



Chief Executive Officer

SELF

**Schools
Excess
Liability
Fund**

THE OPPORTUNITY

This 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.

Why you want to join SELF

- » Resourceful, knowledgeable, and dedicated staff
- » Exceptional pool with well-informed, committed Board of Directors
- » Opportunity to look down the road and position organization for continued sustainability
- » Opportunity to assist public educational agencies from small to large find most effective ways to address excess liability coverage.

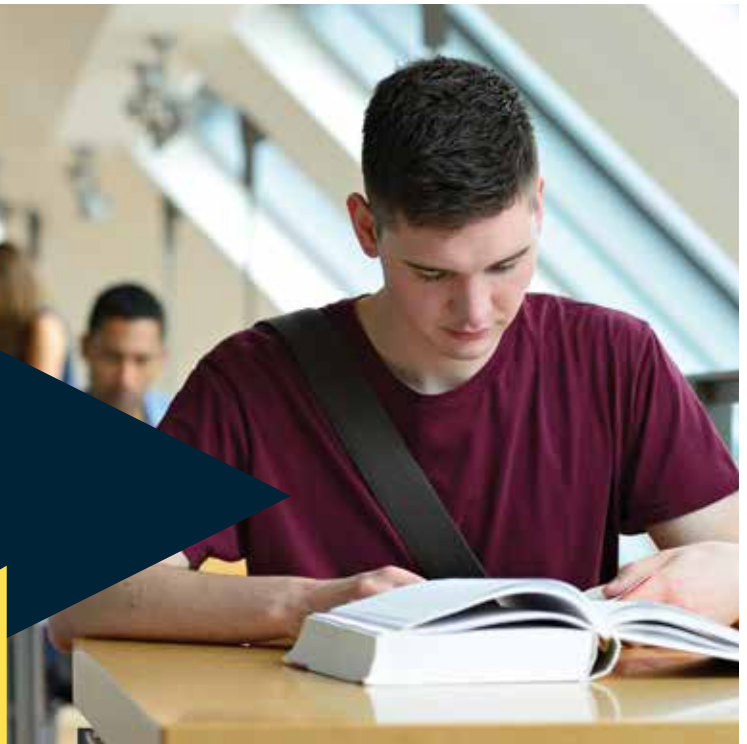
THE ORGANIZATION

The Schools Excess Liability Fund (SELF) is a not-for-profit, joint powers authority governed by the membership (a statewide partnership of public educational agencies) and run by a full-time staff of eight, dedicated solely to SELF and its members. SELF is one of the largest and most successful, financially sound pools in the nation providing excess liability coverage to public educational agencies throughout California in order to protect California's schools from the devastation of a catastrophic loss. Founded in 1986 in response to a nationwide insurance crisis, SELF was the answer for California schools and colleges that were suddenly unable to purchase excess liability coverage at an affordable price. The creation of SELF, under Title 1, Division 7, Chapter 5, Article 1 of the California Government Code, made the insurance market more bearable for all schools, not just its members. The structure of the JPA allows SELF to provide broader high-quality coverage at lower costs over the long-term than commercial insurance companies because it is member and not for profit driven. Rates are based on actuarially expected losses plus the cost of administration. Consistency and superior value have always been the focus of the organization in the excess liability arena.

Nearly half of all public educational entities statewide are members of SELF. With approximately 524 members; including many K-12 districts, community college districts, charter schools, county offices of education and regional occupational programs, SELF represents approximately 3 million students.

SELF is governed by an elected Board of Directors and alternates from six K-12 regions across California, two community college regions, and two ex-officio members representing the Department of Education and Chancellor of Community Colleges Office. The Board of Directors elects a Chair, Vice Chair, Secretary, and Comptroller for a two-year term from the members of the Board of Directors. SELF also has an Executive Committee comprised of SELF Board Officers, including the Past Chair, and the Chairs of dedicated committees for Finance, Member Services & Communications, Liability Claims & Coverage, and Workers' Compensation Claims & Coverage. The Board of Directors is responsible for the ongoing operations of SELF and is empowered to implement and enforce all provisions of the JPA, the SELF Bylaws, and all approved policies and procedures.

SELF's office is located in downtown Sacramento in a building owned by the JPA. SELF prides itself on keeping its members informed about new program offerings, workshops, and seminars through its website and quarterly newsletters. The JPA also offers a wide variety of resources to its members including the SELF Resource Center which provides quick access to important and timely risk management information through state-of-the-art technology.





THE CITY

The Capital of California, Sacramento is conveniently located halfway between the Pacific Ocean (San Francisco) to the west, and the Sierra Nevada Mountains (Lake Tahoe) to the east. With a population of approximately 470,000, Sacramento is the 7th largest city in California and offers some of the lowest housing prices of major cities in the state.

Peacefully located in a leafy valley of scenic rivers and canopies of trees, Sacramento is a cosmopolitan convergence of tall, gleaming buildings, hearty Victorians, splendid restaurants and shops, and a vibrant arts scene. Annual events held in California's Capital include the Sacramento Farm to Fork Festival, California State Fair, California International Marathon, Pacific Rim Streetfest, Juneteenth Celebration, Gold Rush Days, Grape Escape, and New Year's Eve Sky Concert.

The Sacramento region also offers amenities that are attractive to those with an active lifestyle. Hiking, biking, golfing, snow-skiing, water-skiing, house-boating, and other sports and recreational opportunities abound. In addition, educational opportunities are plentiful, with the Sacramento region being home to California State University - Sacramento; University of California at Davis; Sacramento City College; McGeorge School of Law and other community and four-year colleges.

THE POSITION

Appointed by and reporting to the Board of Directors (Board), the Chief Executive Officer (CEO) plans, organizes, coordinates and otherwise manages the activities of SELF to ensure the goals and objectives of the organization are attained in accordance with SELF's strategic plan and vision. The CEO is responsible for directing the day-to-day activities of the organization; performing risk management related functions, ensuring appropriate retention levels for self-insured pooled programs, evaluation and recommendation of procedures for loss control programs and risk retention or transfer; regularly analyzing and interpreting the financial condition of all programs and recommending corrective action as necessary to ensure current and future financial stability; soliciting input from the Board of Directors, formulating policies and procedures for adoption by the Board, and providing proactive leadership and guidance on agency programs and direction; engaging in a proactive legislation program to influence proposals critical to the SELF program; representing SELF before

the media, public agencies, legislature, and current and potential member districts; and serving as the Executive Secretary for all Board of Director and Executive Committee meetings. The CEO is also responsible for preparation of the annual budget, timely and accurate financial reports, and long-range financial projections to develop a proactive financial strategy for SELF in conjunction with recommendations from SELF Board Strategic Planning Session and actuarial reports.

Priorities for the new CEO include:

- » Working with the Board of Directors to develop a plan for implementing the recently completed strategic plan and facilitating the achievement of identified goals and objectives.
- » Navigating within a highly volatile school liability insurance market, forecasting into the future, and providing creative options to members that enable SELF to remain viable; ensuring that all types of members feel that they are heard and their unique needs and concerns are represented
- » Ensuring sufficient financial reserves are effectively maintained and managed
- » Maintaining and growing membership by establishing trust and effectively promoting the benefits of SELF from both a financial and philosophical perspective
- » Establishing and maintaining an open line of communication with the Board of Directors where all board members are heard, are kept informed on significant issues, and are provided with clear recommendations that are well supported by facts and data.

THE IDEAL CANDIDATE

The ideal candidate for this position will have a Bachelor's Degree in Public or Business Administration or closely related field and experience at a senior management level that demonstrates a strong background and knowledge of liability and workers' compensation insurance markets and insurance pooling, risk management, finance, claims management, and business development; combined with superior leadership and strategic planning skills. Direct experience with insurance and risk management programs is mandatory. Experience working in or managing a joint powers agency (JPA) or other public agency is highly desirable.

COMPENSATION AND BENEFITS

The annual salary range is negotiable and competitive with like agencies. In addition to a competitive salary, SELF offers an exceptional benefits package that includes CalPERS retirement and health/dental/vision coverage that is 100% employer paid.

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

The position is open until filled with first review of resumes on **Monday, December 24, 2018**. To be considered for this exceptional opportunity, please submit an electronic version of your resume (including dates of employment plus staff and budgets managed), compelling cover letter, the names of six professional references (two each of current or former: supervisors, direct reports, and colleagues), and no more than one page response to the Supplemental Question listed below to: <https://secure.cpsr.us/escandidate/JobDetail?ID=411>.

Supplemental Question: Please describe your experience managing insurance and risk management programs, including the development and implementation of effective/creative strategies to ensure your agency's future stability within this industry.



For more information contact:

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Resumes will be screened in relation to the criteria outlined in this brochure. Candidates deemed to have the most relevant qualifications will be invited to interview with the consultant, following which, the most qualified candidates will be referred for interviews with SELF. A final selection will be made upon completion of comprehensive reference and background checks.

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

- » Strategic leader who instills confidence by providing clear, well researched and well-developed recommendations based on knowledge of the industry and input from SELF members in order to ensure SELF is moving in the right direction.
- » Comfort and confidence in being the face of SELF with current members, potential members, insurance brokers, other public and private agencies, and legislative/regulatory representatives; with a focus on promoting SELF and developing partnerships.
- » Financially savvy, able to understand the big financial picture and ensure the current and future financial stability of SELF by identifying options and establishing a vision that will enable SELF to remain competitive in a changing market place.
- » Excellent listener who can absorb, understand, and bring together a broad variety of thoughts and interests from Board members and staff and form a common direction.
- » People motivator who celebrates success, ensures staff are performing at their best, values staff opinions and expertise, and ensures that staff have the training and resources needed to be successful.
- » Highly personable, approachable and able to relate well to others.
- » Flexible and adaptable, able to receive input and constructive criticism.
- » Clear communicator who can lead a conversation and explain information in a way that all audiences can understand.
- » Able to establish and maintain an effective risk management and loss prevention program where claims are minimized.
- » Understanding of the budgetary challenges faced by public educational institutions.

