

County of Santa Cruz

Invites you to apply for:

# RISK MANAGER

LIVE Here WORK Here PLAY Here

Supplemental Questionnaire Required  
Open and Promotional  
Salary: \$123,760 - 166,046 Annually

Closing Date: Friday, May 10, 2024

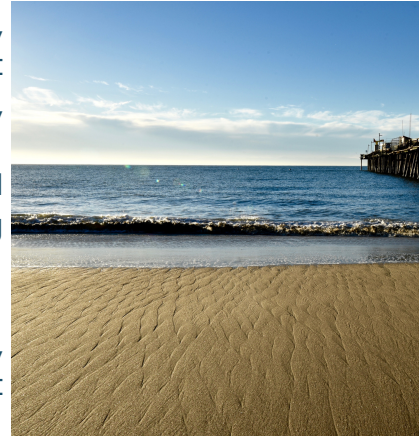
[www.santacruzcountyjobs.com](http://www.santacruzcountyjobs.com)

## THE POSITION:

The Santa Cruz County Personnel Department has an exciting opportunity for a Risk Manager to join our amazing team. We are searching for an individual who is looking for an opportunity to grow their career in the area of risk management administration. This position reports to the Personnel Director and is a member of a strong leadership team motivated to make change to impact County departments and serve our community.

## RESPONSIBILITIES INCLUDE:

- Planning, organizing and directing the Risk Management Division activities, including general liability, loss control, safety, property insurance, asset management, Department of Transportation (DOT), contract administration, benefits, leaves of absence and unemployment insurance programs.
- Directing, overseeing and developing the Risk Management work plan and staff, including supervising and coaching, assigning work, monitoring workflow, reviewing and evaluating work products, methods and procedures.
- Preparing and implementing the Risk Management Division budget.
- Implementing and maintaining appropriate risk financing techniques, including maintaining adequate monetary reserves and departmental cost allocation plans.



## THE IDEAL CANDIDATE:

- Works collaboratively with a variety of stakeholders to assist and proactively identify and mitigate risk to employees and county assets.
  - Experience in program development.
  - Focuses on results, performance and goal oriented.
  - Demonstrates good judgement, thoughtful reasoning, and problem solving skills.
  - Provides excellent customer service.
  - Skill in prioritizing, developing work plans and meeting deadlines.
- To see the full job specification, [click here](#)

## THE REQUIREMENTS:

Any combination of education and experience which will provide the following:

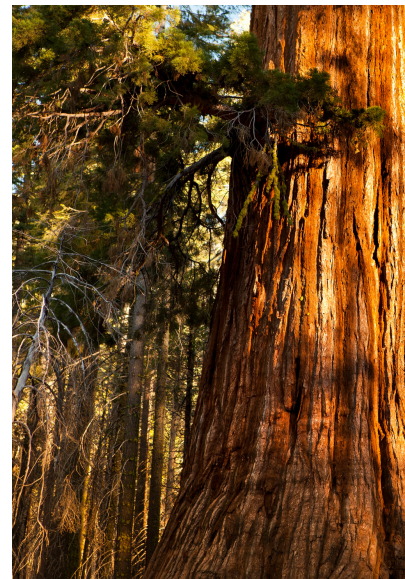
Four years of progressively responsible administrative or analytical experience, which includes responsibility for the development and maintenance of risk management programs, such as workers compensation claims management, safety/loss prevention activities, or related programs.

## DESIRED QUALIFICATION:

Possession of certification as an Associate Risk Management (ARM) is highly desirable.

## LICENSE REQUIREMENT:

Possession of a valid California class C driver license, or the ability to provide suitable transportation which is approved by the appointing authority.





Women, people of color and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600.

To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S.

Some positions may require Fingerprinting and/or Background Investigation.

## **THE COMMUNITY:**

Stunning Santa Cruz County has approximately 270,000 residents and is situated in the northern area of Monterey Bay, 70 miles south of San Francisco and 35 miles southwest of the Silicon Valley. The County's natural beauty is apparent in its pristine beaches, lush redwood forests, and rich farmland. The County enjoys an ideal Mediterranean climate with low humidity and approximately 300 days of sunshine a year. The area's unique shops and restaurants, coupled with a multitude of cultural and recreational activities, including theatre, music, art as well as golfing, surfing, hiking, and biking, offer a wealth of leisure activities. There are numerous local higher education institutions including Cabrillo College and the University of California, Santa Cruz, with two additional State Universities less than an hour away. These elements make Santa Cruz County a great place to live, work, and play!

## **THE EXAMINATION:**

Your application and supplemental questionnaire will be reviewed to determine if you have met the education, experience, training and/or licensing requirements as stated on the job announcement. If you meet these criteria and are one of the best qualified, you may be required to compete in any combination of written, oral and/or performance examinations or a competitive evaluation of training and experience as described on your application and supplemental questionnaire. You must pass all components of the examination to be placed on the eligible list. The examination may be eliminated if there are ten or fewer qualified applicants. If the eligible list is established without the administration of the announced examination, the life of the eligible list will be six months and your overall score will be based upon an evaluation of your application and supplemental questionnaire. If during those six months it is necessary to administer another examination for this job class, you will be invited to take the examination to remain on the eligible list.

## **HOW TO APPLY:**

Apply online at [www.santacruzcountyjobs.com](http://www.santacruzcountyjobs.com) or mail/bring an application and supplemental questionnaire to: Santa Cruz County Personnel Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060. For information, please call Employment Services Division Manager Erin Morimoto at (831) 454-2932. Hearing Impaired TDD/TTY: 711. Applications will meet the final filing date if received: 1) in the Personnel Department by 5:00 p.m. on the final filing date, 2) submitted online before midnight of the final filing date.

## SUPPLEMENTAL QUESTIONS:

The supplemental questions are designed specifically for this recruitment. Applications received without the required supplemental information will be screened out of the selection process. Employment experiences referred to in your response must also be included in the Employment History section of the application.

Note: Please answer the question(s) below as completely and thoroughly as possible, as your answer(s) may be used to assess your qualifications for moving to the next step in the recruitment process.

1. Describe your experience in administering risk management programs.
2. What strategies would you use to gain an understanding of the risk management programs in a new organization? If you wanted to make change how would you go about that?
3. Describe your experience with developing, implementing, and monitoring budgets or funds. Include a discussion of how you would anticipate future costs, program needs, reserves, etc

## HIGHLIGHTED BENEFIT OFFERINGS:

### *Medical, Dental, and Vision*

Medical coverage is available through CALPERS with the County paying a majority portion of the cost for the employee and dependents. The cost of the dental plan is entirely County-paid for employees and dependents. The County pays for the cost of an employee vision plan and the employee may purchase dependent coverage.

### *Retirement and Social Security*

Pension formula 2% at age 60 or 2% at age 62 as determined based on provisions of the CA Public Employees' Pension Reform Act of 2013 (PEPRA). Pension benefit determined by final average compensation of three years. County participates in Social Security.

### *Life Insurance and Long-Term Disability Plan*

County paid \$50,000 term life insurance policy. Employees may purchase additional life insurance. The County pays for a long-term disability plan that pays 66 2/3 % of the first \$13,500, up to \$9,000 per month maximum benefits.

### *Paid Leave and Administrative Leave*

Sixteen days vacation time allotted per year, increasing to 31 days per year after 15 years of service. Six days per year of sick pay, and the County observes 14 paid holidays per year. In addition to competitive vacation and sick leave accruals, the County provides an initial credit of one week of administrative leave at the time of appointment, plus an additional two weeks of administrative leave accrued each year. Administrative leave balance may be cashed out or used as time off.

\*3% COLA effective September 2024

Note: Provisions of this bulletin do not constitute an expressed or implied contract.