EIA is governed by a Board of Directors consisting of one member from each participating county. The EIA employs a staff of 39 full-time employees under the direction of the Chief Executive Officer. The 2005/06 general administration operating budget is approximately \$5.2 million with total expenditures budgeted to exceed \$322 million.

About the Position

The Loss Prevention Specialist will, under the direction of the Loss Prevention Manager, act as a resource to the member entities of the CSAC Excess Insurance Authority for loss prevention services relating to occupational safety and tort liability exposures. Duties include:

- Conduct client on-site safety and loss prevention surveys and prepare reports of visits as required.
- Perform analysis of losses to identify opportunities for action.
- Audit clients' loss prevention programs as required.
- Execute client safety and loss prevention programs.
- Assist in the identification of clients' contractual exposure to losses.
- Evaluate client loss information and trends and prepare loss reports.

- Provide technical expertise, advice and direction on safety matters to management, Third Party Administrators (TPAs), insurance brokers, members, etc.
- Attend and support client Board, Executive Committee, and Safety Committee meetings.
- Research and compile reports relevant to risk management questions.
- Upon request, develop and present workshops, training, seminars, etc.
- Perform other tasks upon request.

Ideal Candidate

The ideal candidate will have knowledge and experience in the principles and methods of loss prevention, safety, risk management, and public administration. They will have knowledge of state and federal laws relating to occupational health and safety, tort liability, and drug and alcohol testing. They will also have knowledge and experience of the principles and techniques of employee training. Advanced educational training in fields related to loss prevention, occupational health and safety, business administration, or public administration is highly desirable. Progression toward one or more of the following certifications is also highly desirable: ARM, CSP, ASP, ALCM, or COHN-S. Any combination of education and experience which would likely provide the required knowledge and abilities is qualifying.

Special Requirements

Possession of a valid State of California Driver's License issued by the State Department of Motor Vehicles or the ability to obtain one within the first month of employment. Ability and willingness to travel, up to 50% of available time, and overnight stays are required.

Salary and Benefits

The salary range is \$3,498 - \$4,198 per month. A generous benefit package is provided including Public Employees Retirement System (PERS) health benefits, dental, vision, long-term disability, short-term disability, life insurance, PERS retirement, deferred compensation program, sick leave, holiday leave, vacation leave, and section 125 cafeteria benefits. EIA employees do not pay into Social Security except for the Medicare portion of the cost.

Filing Procedure

Interested persons must submit a resume as well as a completed supplemental application to the Senior Human Resource Specialist, Allison Barsotti, at CSAC Excess Insurance Authority. Please call or visit our website to obtain an application packet, which includes the supplemental application and a detailed job description.