



Department of Personnel Services

# RISK MANAGER







## THE COMMUNITY

Sacramento County covers 984 square miles and is home to the California state capital, 1.6 million residents and seven incorporated cities: Citrus Heights, Elk Grove, Folsom, Galt, Isleton, Rancho Cordova and Sacramento. The population of Sacramento County's unincorporated area is approximately 600,000.

Residents in Sacramento County have a variety of recreational, dining and entertainment options to choose from. The County is home to more than 15,000 acres of park, plus the 23-mile American River Parkway, where more than five million visitors enjoy the unique wildlife and recreation area annually. Fishing, boating and rafting opportunities are available to water enthusiasts, and picnic sites, golfing, guided natural and historic tours are steps away from the multi-use trail. With its close vicinity to local agriculture, County residents also have an extraordinary selection of local food, wines and beers.

Sacramento County is one of the more affordable home-buying metropolitan areas in the state, and has a skilled workforce, high graduation rates and college-educated residents. The County is a leader in the 21st century economy with growing advanced manufacturing, agriculture and food, clean energy technology, information and communications technology and life sciences.

## COUNTY GOVERNMENT

The County of Sacramento was incorporated in 1850 in response to the needs of a growing population and was one of the original 27 counties of California. In 1933, the Sacramento County Charter was established, along with the County Executive position.

The County is governed by five members of the Sacramento County Board of Supervisors, elected on a non-partisan basis to serve staggered four-year terms, each representing one of the five districts. The County Executive is responsible to the Board for planning, organizing and directing County activities. Other elected officials include the Assessor, District Attorney and the Sheriff.

In 1972, an amendment to the County Charter was implemented to organize the County on an agency basis for more effective administration of functions for which the County Executive is responsible to the Board of Supervisors. Approved by the electorate, the amendment established agency heads to groups of County Departments. The four agencies within the County, which report to the County Executive are Administrative Services, Public Safety and Justice, Community Services, and Social Services. Sacramento County has more than 30 departments and offices that provide services to County residents.

The County is responsible, pursuant to the County Charter or ordinances, or by state or federal mandate, to provide health and welfare, criminal justice and municipal services (including law enforcement), as well as other services to County residents. Major services include the Airport System, Animal Care and Regulation, Clerk Recorder, Criminal Justice, Health and Welfare, Property Tax System, Regional Parks, Transportation, Waste Management and Recycling, Voter Registration and Water Resources.

The County's Approved Recommended Fiscal Year (FY) 2023-24 Budget is \$8.4 billion, and there are more than 13,600 full-time employees.

# THE OPPORTUNITY

This is an exciting opportunity for a seasoned risk manager, who is a dynamic and progressive leader, to guide the County's comprehensive risk management program and staff into the future with a focus on meeting current needs and demands and preparing for future needs. The division's mission is to effectively manage risk and the impact of liability and property losses through the use of self-insurance, excess insurance, specialized insurance policies, contractual risk transfer and the effective, timely handling of claims.

# THE POSITION

The Risk Manager directs, manages, supervises, and coordinates the activities and operations of the County's risk management program including insurance and risk transfer activities; liability and property claims administration; and coordinates assigned activities with other divisions, departments, outside agencies, and the general public. This position oversees the results required from the Third-Party Claims Administrator, participates in evaluation of claims for settlement in internal meetings and before the Board of Supervisors, and independently authorizes settlements within assigned authority.

The Risk and Loss Control Division is comprised of the Risk Management, Safety, and Industrial Hygienist Programs. The Safety and Industrial Hygienist Programs are overseen by a Safety Officer with the Safety Officer reporting to the Risk Manager. The division has 16 full-time employees and a \$ 39.7 million 2022/23 approved Fiscal Year budget. Division staff works collaboratively and regularly with all the County departments to administer these programs. The County's Workers' Compensation Division is separately managed, including self-insurance and self-administration of Workers' Compensation claims.

Sacramento County is a member of the Public Risk Innovation Solutions Management (PRISM) JPA and participates in all of PRISM's major insurance programs. The County is self-insured for liability claims up to a \$2.0 million self-insured retention. Claims are handled through the County's Third-Party Claims Administrator, George Hills Co. The County also purchases excess Liability Insurance to cover claims above a self-insured retention of \$2.0 million.

Sacramento County utilizes PRISM'S pooled and group insurance purchasing programs for certain coverages including, but not limited to:

- property
- boiler and machinery
- aircraft
- airport operations
- pollution liability
- crime

## Minimum Qualifications

The Risk Manager is a Civil Service, management position. Applicants must meet the minimum qualifications for their application to be accepted.

**The Minimum Qualifications for this position are as follows:**

A Bachelor's degree, or higher, from an accredited college or university in Business or Public Administration, Insurance, Finance, Risk Management, Accounting, or other field closely related to the intent of the class.

**AND:**

Five years of full-time paid experience supervising or managing risk management programs, which included responsibility for conducting risk assessment and evaluation, liability, property and claims administration, utilization of self-insurance and excess insurance, risk transfer and/or a related insurance industry program such as commercial underwriting.

**NOTE:** Possession of a valid Associate in Underwriting (AU), Associate in Risk Management (ARM), or Chartered Property Casualty Underwriter (CPCU) professional designation issued by The Institutes - Risk & Insurance Knowledge Group may substitute for the required education. Additional qualifying experience may substitute for the education on the basis of 1 month of work experience = 3.0 semester units (4.0 quarter units).

***In addition to meeting the minimum qualifications, highly qualified candidates will demonstrate experience with as well as an ability to:***

- The ability to communicate complex and technical information in a clear manner;
- The ability to build strong internal and external relationships;
- Excellent writing and verbal communication





# COMPENSATION

The County of Sacramento offers an excellent compensation and benefits program. The salary range for this position is \$151,212 - \$166,705 annually. The position also receives a 3.35% management differential, which equates to total compensation of approximately \$156,277 - \$171,213.

## *The attractive benefits program includes:*

- **Retirement** – The County's defined-benefit pension plan is provided by the County Employees' Retirement Law of 1937 and is managed by the Sacramento County Employees' Retirement System (SCERS) Board of Retirement.
- **Medical Insurance** – Choice of HMO and High Deductible Health Plans (HDHP), to include Kaiser, Sutter, and Western Health Advantage.
- **Dental Insurance** – Includes 100% of the dental plan premium for the employee and eligible dependents.
- **Deferred Compensation** – A deferred compensation program is available through the County 457(b) Deferred Compensation Plan. The County will match contributions to the 457(b) Deferred Compensation Plan up to 3% of the monthly gross salary into a 401(a) plan as long as the contributions to the 457(b) are at least 1% of gross salary for the pay period or at least 1% of the compensation earned year-to-date.
- **Life Insurance** – \$50,000 in life insurance coverage for the employee and \$2,000 for all eligible dependents. Employees have the option to purchase up to \$1,000,000 in additional life insurance coverage.
- **Holidays** – 13.5 paid holidays per year.
- **Vacation** – Two to five weeks (based upon length of service) of paid vacation.
- **Sick Leave** – 15 days per year.
- **Flexible Spending Accounts** – Employees may set aside funds on a pre-tax basis to pay for eligible medical and/or dependent care expenses.
- **Other Benefits** – The County contributes \$25.00 per pay period into a Retiree Health Savings Plan.

## HOW TO APPLY

To be considered for this incredible opportunity, applicants must complete and submit an online County of Sacramento employment application via the County's job site, at [www.saccountyjobs.net](http://www.saccountyjobs.net).

**Open until filled.**

***For immediate consideration, please submit your application soon. The next cut-off dates are listed on the job posting at [www.saccountyjobs.net](http://www.saccountyjobs.net).***

Following the establishment of the eligible list, the most qualified candidates will be invited to participate in the interview and selection process.

If you have questions and for additional information about this position, please contact Carlyn Douma, Senior Personnel Analyst, via phone at (916) 874-4470 or via email at [DoumaC@saccounty.gov](mailto:DoumaC@saccounty.gov).



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