

**THE CITY OF
SAN BERNARDINO**

*INVITES APPLICATIONS FOR
THE POSITION OF*

RISK DIVISION MANAGER



THE CITY OF SAN BERNARDINO

Located in the Riverside-San Bernardino metropolitan area of Southern California (often referred to as the Inland-Empire), the City of San Bernardino serves as the county seat of San Bernardino County. It spans 62 square miles and has a diverse population of over 213,000.

Several highly regarded educational institutions are located within or in the nearby area. California State University, San Bernardino is located in the northwestern part of the City. San Bernardino Valley College is also located within the City. The City is also home to the San Manuel Gateway College & Loma Linda University Health, an innovative new higher education resource that integrates training programs in health careers with clinical experience.

San Bernardino is also home to the Little League Western Region Headquarters and hosts the regional playoffs each year with 14 teams from 13 western states playing for the chance to advance to the Little League World Series for the national title. Another sports venue is the San Bernardino Soccer Complex, one of only a few premier soccer facilities in Southern California. The 50-acre complex offers 17 full-size soccer fields, including 4 lighted championship fields. The City is home to multiple art, performing art, and concert venues including the historic California Theater, Sturges Center for the Arts, Roosevelt Bowl, National Orange Show Events Center, Glen Helen and the Garcia Center for the Arts. The City's historic California Theater, which opened its doors in 1928, hosts Broadway plays and musicals that light up the stage each year. The theater is also the home of the San Bernardino Symphony Orchestra. Today, the Orchestra, one of the oldest and most prestigious in the region.

CITY GOVERNMENT

In 2016, the citizens voted to change the City Charter, choosing to be Governed by a Council-Manager form of government. Today, the governance structure is comprised of an at-large elected Mayor and seven Council Members elected by constituents in a specific ward. Each elected official serves a four-year term. The Mayor and Council appoints the City Manager, who serves as the Chief Executive Officer overseeing all departments, including Community and Economic Development, Finance, Human Resources, Information Technology, Parks, Recreation & Community Service, Police, and Public Works Departments. The City's FY 2020/21 General Fund budget is \$130.6 million with a Capital Improvement Program budget of \$19.6 million and it employs 570 full-time employees. Fire Services are provided through a contract with the County Fire Protection District. The City also operates a Water Department and Library which, by charter, is governed by a separate oversight Board.



THE POSITION

Risk Division Manager (U) is responsible for planning, organizing, managing, and evaluating the strategic management and administration of the City's Workers' Compensation and Safety Industrial Disability Retirement programs and operational risks of a complex city organization and developing loss control programs to protect the City from exposure to risk that could have adverse consequences to City operations, financial position or community reputation. Assignments are broad in scope and allow for a high degree of administrative discretion in their execution.

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from an accredited four-year college or university with a major in business or public administration, or a closely related field; and at least five years of progressively responsible public agency risk management, workers' compensation or safety experience, at least two of which were in a supervisory or program/project management capacity; or an equivalent combination of training and experience. An Associate in Risk Management (ARM) Certificate is highly desirable. Accreditation shall be by a national or regional accreditation body that is recognized by the Secretary of the United States Department of Education.

DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed:

1. Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; monitors performance and provides coaching for performance improvement and development; provides or recommends compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, subject to management concurrence, in accordance with the City's human resources policies and procedures, Personnel Rules and labor contract provisions.
2. Provides leadership and works with staff to develop and maintain a high-performance, customer service-oriented work environment that supports achieving the City's mission, strategic goals and core values.
3. Plans, develops and coordinates the City's self-insured liability programs; identifies, selects, implements and monitors programs designed to reduce frequency and severity of loss to City personnel and property; advises departments on loss control and liability issues.
4. Manages the financial payments of claims and expenses for liability.
5. Investigates, documents, verifies, reviews, negotiates, adjusts and settles claims against the City; coordinates efforts with attorneys and independent adjusters; provides information for settlement of lawsuits; answers interrogatories; appears at mandatory settlement conferences; attends trials and depositions and coordinates appearance of City employees; maintains liaison with City legal representatives.
6. Develops and administers loss control and safety programs; coordinates and establishes procedures to conform with CAL/OSHA requirements; evaluates effectiveness of programs and procedures; inspects City facilities and initiates corrective actions to ensure safe working conditions.
7. Establishes and reviews workers' compensation procedures, policies and practices to ensure compliance with State law and City policies; ensures compliance with pertinent rules and regulations governing workers' compensation benefit and self-insurance administration; reviews, evaluates, interprets and applies established law to Workers' Compensation and Safety Disability Retirement programs.
8. Develops, implements and monitors cost containment programs to reduce workers' compensation liabilities; monitors and controls charges to industrial accident leave and light duty benefit accounts; assesses facts and determines necessity for reporting claims to the excess insurance carrier.
9. Coordinates the Safety Disability Retirement Program, including preparing for formal hearings; assists departments with the reassignment of safety employees to modified duty assignments within their medical restrictions.
10. Conducts audits and inspections of workers' compensation claims; projects future costs of workers' compensation for planning and budgeting purposes and recommends strategies to control costs.
11. Designs, develops and presents training programs pertaining to the Workers' Compensation and Safety Disability Retirement programs, procedures and reporting requirements.

BENEFITS

**Salary Range - \$101,028.10 to \$122,807.98
Annually**

Retirement - Participation in the California Public Employees Retirement System (CalPERS). Classic members with less than 6 months separation: CalPERS 2% at 55, single highest year plan. New members, CalPERS 2% at 62, three highest year average plan.

Health Insurance - Monthly City contribution of \$1,125 employee only or \$1,250 employee towards plus one/family Medical, Dental and Vision Care Insurance Plans.

Leave - Vacation beginning at 80 hours after one year, 96 hours of sick leave annually, 12 holidays, plus 18 hours of floating holiday time and administrative leave of 80 hours per fiscal year.

Car Allowance - The City provides a car allowance of \$575 per month.

Life & Accidental Death and Dismemberment Insurance - The City provides Term Life and Accidental Death & Dismemberment (AD&D) Insurance.

Other - Optional Deferred Compensation Plan, flexible benefits plan, pre-tax childcare plan, and employee assistance program.



IDEAL CANDIDATE

The ideal candidate will be politically astute but not political. Candidate must be nimble and have the ability to pivot quickly in a dynamic environment. Professionalism is key. The City is seeking someone who can provide guidance and navigate challenging situations without getting caught up with exterior factors and influences. Knowledge and experience to help in minimizing City losses. The candidate must have excellent critical thinking and analytical skills that will be able to address the situations unique to San Bernardino. The ideal candidate will be a team player who is able to work with the Association leaders to present ideas toward progressive change that delivers measurable results in an expedient manner.



Application and Selection Process

First Review Date | August 30, 2021

To apply for this exciting career opportunity, please send a compelling cover letter and your detailed resume electronically to:

bob@bobhallandassociates.com

Please contact Bob Hall at (714) 309-9104 if you have any questions regarding this position or the recruitment process.