



December 17, 2015

NOTICE OF OPEN POSITION

The Association of Bay Area Governments is recruiting to develop a selection list for the position of Risk Manager, Job Number 1512. **Position will remain open until filled and may be closed at any time.**

RISK MANAGER ABAG PLAN CORPORATION

ABAG'S Risk Management & Insurance Program began in 1986 when ABAG, in concert with twenty-one member cities in the Bay Area, created a program of risk management and insurance services. To implement the Program, they created the ABAG Pooled Liability Assurance Network (PLAN) Corporation, a non-profit corporation whose purpose is to benefit the citizens of each member community by establishing a stable, cost-effective self-insurance, risk sharing and risk management program for each member. The Program currently consists of two lines of insurance – general liability (bodily injury, property damage, personal injury, and public officials' errors and omissions) and property insurance (including crime/bond coverage). Each program has a self-funded retention and utilizes commercial insurance to provide excess coverage. The Program now has 28 members.

The PLAN Board of Directors and its policy committees (Executive Committee, Actuarial Committee, Claims Committee, Risk Management Committee and Finance Committee) provide policy guidance and make policy level decisions for the Program. Each member appoints a director and alternate to the Board of Directors. The Board of Directors typically meets twice a year and committees meet regularly. ABAG provides staffing, management and support services to implement the Program, including claims administration, risk management services, legal services, premium collection and financial management. Some professional services such as actuarial and insurance brokerage services are secured on a contract basis. PLAN is also responsible for oversight of contracted claims administration (TPA).

POSITION SUMMARY

The Risk Manager is accountable for leading a robust member-driven, self-funded insurance pool and will be well served with a broad based set of qualifications and experience. ***Important to the PLAN Members is the combination of technical skills and outstanding communication and interpersonal skills with a focus on providing responsive customer service and support.*** Candidates for consideration must have a successful track record of addressing and prioritizing short and long-term strategies for a dynamic and diverse membership community.

POSITION SUMMARY (CONTINUED)

Typical exposure to claims include personal injury claims (“slip and fall”), public facility defects, (sewers, streets, sidewalks) and construction or capital projects. Additionally, public safety claims stemming from police liability (e.g., excessive use of force) may also be handled as part of the extensive coverage under PLAN documents.

The Risk Manager operates in a highly visible position providing customer service to the Program members and PLAN. As a result, the potential exists for correspondence to be made public upon a request through a member agency, special interest group, the press, or in preparation for litigation.

The Risk Manager has full responsibility for planning and directing all claims and risk management operations for the Program, provides daily management and leadership, and has decision-making authority regarding all aspects of a comprehensive risk management program. Oversight includes leadership for a dedicated staff in the Risk Management Department.

TYPICAL DUTIES AND RESPONSIBILITIES: (The examples may not cover all duties which may be performed)

- Establishing and maintaining professional, responsive, and effective communications and relationships with the PLAN Board
- Administering day-to-day activities of staff including oversight of contracted third party administrator claims, risk management and loss control for liability/property
- Developing and implementing risk management policies and selecting and oversight of outside consultants
- Maintaining frequent communication and acting as the liaison with cities’ risk managers, the Executive Director and leadership team of ABAG, and Board Directors
- Cultivating and enhancing member relations
- Field visits in the review and management of claims
- Expanding member education and training in risk management
- Managing the overall fiscal integrity and viability of the PLAN
- Negotiating insurance and re-insurance contracts

DESIRABLE KNOWLEDGE, SKILLS AND EXPERIENCE

- Comprehensive risk management experience, preferably in a local government organization or a comparable private sector organization that offered a self-funded liability and property program
- Extensive experience reviewing general liability and property claims including evaluation and recommendations for action, strategy or settlement

DESIRABLE KNOWLEDGE, SKILLS AND EXPERIENCE (CONTINUED)

- Knowledge and experience dealing with “pooling” concepts, policies and industry best practices including exploring applications for use of enterprise risk management (ERM) as appropriate
- Experience at designing risk avoidance methods and procedures
- Work with legal counsel as well as member agencies in support and defense of strategic positions
- Strong focus on internal operations and ability to provide responsive, prompt and timely customer service
- Team-oriented and collaborative interpersonal skills including the ability to build consensus with internal and external stakeholders, elected officials and member representatives
- Excellent public speaking and presentation skills for presentations to member agencies, committees and the PLAN Board of Directors
- Strong negotiation skills dealing with various entities and claimants in order to resolve potential litigation or settle existing claims in a timely and cost-effective manner
- Desire to become more involved and provide regional leadership with member organizations
- Knowledge of (or desire to address) pending and current legislation relative to coverage, financial impacts and future practices in local government liability and insurance matters
- Knowledge of financial pool accounting principles as they relate to key operating metrics and pool funding requirements
- Strong project management skills are desirable
- Experience dealing with risk management in a pooled insurance environment is strongly desired
- Professional certifications or special coursework in the insurance industry are highly regarded and will be considered a plus for candidates

QUALIFYING EDUCATION AND EXPERIENCE

This position requires a Bachelor’s degree from an accredited college or university and a minimum of five years of progressively responsible management experience in a governmental or private organization, agency or firm, including senior managerial experience. A Master’s degree or higher is highly desirable.

COMPENSATION AND BENEFITS

Compensation: Starting salary will be in the mid \$140,000s and is dependent on qualifications, salary history, career accomplishments and evaluation of a candidate’s overall ability to provide exemplary leadership

Pension: All new CalPERS members are required to pay 6.25% of their salary into the CalPERS (2% @ age 62) retirement plan

COMPENSATION AND BENEFITS (CONTINUED)

Social Security: All employees participate in Social Security. The employer and the employee are required to make contributions. The current employee contribution is 6.2% of salary.

Deferred Compensation: STARS/UTC 457 and/or ICMA-RC Retirement Plan (Voluntary)

Retiree Medical Account: ABAG will contribute \$200 per month toward a Medical After Retirement Account (MARA) which can be used to pay medical expenses or insurance premiums after retirement.

Health and Dental Plans: Six HMO and three PPO Medical Plans, Delta Dental Insurance, and VSP Vision. Out-of-pocket contribution may be required depending on selected coverage.

Life Insurance: ABAG paid coverage equal to 2 times annual salary

Employee Assistance Program: Provides you and your family members access to trained professionals and resources for assistance

Public Transit Vouchers: ABAG reimburses employees for their monthly public transit cost for commuting to and from work, up to a maximum of \$200/month. This subsidy is tax-free up to the maximum amount allowable under federal IRS rules.

Flexible Spending Accounts: Pre-tax options for eligible health care and dependent care expenses (Optional)

Vacation, Sick Leave, Holidays: Competitive leave package including 11 paid holidays, 3 floating holidays, and 3 weeks of vacation annually

APPLICATION PROCESS

Position is open until filled and may be closed at any time. To apply, submit a cover letter, resume, employment application, and compensation history or requirements to:

Association of Bay Area Governments
Attention: Brian Kirking, Human Resources Director
P.O. Box 2050
Oakland, CA 94604-2050

Reflecting the diversity of California, ABAG is an equal opportunity employer.

AN AGENCY APPLICATION IS REQUIRED AND MAY BE OBTAINED AT www.abag.ca.gov/jobs.html OR BY SENDING A SELF-ADDRESSED, STAMPED ENVELOPE TO ABAG—H.R. 15-12, P.O. BOX 2050, OAKLAND, CA 94604-2050. FOR INFO CALL 510/464-8496. POSITION IS OPEN UNTIL FILLED AND MAY BE CLOSED AT ANY TIME. ABAG IS AN EQUAL OPPORTUNITY EMPLOYER. QUALIFIED DISABLED INDIVIDUALS ARE PROTECTED AGAINST DISCRIMINATION.