

**LICENSES OR CERTIFICATES**

Possession and maintenance of a valid California Driver's License. A CSP, ARM, ARM-P and CSRM or equivalent is highly desirable.

**ADA COMPLIANCE**

**Physical Ability:** Tasks involve the ability to exert light physical effort in sedentary to light work, but may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5 – 10 pounds). Tasks may involve extended periods of time at a keyboard or a workstation. Walking on uneven surfaces; a good number of field activities.

**Sensory Requirements:** Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearances associated with job-related objects, materials, tasks or people.

**Environmental Factors:** Requires the ability to work in an office environment.

**TO APPLY**

The City of Woodland is accepting applications on behalf of Yolo County Public Agency Risk Management Authority (YCPARMIA). Apply with an application by visiting the City of Woodland employment website at [www.cityofwoodland.org/employment](http://www.cityofwoodland.org/employment) or the City of Woodland Human Resources Office, City Hall, 300 First Street, 2<sup>nd</sup> Floor, Woodland, CA 95695 by 5:00 p.m. on Monday, November 27, 2017. Résumés and cover letters are encouraged but will not be

**SALARY & BENEFITS**

**Annual Salary:** \$130,913.11 - \$159,125.70.

This is an "at-will" position and benefits are governed by the actual agreement between the employee and the YCPARMIA and may include:

- 2%@55 for current CalPERS member (members pay 8% of "PERSable" compensation) or 2%@62 for new CalPERS members (PEPRA members pay 6.25% of the normal cost of PERS retirement)
- YCPARMIA does not participate in Social Security.
- Deferred Comp: YCPARMIA offers employees a Deferred Compensation plan with ICMA.
- Medical: CalPERS Medical Insurance Plans, including HMOs and PPOs. YCPARMIA contributes towards the cost of medical.
- Dental/Vision: YCPARMIA paid Delta Dental and Medical Eye Services.
- LTD/STD: YCPARMIA pays 100% of benefit.
- Vacation: By contract. Typically new employees start at 15 days per year.
- Holidays: 14 paid holidays (including three floating holidays).
- Sick Leave: 8 hours per month.
- Administrative Leave: Employees are granted Administrative Leave based on position.

accepted in lieu of the application form. Postmarks will not be accepted. Any further questions can be directed to the City of Woodland Human Resources Office at (530) 661-5811 or by visiting City of Woodland, City Hall, 300 First Street, 2nd Floor, Woodland, CA 95695. The office is open Monday-Friday 8:00 a.m. to 5:00 p.m. Paper applications may be completed in person during office hours. Panel interviews are tentatively scheduled for the Week of December 11, 2017.

City of Woodland



YCPARMIA | 77 W Lincoln Ave, Woodland, CA 95695



# YCPARMIA CEO/RISK MANAGER



City of Winters



City of West Sacramento



City of Davis

YCPARMIA is a special district agency formed through an exercise of joint powers by our participating members:

County of Yolo | City of Davis | City of West Sacramento | City of Winters | City of Woodland | Esparto Unified School District | Capay Valley Fire Protection District | Clarksburg Fire Protection District | Cottonwood Cemetery District | Davis Cemetery District | Dunnigan Fire Protection District | East Davis Fire Protection District | Esparto Fire Protection District | In-Home Supportive Services Public Authority | Madison Community Service District | Madison Fire Protection District | No Man's Land Fire Protection District | Sacramento-Yolo Port District | Springlake Fire Protection District | West Plainfield Fire Protection District | Willow Oak Fire Protection District | Winters Cemetery District | Winters Fire Protection District | Woodland-Davis Clean Water Agency | Valley Clean Energy Alliance JPA | Yolo County Habitat Conservation JPA | Yolo County Law Library | Yolo County Local Agency Formation Commission | Yolo County Superior Courts | Yolo Emergency Communications Agency | Yolo-Solano Air Quality Management District | Yolo County Public Agency Risk Management Insurance Authority

Multiyear recipient of Comprehensive Annual Financial Reporting (CAFR) | Achievement of Excellence from Government Finance Officer Association (GFOA) | Multiyear recipient California Association of Joint Powers Authorities | (CAJPA) accreditation with Excellence Multiyear recipient Association of Risk Pools with Excellence (AGRIP)

Member of California Association of Joint Powers Authorities (CAJPA) | Member of Public Agency Risk Management Association (PARMA) | Member of Association of Risk Pools with Excellence (AGRIP)

**Final Filing Date:** 5:00 p.m., November 27, 2017.

**NO POSTMARKS.** Application packages, or any element thereof, received after this date and time will not be accepted.

**Apply at:** [www.cityofwoodland.org/employment](http://www.cityofwoodland.org/employment)

## YCPARMIA

Founded in 1979 as a special district to provide non-profit risk management, insurance, and safety services to members, which include County of Yolo, cities of Davis, West Sacramento, Winters, Woodland and Esparto Unified School District as well as several special districts including cemeteries, fire districts, water agencies, etc., within Yolo County.

YCPARMIA's mission is to protect the members' resources from the impact of loss through a program of insurance coverage, prevention, education, training and service.

YCPARMIA's objective is to assess and address the needs of the members, provide them with the most cost effective insurance coverage available, provide the most relevant training & education, maintain the organizational strength of YPCARMIA and provide responsive and comprehensive risk management services

For more Information on YCPARMIA go to:

[www.ycparmia.org](http://www.ycparmia.org)

## DESCRIPTION

The CEO/Risk Manager provides risk management advice and support to local member agencies. This includes overseeing the risk management and the self-insured/investment funds of the Joint Power Authority (JPA), as well as claims and litigation management, budgeting, fiscal management, and overall supervision of the JPA.

The primary function of the CEO/Risk Manager is to oversee a risk funding mechanism that protects the member's collective financial exposures. As well as, providing an in-house resource to the various member agencies. This includes handling the JPA's self-insured programs, which include Workers' Compensation, Property, Liability, and Fidelity. Additionally they will perform various risk management and loss control functions, and

provide guidance related to applicable Federal (OSHA, ADA, etc.) State (Cal OSHA, etc.) and local laws, codes and regulations in order to minimize financial exposures; and serve as the fiscal manager of the JPA.

## IDEAL CANDIDATE

The ideal candidate will be a strategic, well-rounded manager who has experience working with various municipal governments to provide risk management on all coverages including Workers' Compensation, Liability, Property, Casualty and Fidelity coverages. Candidates should be able to think outside the box and provide innovative solutions; work with all levels of clients, from city managers to citizens of the various member agencies; finalize a decision and move onto the next issue; and maintain a high level of confidentiality and discretion.

### Essential Job Functions

- Knowledgeable in funds investment, accounting and budgeting, and understands risk management, liability, workers' compensation, loss control and prevention and claims administration and litigation.
- Overseeing liability investigations and managing investigations.
- Provides risk assessments and recommendations to the members in the area of workers' compensation, security, safety, property, and liability.
- Respond to and conduct incident investigations and inspections.
- Familiar with established risk management practices, and awareness of current risk management.
- Experience with developing and delivering presentations to various groups.
- Experience with preparing reports, agenda packets, spreadsheets, etc.
- Understanding of financial reports as they relate to a JPA.
- Ability to establish a rapport and work cohesively with the Board, the staff and the staffs of member agencies
- Develop and maintain risk management programs; provide technical direction regarding safety, hazard assessment,

Esparto Unified School District



Raley Field in West Sacramento



- loss prevention and related programs to assist the JPA in complying with standards, policies and procedures.
- Firm, yet flexible, and respects legitimate differences of opinion among member agencies.
- Responsive and able to make recommendations and assess alternatives.
- A demonstrated hands-on manager who is able to train and develop staff members.
- Ability to precisely evaluate the Authority's efficiency and effectiveness, and maintain the organization's sound financial footing.
- Have significant risk management or related risk management experience in a multi-faceted program. These may include pool administrators, risk managers, claims administrators and seasoned local government managers such as chief executives, assistants, finance directors, human resource directors, and program managers.
- Review weekly injury reports and develop training as appropriate for member agencies.
- Review property, liability and workers compensation loss runs. Look for trends and makes recommendations to save costs.
- Collaborate with member agencies to assure compliance of established standards, requirements and procedures; assure complete understanding of established rules and regulations.
- Prepare Board reports and conduct monthly Board meetings according to established policies.
- Attend meetings and conferences.
- Provide excellent Customer Service.
- Regular, predictable, consistent and timely attendance is an essential function of the position, in that Employee must be present to respond to member agencies and clients.

**Skill in:** Project management techniques and tools, writing reports and establishing safety standards as needed, and communicating decisions/changes clearly to the member agencies.

**Knowledge of:** Risk management methods and procedures, understanding contracts and appropriate requirements, loss control and risk management, and the difference between the two.

**Ability to:** Communicate effectively, and use sound judgment, work with various members on their unique issues, prioritize and manage multiple projects; know the difference between risk management and claims management, recognize the strengths of other employees, minimize risk exposures by identifying and communicating issues, exercise sound judgment when making decisions, review programs and services and offer innovate solutions, work with multiple personalities and establish and maintain effective working relationships, work cooperatively and effectively with a variety of unique individuals and groups, represent YCPARMIA at various conferences, boards, associations, etc; serve as the Chief Executive Officer/Risk Manager for YCPARMIA Familiar with various trends in the markets and ability to make informed decisions and clearly communicate those decisions/changes to the member agencies, meet all regulatory requirements, as well as review all necessary reports, i.e. financial, claims, investigations for accuracy.

## EDUCATION AND QUALIFICATIONS

### Education

A Bachelor's Degree from an accredited college with major course work in a related field. An advanced Degree such as a Master's Degree, or Juris Doctorate is preferred. A Risk Management Designation is highly desirable.

### Experience

Six (6) years of professional level experience in Risk Management, including conducting safety inspections and audits for a municipal entity, including at least three (3) years of supervisory experience, and managing a Department or Division.

## JOB REQUIREMENTS

**Experience in:** Implementing, maintaining and monitoring risk management programs, reviewing claim files, conducting loss runs, preparing reports, developing training and using computer and computer software as appropriate.



Yolo County



Historic Woodland