



Risk Manager

City of Roseville, California

Salary: \$117,493 - \$157,452 DOE/DOQ

The City of Roseville, California, is seeking a Risk Manager to assist the Human Resources Director in managing the Risk Management Division within the Human Resources Department. The Risk Manager will oversee general liability claims management, subrogation, workers' compensation, leaves administration, and the City's Safety Program. We are looking for a candidate who can effectively develop risk management goals and objectives and implement safety policies and procedures for the City. The ideal candidate will ensure accountability, build trust, and foster collaboration within the division, department, and across the City. They will have an empowering working style and use their experience to guide, mentor, and develop staff. If you possess technical expertise in managing insurance programs and claims and are eager to work with an interdepartmental team on safety, liability loss, workplace injuries, and various insurance program coverage issues, apply today!

The City of Roseville is an Equal Opportunity Employer. The City is committed to a diverse workforce. We are engaged in understanding the needs and backgrounds of our colleagues and those we serve. Our organization is unified in this commitment, as we believe this produces the best results for our community.



The City & Community

The City of Roseville is a full-service City with a City Council/City Manager form of government, which has over 1,300 employees, an annual budget of approximately \$788 million (General Fund - \$212 million) and healthy reserves, and serves approximately 148,000 constituents. Roseville, CA, is the largest city in Placer County and receives accolades for being the best place to raise a family, start a business, buy a first home, and retire, as well as: the most playful city, healthiest city, and one of the lowest-cost places in California to do business. Roseville is a 25-minute drive from California's capital, and close proximity to world-class destinations such as San Francisco, Napa Valley, Lake Tahoe, and Yosemite, with many options for recreation, leisure, and entertainment that are seemingly boundless.

The strength and balance of Roseville's diverse economy allows the City to thrive. Business ventures in Roseville range from technology and healthcare to railroad operations and financial services. There are always plenty of opportunities for outdoor activities like hiking, biking, swimming, skiing, and snowboarding. Choose from an abundance of recreational programs, including over 80 neighborhood parks, several golf courses, state-of-the-art fitness centers, and thousands of acres of open space. Several schools within city limits have been recognized with "California Distinguished School" awards, and Roseville is within driving distance of William Jessup University, Sierra Community College, California State University, Sacramento, and the University of California, Davis.



The Department

The Human Resources (HR) Department provides services to a full-service and complex organization with many facilities and different services that expose the City to a wide variety of risks and liabilities. The department consists of 18 regular and 3 temporary positions, with services split between Employment Services, Risk Management, and Employee/Labor Relations and Organization Development Divisions. Our focus is on recruiting, developing, engaging, and retaining a diverse, well-qualified, and professional workforce of approximately 1,300 regular employees and 600 temporary/seasonal employees to deliver high-quality services to the City. This requires an emphasis on safety and healthy workplace practices. The City has five represented employee groups and two unrepresented groups. The Risk Manager works collaboratively with the Assistant Human Resources Director to address any overlapping labor relations matters and for maintaining efficiencies in the delivery of overall HR Department services. The Risk Management Division supports both internal City risk, insurance, and safety needs, in addition to responding to tort claims from the public.



The Position

The Risk Manager assists the Human Resources Director in managing the Risk Management Division, including general liability claims management, subrogation, workers' compensation, leaves administration, and the City's Safety Program. The City is self-insured and a member of the California Joint Powers Risk Management Association (CJPRMA) for pooling risk management programs, with a highly effective general liability claims management program that is managed in collaboration with the City Attorney's Office. The City is also a member of the Local Agency Workers' Compensation Excess (LAWCX) Joint Powers Authority. The Risk Manager leads the team administering the City's self-insured workers' compensation program, oversees accident investigations, develops safety policies and procedures, implements safety improvements, and participates in emergency/disaster response. The position leads and supervises a skilled and well-functioning team, including a Senior HR Technician, two HR Technicians, and an HR Intern.

Duties may include, but are not limited to, the following:

- Development of risk management goals and objectives; development of and implementation of safety policies and procedures.
- Development and implementation of the department risk management work plan; assign work activities, projects, and programs; monitor workflow; review and evaluate work products, methods, and procedures.
- Prepare the budget for the risk management division; manage budget implementation; participate in the forecast of additional funds needed for insurance premiums, claims, staffing, equipment, materials, and supplies; administer the approved risk management budget.
- Negotiate and resolve sensitive, significant, and controversial risk management or safety issues.
- Oversee the coordination of employee leaves (e.g., FMLA, CFRA, PDL, 4850) and the Americans with Disabilities Amendments Act (ADAA) interactive process and reasonable accommodations.
- Analyze and draft clear policies or communications pertaining to risk, insurance, and safety-related State or Federal regulations.
- Build and maintain positive working relationships with coworkers, other city employees, and the public using principles of good customer service.

Areas of focus for the Risk Manager this year include:

- Implementation of a new third-party administrator (TPA) for workers' compensation;
- Purchase and distribution of AEDs to departments and coordination of training; and
- Improve upon the City's Safety Program, including creating, updating, and implementing safety policies.



The Ideal Candidate

Our ideal candidate will be a technical expert in managing a comprehensive risk program, including tort claims, employee leaves, and working with an interdepartmental team on safety. The ideal candidate will understand the importance of addressing claims timely, proactively, and thoroughly with a fiscally responsible mindset, and who is confident, responsive, and a skilled investigator, evaluator, and negotiator of claims settlements. Successful candidates will be highly customer service focused and have a proven track record for continuous improvement. We are looking for a creative problem solver for risk management, claims management, subrogation, insurance administration, asset protection, and leaves management (e.g., FMLA, CFRA, W/C, 4850). The Risk Manager will understand the value of collaboration, relationship building, and professionalism.

Additionally, the ideal candidate will...

- Be an excellent project manager.
- Create an inspiring team environment with an open communication culture.
- Possess a working style of empowering, mentoring, and appreciating staff.
- Make informed, well-thought-out decisions, even in the absence of all information.
- Communicate clearly and concisely, both orally and in writing.
- Be effective at balancing competing demands and prioritizing complex issues.
- Analyze trends in liability coverage, claims, and a variety of exposures.

The City is seeking candidates whose values and priorities align with the City's core competencies:

- Focus on people
- Build trust
- Ensure accountability
- Communicate effectively
- Collaborate inclusively
- Make quality decisions
- Be adaptable/agile

Qualifications

At a minimum, candidates must possess a Bachelor's degree from an accredited college or university with major course work in public administration, business administration, human resources management, industrial engineering or a closely related field, and five (5) years of increasingly responsible experience in risk management, which includes at least three (3) of the following program areas: managing tort claims and general liability, managing workers' compensation claims, insurance administration, loss prevention, employee leave administration, and safety. Two years of supervisory responsibility is required. Possession of a valid California Driver's License is required upon hire.

Salary & Benefits

The annual salary range for the incoming Risk Manager is \$117,493 - \$157,452; placement within this range is dependent upon qualifications and experience. The City also offers a comprehensive benefits package that includes:

- Retirement – The City participates in the California Public Employees' Retirement System (PERS) under a **2.7% @ 55 formula for Classic Members** and a 2% @ 62 formula for New Members. The City does not participate in Social Security.
- Health and Welfare Insurance – The City contributes between \$1,547 - \$1,945 per month (cafeteria plan and flex credit combined) toward the medical, dental and vision premiums for employee and eligible dependents, depending on medical plan tier elected (EE only, EE+1, Family).
- Retiree Health – Tier III RHS contribution program. City contribution of \$100 per month after five years. See Management/Confidential Terms for specifics: <https://www.roseville.ca.us>
- Life Insurance – City paid at two times the annual salary.
- Holidays – 12 paid holidays per year.
- Vacation – 12 to 20 days per year based on years of service.
- Sick Leave – 12 days per year.
- Management Leave – Up to 100 hours per year of which 50 hours are cashable leave.
- Deferred Compensation Plan – City contribution of 3% after five years of service.
- Other Benefits – Education reimbursement and positive work culture.

How to Apply

This is an open-continuous recruitment; however, for first consideration, apply by June 29th by completing an application at: <https://tinyurl.com/ycyjfp2>

Please contact Stacey Peterson, Human Resources Director, with any questions:

- Email to: slpeterson@roseville.ca.us
- Call: 916-774-5374

Save the Dates: Interview dates are July 11th and 19th.

Candidates selected to interview will need to be available for both days.

