



City of Modesto
Risk Manager

SALARY	\$111,862.40 - \$135,969.60 Annually	LOCATION	Tenth Street Place - 1010 10th Street Modesto, CA
JOB TYPE	Full Time	JOB NUMBER	03713
DEPARTMENT	Human Resources	DIVISION	Risk Management
OPENING DATE	10/25/2023	CLOSING DATE	11/17/2023 5:00 PM Pacific
BARGAINING UNIT	UNREP		

THE POSITION



Upcoming Salary Increases and Incentives:

- \$115,352 - \$140,067 effective 7/1/2024
- \$118,726 - \$151,528 effective 7/1/2025
- \$122,304 - \$156,083 effective 7/1/2026
- 2.5% Education Incentive - Bachelor's Degree
- 5% Education Incentive - Master's Degree

The Risk Manager oversees the activities of the Risk Management Division within the Human Resources Department including workers' compensation, general liability, loss control, property insurance, contract insurance requirements, and other related insurance programs; and coordinates Risk Management Division activities with other divisions and departments to mitigate potential exposure to liabilities.

APPLICATION PROCESS

Applicants will be assessed on the application submitted. Due to the volume of applications received, resumes will not be screened for the purpose of determining who is most qualified to compete in the testing process. It is the applicant's responsibility to fill out the "Education" and "Work Experience" sections of their application with complete information and adequate detail. Do not substitute any part of the application form with the words "SEE RESUME."

The following information is provided for you to use as a reference and as a planning tool. Human Resources is unable to schedule make-up examinations. Applicants who meet the minimum qualifications will be invited to continue in the testing process.

Tentative Interview Schedule

November 30, 2023

Human Resources reserves the right to revise the testing process to best meet the needs of the City.

The City of Modesto is an equal opportunity employer. We are committed to fostering, cultivating and preserving a culture of diversity, equity and inclusion.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Plan, organize, and direct Risk Management Division activities including the workers' compensation program, general liability, loss control, safety, occupational medical, property, and other related insurance programs.

Develop and implement divisional goals, objectives, policies, and procedures.

Direct, oversee, and participate in the development of the Risk Management Division work plan; assign work activities, projects, and programs; monitor work flow; review and evaluate work products, methods, and procedures.

Prepare the Risk Management Division budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials, and supplies; administer the approved budget.

Recommend the appointment of personnel; provide or coordinate staff training, conduct performance evaluations; implement discipline procedures, as required; maintain discipline and high standards necessary for the efficient and professional operation of the Division.

Implement and maintain appropriate risk financing techniques, including maintaining adequate monetary reserves and departmental cost allocation plans.

Evaluate and act on opportunities for improvement in service delivery or operations for the Division.

Ensure the City's immunities are properly utilized; ensuring appropriate risk control techniques are implemented.

Review insurance documents, contracts, and leases to ensure the City is not assuming undue risk; ensure appropriate risk transfer techniques are implemented; consult with project managers regarding risk exposure and risk transfer; review contracts to ensure proper indemnification language and insurance requirements.

Manage the occupational medical program including oversight of workers' compensation treatment, Fitness for Duty evaluations, pre-employment and annual physicals, disability accommodations, DOT, and reasonable suspicion drug testing.

Design, develop, and oversee the City's Safety Program.

Handle and coordinate the completion of insurance renewal applications, working with City departments, brokers, and insurers.

Act as representative to City's excess liability pool, attending meetings, as required.

Negotiate adjustments and settlements of uninsured and insured losses involving damage to City property.

Analyze trends in liability coverages and case law; make recommendations for the needed coverage, purchase, loss reduction, and cost; review contracts and agreements relating to insurances and endorsements.

Represent the City to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Research and prepare technical and administrative reports; prepare written correspondence.

Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.

Observe and maintain a safe working environment in compliance with established safety programs and procedures.

Marginal Functions:

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles, practices, and techniques of establishing, maintaining, and modifying a comprehensive risk management program.

Principles and practices of risk management, risk transfer, and asset protection programs relating to general and financial liability protection.

Records and procedures relating to court actions on risk management matters.

Principles and practices of leadership, motivation, team building, and conflict resolution.

Pertinent local, state, and federal rules, regulations, and laws.

Principles and practices of organizational analysis and management.

Budgeting procedures and techniques.

Principles and practices of supervision, training, and personnel management.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Ability to:

Organize and direct the Risk Management Division operations.

Develop, implement and coordinate effective programs for safety and training.

Analyze and interpret a variety of complex insurance and legal documents.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Gain cooperation through discussion and persuasion.

Interpret and apply City and department policies, procedures, rules, and regulations.

Prepare and administer a budget.

Supervise, train, and evaluate personnel.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible experience in the management of a combination of human resources programs including: workers' compensation, liability and property, and/or occupational medical; including one year providing technical and functional supervision over assigned personnel.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business or public administration or a related field.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Possession of an Associate in Risk Management (ARM) certificate is highly desirable.

Possession of a Certified Professional in Disability Management (CPDM) is also highly desirable.

PHYSICAL AND MENTAL REQUIREMENTS

Mobility: frequent use of keyboard; frequent sitting for long periods of time; occasional bending or squatting. **Lifting:** frequently up to 10 pounds; occasionally up to 25 pounds. **Vision:** constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. **Dexterity:** frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. **Hearing/Talking:** frequent hearing and talking, in person and on the phone. **Emotional/Psychological:** frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. **Environmental:** frequent exposure to noise.

WORKING CONDITIONS

Work is performed in a typical temperature-controlled office environment subject to typical office noise and environment. Some positions may be assigned to remote locations. Positions require occasional overtime or weekend work and the ability to travel.

Benefits

Unrepresented Management

PUBLIC EMPLOYEES' RETIREMENT SYSTEM: CalPERS enrollment in either the 2% @ 60 or the 2% @ 62 formula is dependent on eligibility, as per AB 340. Employee pays the full member contribution. Retirement benefit is based on the employees three year final compensation average. The City does not participate in Social Security except for the required 1.45% Medicare contribution by both the City and the employee (applies to employees hired after 4-1-86).

HOLIDAYS: 12 paid holidays per year plus 8 hours of holiday credit.

MANAGEMENT LEAVE: Eighty hours of Management Leave is provided annually.

VACATION: Accrual normally begins at a rate of two weeks per year, with incremental increases to five weeks at 21 years of service. Employees may accumulate up to two times their annual accrual.

SICK LEAVE: Accumulated at 8 hours per month, 96 hours per year. Employees may accumulate up to 2,200 hours.

MEDICAL INSURANCE: Health, dental and vision coverage is provided. The City's monthly contribution to health, dental and vision benefits is based on a three-tier system as follows:

- \$ 1701.00 Employee + Family
- \$ 1204.00 Employee + 1 Dependent
- \$ 673.00 Employee Only
- \$ 450.00 Opt Out

The employee pays the balance. An employee who opts out of health coverage receives the amount noted above **minus dental and vision premium** on their paycheck and treated as taxable income. Dental and vision coverage continuation is available upon retirement.

LIFE INSURANCE: Provided in the amount of \$120,000 by the City. Supplemental coverage is available at employee cost.

LONG TERM DISABILITY INSURANCE: Coverage is provided by the City, at City cost. This benefit pays 66 2/3% of the first \$12,000 per month in salary.

DEFERRED COMPENSATION: With matching contributions by the employee, the City will contribute 1.5% of salary, (increasing to 2.5% at 9 years of service) to a voluntary 457 Plan. The City also contributes 2-5% to a mandatory 401(a) Money Purchase Plan, based on role within the City.

RETIREE HEALTH SAVINGS ACCOUNT (RHS): \$2,400 initial deposit provided upon completion of a two (2) year vesting period, after initial contribution is made, the City shall contribute \$100 per month

EMPLOYEE ASSISTANCE PROGRAM: Available to employees and dependents. Plan provides up to 3 counseling visits per incident, at City expense.

EDUCATION INCENTIVE: Master's Degree Pay in the amount of 5% of salary. Bachelor's Degree Pay in the amount of 2.5% of salary.

LONGEVIT PAY: 2.5% of salary at 10 years of service.

CITY CAR/CAR ALLOWANCE: Up to \$400 monthly is provided for some positions.

SECTION 125 PLAN: Providing for pre-tax deductions for employee-paid health premium and dependent care costs.

Agency

City of Modesto

Address

1010 10th Street, Suite 2200
P.O. Box 642
Modesto, California, 95353

Phone

(209) 577-5402

Website

<http://www.modestogov.com>

Risk Manager Supplemental Questionnaire

*QUESTION 1

I understand that in order for my application to receive every consideration in the selection process, I must complete the following Supplemental Questions and provide concise but detailed answers. I understand these responses must match the information I provide in the Work Experience and Education sections of my application. When answering narrative descriptions of my experience, I understand that I must include the name of the employer, dates of employment, and the name and phone number of my supervisor. I certify that all information provided on this application and the Supplemental Questions is true to the best of my knowledge.

I have read and understand the above instructions

*QUESTION 2

Describe your experience in managing a self-insured, self-administered risk management program or managing third-party administrators handling your workers' compensation and liability claims.

***QUESTION 3**

Describe your experience managing an employee safety training program, including a description of the types of training.

* Required Question