

YOLO COUNTY  
PUBLIC AGENCY  
RISK MANAGEMENT  
INSURANCE AUTHORITY  
(YCPARMIA)

# CHIEF EXECUTIVE OFFICER/ RISK MANAGER

## UNIQUE OPPORTUNITY

This is an exceptional opportunity for an experienced, hands-on leader to continue and enhance the efforts of this exemplary insurance pool to provide outstanding service to its member agencies.



# THE ORGANIZATION

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.

Yolo County Public Agency Risk Management Insurance Authority's (YCPARMIA) 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 and education, maintain the organizational strength of YCPARMIA and provide responsive and comprehensive risk management services.

**To learn more, go to: [www.ycparmia.org](http://www.ycparmia.org)**

**YCPARMIA is a special district agency formed through an exercise of joint powers by our 32 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

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

**The Authority is a member of:** California Association of Joint Powers Authorities (CAJPA) | Public Agency Risk Management Association (PARMA) | Association of Risk Pools with Excellence (AGRIP)





## YOLO COUNTY

Yolo County was one of the original 27 counties when California became a state in 1850 and is now home to more than 215,000 people. Nearly 85% of the population lives in the County's four cities: Davis, West Sacramento, Winters and Woodland. Sacramento, the State Capital, is located 20 miles southeast of Woodland. Its close proximity to the Sacramento International Airport, as well as two interstate highways, places Yolo County within a major transportation hub of the state. Traditionally, farming and ranching activities have played an important role in making Yolo County one of the leading agricultural producers in the nation.

There are excellent leisure-time and cultural opportunities in Yolo County and nearby Sacramento. The Woodland Opera House and Mondavi Center for the Performing Arts host a variety of high-quality events and there are several excellent amateur theater groups. For

outdoor activities, there is whitewater rafting along Cache Creek, bicycling on scenic country roads, and fishing and water-skiing along the Sacramento River. West Sacramento is home to the Sacramento River Cats, a AAA professional baseball team, and there are numerous locally organized sporting activities for all ages, including softball, volleyball, basketball and soccer.

The County is home to the University of California, Davis with its 3,600-acre campus and a student population of more than 25,000. Other county education institutions include Woodland Community College and several excellent public school districts.

With many other attractive qualities – affordable housing, thriving farmer's markets, urban amenities and small-town charm, Yolo County is an exceptional place to live and work.



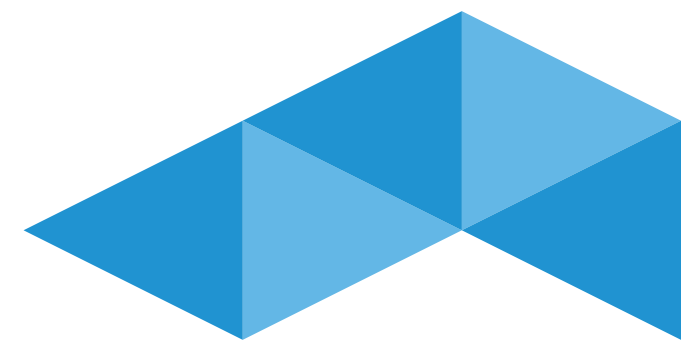
## THE POSITION

Appointed by and reporting to an appointed Board of Directors, 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 members' 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, the CEO/Risk Manager performs various risk management and loss control functions, provides 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, serves as the fiscal manager of the JPA.

### Essential Job Functions

- ◆ Oversees and manages liability investigations.
- ◆ Provides risk assessments and recommendations to the members in the area of workers' compensation, security, safety, property, and liability.
- ◆ Responds to and conducts incident investigations and inspections.
- ◆ Develops and delivers presentations to a wide array of audiences.
- ◆ Prepares reports, agenda packets, spreadsheets, etc.
- ◆ Establishes a rapport and works cohesively with the Board, the staff and the staffs of member agencies.
- ◆ Develops and maintains risk management programs; provides technical direction regarding safety, hazard assessment, loss prevention and related programs to assist the JPA in complying with standards, policies and procedures.
- ◆ Reviews weekly injury reports and develops training as appropriate for member agencies.
- ◆ Reviews property, liability and workers' compensation loss runs. Look for trends and makes recommendations to save costs.
- ◆ Collaborates with member agencies to ensure compliance with established standards, requirements, procedures, rules and regulations.
- ◆ Prepares Board reports and conducts monthly Board meetings according to established policies.
- ◆ Attends meetings and conferences.



# 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.

**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:** Work with various members on their unique issues; prioritize and manage multiple projects; 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 innovative solutions; establish and maintain relationships in order to work cooperatively and effectively with a variety of unique individuals and groups; represent YCPARMIA at various conferences, boards, associations, etc.; identify various trends in the markets in order 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.



CITY HALL

## Why you want to join YCPARMIA

- ◆ Resourceful, knowledgeable, and dedicated staff
- ◆ Long established, financially stable pool with committed Board of Directors
- ◆ Opportunity to look down the road and position organization for continued sustainability
- ◆ Opportunity to assist public sector members, from small to large, find the most effective ways to address affordable property/liability and workers' compensation coverages

# THE IDEAL CANDIDATE

The required knowledge and skills necessary to perform the CEO/Risk Manager job duties may be acquired through various types of education, training or experience. Typical ways to acquire the required knowledge and skills are:

- ◆ A Bachelor's degree in a related field.
- ◆ Five years of increasing responsibility in a management or administrative position in a public or private entity that includes supervisory responsibilities, as well as formulation and implementation of programs, budgets and administrative operations, and direct experience with insurance and risk management programs.
- ◆ A Master's degree, extensive background and knowledge of local government operations and additional claims or risk management certifications such as a CSP, ARM, ARM-P and CSRM or equivalent are highly desirable.

Qualifications and attributes of the ideal candidate identified by the Board of Directors and staff include:

- ◆ Experienced professional who exhibits exemplary leadership in all aspects of the organization.
- ◆ Exceptional communicator comfortable interacting in any type of environment with diverse audiences from entry-level employees to elected officials.
- ◆ Possesses solid knowledge of California human resources law and experience managing human resource functions.
- ◆ Critical thinker who astutely analyzes situations, data and other technical information in order to provide well-researched recommendations to Board and staff.
- ◆ People motivator who celebrates success; provides staff challenging opportunities to grow; and, values their opinion and expertise.
- ◆ Fiscally savvy administrator experienced with planning for the financial sustainability of a significant organization.
- ◆ Accessible and approachable management style that encourages feedback and collaborative decision-making.
- ◆ A proactive, entrepreneurial, creative visionary committed to strategic and long-term planning.
- ◆ Exhibits integrity, respect for others and a commitment to fostering a transparent and equitable work environment and organization.



# COMPENSATION/BENEFITS

The annual salary range for the CEO/Risk Manager is **\$130,913.11 - \$159,125.70**. This salary range is CURRENTLY UNDER REVIEW. Starting salary will be dependent upon experience. This is an "at-will" position and benefits are governed by an employment agreement between the employee and YCPARMIA and may include:

- ◆ **Retirement:** 2%@55 for current CalPERS member (8% employee contribution) or 2%@62 for new CalPERS member (6.25% employee contribution). YCPARMIA does not participate in Social Security.
- ◆ **Deferred Compensation:** 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.



# APPLICATION PROCESS

**This position is open until filled.** To be considered for this exceptional career opportunity, submit your résumé, cover letter, a list of six work-related references (two supervisors, two direct reports and two colleagues, who will only be contacted after finalist candidates are determined and notified). First résumé review is **Monday, February 18, 2019**. Résumé should reflect years **and** months of employment, beginning/ending dates as well as size of staff and budgets you have managed.

Please go to our website to submit your application: <https://secure.cpsshr.us/escandidate/JobDetail?ID=424>.

For further information contact:

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Website: [www.cpsshr.us](http://www.cpsshr.us)



Résumés will be screened in relation to the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. Candidates deemed most qualified will be referred to YCPARMIA. Selected candidates will be invited to participate in further interview and selection activities. A first round panel interview is tentatively scheduled for **Friday, March 1, 2019**. Comprehensive reference and background checks will be conducted on finalist candidates prior to an offer of employment.