



City of Palo Alto Risk Manager

SALARY	\$56.72 - \$85.08 Hourly \$9,831.47 - \$14,747.20 Monthly \$117,977.60 - \$176,966.40 Annually	LOCATION	Palo Alto, CA
JOB TYPE	Regular Full-Time	REMOTE EMPLOYMENT	Flexible/Hybrid
JOB NUMBER	202400594	DEPARTMENT	Administrative Services Department
OPENING DATE	07/09/2024	CLOSING DATE	8/11/2024 11:59 PM Pacific

Description:



Are you a **risk management professional** with **at least 5 years of experience** in risk management?

Are you ready for the **challenge of multiple areas of risk management** including airport, construction projects, cybersecurity and special events?

Are you seeking **top-tier compensation and benefits** with **some work-from-home flexibility**?

The City of Palo Alto is looking for a new team member in the Administrative Services Department to handle the City's Risk Management activities. This professional will need the **technical and interpersonal skills to collaborate with many departments** as it works to manage risk in the following ways:

- Oversight of the City's self-insurance and risk transfer practices
- Procurement of the City's insurance and coordinating building appraisals
- Update & Coordination of the City's **Illness & Injury Prevention Program** (Human Resources)
- **Review and execution of complex contracts** for insurance and leasing requirements (Finance & City Attorney)
- Administer loss prevention measures such as incident **claim monitoring, conducting workplace inspections** and review supervisor **accident reports**

Purpose of position:

To plan, direct, manage and oversee projects, activities and operations related to safety and risk management in coordination with other City department heads to promote and enact the safety and risk management program. This includes the following functions:

- Maintain, update and coordinate the City's Illness & Injury Prevention Program
- Review and contract for City's insurance needs including:
 - ACCEL risk pool board member duties
 - Administration of claims
 - Review of supervisor accident reports
 - Coordination of property appraisal updates
- Coordinate and document audiology annual testing for Public Safety, Public Works and Utilities
- Administer vehicle safety monitoring in coordination with Fleet Management
- Schedule periodic inspections
- Support the City Emergency Operations Plan and Finance/Admin team

This position creates and modifies policies to comply with Cal-OSHA safety regulations and industry best practices. The Senior Risk Manager serves as a liaison between attorneys, insurance companies, City managers and claimants.

The Ideal Candidate:

The ideal candidate will be a **certified professional in risk management, occupational health and safety**, or a related field. They will have **5 or more years of progressively responsible experience in a large organization with a wide breadth of operations**- ideally in the public sector. They will possess the following traits:

- **Community service orientation** with a helping personality
- **Detail-oriented aptitude** with the ability to handle multiple priorities and disciplines
- Exceptional **interpersonal and problem-solving skills**
- Excellent verbal and written communication abilities

For a full description of the broader classification, please click [here](#).

For details about the position's benefit package, please click [here](#).

Upon completion of training and receipt of a highly competent evaluation, up to two days per week may be worked remotely following the City of Palo Alto's Remote Work Policy.

For best consideration, applicants are encouraged to apply by July 28th. The recruitment may close at any time after this date.



Essential Duties:

Procures all types of insurance policies

Prepares and oversees the Safety and Risk Management function budget submittal

Encourages a safety culture by coaching and directing safety activities for each department

Is knowledgeable of all laws, policies, regulations and guidelines related to workplace safety and monitors and adjusts City policies to be in alignment with new legislation

Inspects City-owned facilities to assess any potential safety hazards and recommends corrective actions where needed

Assesses safety training requirements and coordinates necessary trainings to educate and or re-educate employees on regulations and best practices

Assists supervisors in conducting regular safety meetings as needed

Works directly with insurance carriers and risk pools to remain current on safety-related issues and potential negative impacts on City risk management

Analyze loss data to identify trends and prioritize areas requiring attention

Administer insurance claims and ensure City paperwork is complete including review of supervisor accident reports

Performs ACCEL risk pool board member duties

Updates property appraisal reports for insurance requirements

Coordinates and documents audiology annual testing for Public Safety, Public Works and Utilities

Vehicle safety monitoring

Participates in insurance renewal bid and contract processes

Supervision Received and Exercised:

May supervise staff to include: prioritizing and assigning work, conducting performance evaluations, ensuring staff are trained and making hiring, termination and disciplinary recommendations. Receives general supervision from and reports to the Assistant Director of the Administrative Services Department.

Minimum Qualifications:

Bachelor's degree and/or work experience to demonstrate possession of the following knowledge and skills which would typically be acquired through:

Bachelor's degree and five years of professional experience in Risk Management, Occupational Safety and/or Insurance contracting with progressive responsibilities. Work experience should be in an organization with similar breadth and scope as the City of Palo Alto.

Certification in Risk Management is highly desirable.

Knowledge, Skills and Abilities:

Qualification to enter this position requires knowledge of the following:

- Extensive knowledge of City and public-sector operations
- Working knowledge of office management including record management, coordination of recurring events, and inter-departmental communication
- OSHA standards and practices
- Familiarity with ADA, Title II and II
- Knowledge of loss data analysis
- Public administration concepts and theories
- Advanced report writing techniques
- Project management methods

Qualification to enter this position requires skill in:

- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement actions in support of goals and desired outcomes
- Innovative and forward thinker
- Interpret and apply Federal, State and local policies, procedures, laws and regulations
- Establish and maintain effective working relationships
- Using computers and related software applications
- Developing and implementing programs
- Speaking in public with the ability to explain complex and technical practices in general terms
- Interpreting and applying applicable codes, regulations and policies
- Analyzing statistical data and making recommendations based on findings
- Writing reports
- Monitoring budgets and preparing cost projections
- Communication and interpersonal skills as applied to interaction with coworkers, supervisor, Department Heads, City Council, general public and others, sufficient to exchange or convey information

Supplemental Information:

Working Conditions/Physical Requirements:

Work is performed in both an office and outdoor setting. Outdoor activities take place as needed in all weather conditions, during daylight hours and occasionally after business hours during an emergency. Incumbent may be exposed to site conditions related to City construction projects and field work.

The City of Palo Alto is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Agency

City of Palo Alto

Address

250 Hamilton Ave

Palo Alto, California, 94301

Phone

650-329-2376

Website

<http://www.cityofpaloalto.org>

Risk Manager Supplemental Questionnaire

*QUESTION 1

Do you have at least 5 years of progressive experience in Safety and Risk Management?

- Yes, I have the required experience in a large public agency
- Yes, my experience is in the private sector with large and small organizations
- No, I have from 2 - 5 years experience in managing Safety and Risk

No, my experience is in other areas

***QUESTION 2**

Please describe your strongest area of expertise within the area of Occupational Safety, Risk Management and Insurance Contracting.

***QUESTION 3**

Why are you interested in this position with the City of Palo Alto at this time?

***QUESTION 4**

Do you possess either a Risk Management or an Occupational Health & Safety professional certification?

Yes

No

QUESTION 5

If you answered "Yes" to Question 4, which certification(s) do you possess?

* Required Question