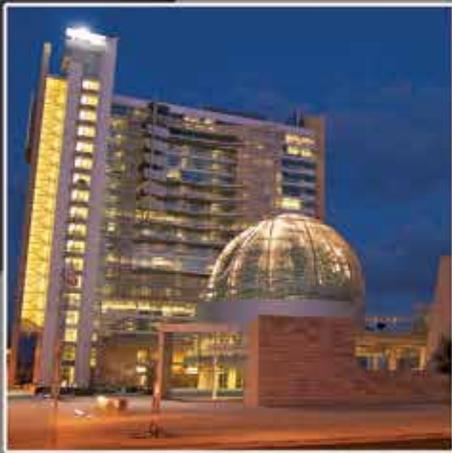


CITY OF  
**SAN JOSE**  
CAPITAL OF SILICON VALLEY  
FINANCE DEPARTMENT



**Insurance & Risk Manager**



## THE OPPORTUNITY

This is an exceptional opportunity for an experienced, hands-on risk management leader to oversee a comprehensive risk management program and recommend strategies with the objective of safeguarding the City's financial, physical, and natural assets against the effects of loss.

## THE COMMUNITY

Known as the "Capital of Silicon Valley," the City of San José plays a vital economic and cultural role anchoring the world's leading region of innovation. Encompassing 181 square miles at the southern tip of the San Francisco Bay, San José is Northern California's largest city and the 10th largest city in the nation. With more than one million residents, San José is one of the most diverse large cities in the United States. San

José's transformation into a global innovation center has resulted in one of the largest concentrations of technology companies and expertise in the world, including major tech headquarters like Cisco, Adobe, Samsung, and eBay as well as start-ups and advanced manufacturing.

San José's quality of life is unsurpassed. Surrounded by the Diablo and Santa Cruz mountain ranges and enjoying an average of 300 days of sunshine a year, residents have easy access to the beaches along the California coast including Santa Cruz, Monterey, and Carmel; Yosemite and Lake Tahoe in the Sierra Nevada; local and Napa Valley wine country, and the rich cultural and recreational life of the entire Bay region.

San José has received accolades for its vibrant neighborhoods, healthy lifestyle, and diverse attractions from national media including Business Week and Money magazines. The downtown area is home to high-rise residential projects, theaters, museums, and diverse entertainment attractions such as live music, live theater, cafes, restaurants, and nightclubs. Inquiring minds are served by the Tech Museum of Innovation, the San José Museum of Art, and many local galleries and venues. Sixteen public school districts and over 300 private and parochial schools provide residents with a range of educational choices. Universities in and near the city include San José State University, Santa Clara University, Stanford University, and three University of California campuses.

In 2011, the City adopted Envision San José 2040, a long-term growth plan that sets forth a vision and a comprehensive road map to guide the City's anticipated growth through the year 2040. The Plan proactively directs significant anticipated growth in new homes and workplaces into transit-accessible, infill growth areas and supports evolution toward a more urban landscape and lifestyle. The San José area is powered by one of the most highly educated and productive populations in America. More than 40 percent of the workforce has a bachelor's degree or higher, compared with 25 percent nationally. Forty percent of San José residents are foreign born, and 50 percent speak a language other than English at home.

San José is proud of its rich cultural diversity and global connections, and the essential role the City plays in connecting residents and businesses to the nation and the world.

## CITY GOVERNMENT

The City of San José is a full-service Charter City and operates under a Council-Manager form of government. The City Council consists of 10 council members elected by district and a mayor elected at large. The City Manager, who reports to the Council, and the executive team provide strategic leadership that supports the policymaking role of the Mayor and the City Council and motivates and challenges the organization to deliver high quality services that meet the community's needs. The City actively engages with members of the community through Council-appointed boards and commissions.

In addition to providing a full range of municipal services including police and fire, San José operates an airport, municipal water system, a regional wastewater treatment facility, over 200 neighborhood and regional parks, an accredited zoo, and a library system with 24 branches. The City also oversees convention, cultural, and hospitality facilities that include the San José McEnery Convention Center, Center for the Performing Arts, California Theater, Mexican Heritage Plaza, and the SAP Center San José – home of the National Hockey League's San José Sharks.

City operations are supported by 6,413 positions and a total budget of \$3.7 billion for the 2018-2019 fiscal year. San José is dedicated to maintaining the highest fiscal integrity and earning high credit ratings to ensure the consistent delivery of quality services to the community. Extensive information regarding San José can be found on the City's website at [www.sanjoseca.gov](http://www.sanjoseca.gov).

## THE FINANCE DEPARTMENT

San José's Finance Department is responsible for providing core financial services including: banking and investments, debt management, revenue collections, disbursement services (accounts payable and payroll), accounting and financial

### Mission of the Finance Department

*To manage, protect, and  
report on the City of San Jose's  
financial resources to enhance  
the City's financial condition  
for our residents, businesses  
and investors.*



reporting, procurement, and risk management. The Finance Department is focused on effectively managing the City's financial resources and providing excellent service to the City, its residents and businesses, while building its capacity through the effective use of technology and the professional development of its people.

## THE POSITION

The Insurance & Risk Manager will plan, organize, coordinate, and execute a comprehensive risk management program with the objective of conserving financial, physical, and natural assets against the effects of loss. The successful candidate will recommend strategies for protecting the City against all financial exposures and risks. The position reports to the Deputy Director of Finance, Purchasing and Risk Management Division.

The Insurance & Risk Manager will be responsible for safeguarding City's properties (with a replacement value at \$3.9 billion) and other assets through the selection of brokers and purchase of insurance to guard against catastrophic events, when the frequency of events cannot be predicted, when the severity of potential loss could seriously hamper operations, and where the cost of the insurance policy is not prohibitive.

Annually, the City utilizes its insurance broker to review and analyze the City's insurance and coverage requirements and obtain competitive insurance quotes. The Insurance & Risk Manager reviews the City's risk exposures with the City's insurance broker to analyze the City's needs and present them to insurance carriers to obtain the most cost-effective insurance coverage. Insurance policies include:

- Property Insurance
- Airport Owners and Operators Liability including War Risk & Extended Perils Coverage
- Secondary Employment Law Enforcement Professional Liability
- Automobile Liability for Airport and Regional Wastewater facility fleet vehicles and Airport Shuttle Bus-Physical Damage
- Police Aircraft Hull and Liability including War Risks & Extended Perils Coverage
- Crime Theft Coverage
- Fiduciary Liability Coverage

The Insurance & Risk Manager works with insurance carriers to facilitate property appraisals and risk engineering studies and with City Departments to implement property loss control recommendations from carriers. Other major functions include: contractual risk transfer of contracts with vendors and consultants through insurance requirements; insurance compliance review for contracts; subrogation to recover losses from damage to City's properties by third parties; coordination with the broker and the City Departments on the administration of owner

controlled insurance programs (OCIPs), management of property and casualty insurance claims, budget planning, and management of public assistance recovery claims. The City's Worker Compensation program is managed by the Human Resources Department.

## THE IDEAL CANDIDATE

The ideal candidate will be an experienced risk management professional with a significant background in a similarly complex organization, preferably with experience in a public agency setting. While strong technical skills/experience in risk management are critical, successful candidates will be forward-thinkers who are proactive in anticipating problems and planning ahead to avoid difficulties. Candidates who are proven leaders, who demonstrate high ethical standards and promote a cooperative work environment will be favorably considered. The ideal candidate will bring a strong customer service ethic in forming collaborative partnerships with City departments to proactively anticipate risk/safety concerns while being responsive as issues arise. This knowledgeable, enthusiastic, collaborative and results-oriented leader will be a critical thinker with outstanding visionary, communication, and fiscal management qualities.

Competencies and Personal Characteristics of the Ideal Candidate include:

- Strategic mindset that ensures alignment with the organization's vision and values and understands how an organization must change in light of internal and external trends and influences
- Energetic, creative and solutions-oriented
- Open and accessible with strong consensus-building skills
- Demonstrated ability to successfully engage in a highly collaborative work environment
- Willing to take risks and attempt innovative solutions
- Capacity to inspire trust including the ability to share "bad news" when necessary
- Committed to continuous quality improvement and a high level of customer service
- Technologically savvy in risk management/safety
- Excellent communicator that effectively conveys information and expresses thoughts and facts clearly and listens openly to the ideas and thoughts of others
- Leads by example, allowing others to learn from mistakes and provides motivational support and direction
- Understands the relationship of the budget and resources to the strategic plan

## MINIMUM QUALIFICATIONS

- Bachelor's degree from an accredited college or university in public or business administration, insurance, finance, risk management or a closely related field.
- Six (6) years of progressively responsible in a risk management, safety loss control, or general liability insurance program, including two (2) years with supervisory and management authority over staff, and financial responsibility within the program area or division.
- Associate in Risk Management (ARM) certification.

Highly desirable qualifications: Experience with Owner Controlled Insurance Programs (OCIP) and disaster recovery claims.

Federal law requires all employees to provide verification of their eligibility to work in this country.

Please be informed that the City of San José will not sponsor, represent, or sign any documents related to visa applications/transfers for H1-B or any other type of visa that requires an employee application.

## COMPENSATION & BENEFITS

The approved salary range for this position is **\$101,911 - \$143,998** annually. In addition to the starting salary, employees in this classification will also receive an approximate five percent (5%) on-going non-pensionable pay. The actual salary will be determined by the final candidate's qualifications and experience.

The City provides an excellent array of benefits, including:

**Retirement** – Competitive defined benefit retirement plan with full reciprocity with CalPERS; defined contribution plan available as an option.

**Health Insurance** – The City contributes 85 percent towards the premium of the lowest cost non-deductible plan. There are several plan options.

**Dental Insurance** – The City contributes 100 percent of the premium of the lowest priced plan for dental coverage.

**Personal Time** – Vacation is accrued initially at the rate of three weeks per year with amounts increasing up to five weeks after 15 years of service. The City manager or designee has the authority to adjust the annual vacation accrual of a newly hired or rehired employee with prior public service credit at a vacation accrual rate commensurate with their total years of public service. Executive Leave of 40 hours is granted annually and depending upon success in the Management Performance Program could increase to up to 80 hours. Sick Leave is accrued at the rate of approximately 8 hours per month.

**Holidays** – The City observes 14 paid holidays annually.

**Deferred Compensation** – The City offers an optional 457 Plan.

**Flexible Spending Accounts** – The City participates in Dependent Care Assistance and Medical Reimbursement Programs.

**Insurance** – The City provides a term life policy equal to two times annual salary. Long-term disability and AD&D plans are optional.

**Employee Assistance Program** – The City provides a comprehensive range of services through the EAP.

For more information on employee benefits, visit the City's benefits website: <http://www.sanjoseca.gov/index.aspx?NID=707>

## APPLICATION PROCESS AND RECRUITMENT SCHEDULE

This position is open until filled with the first review of resumes on **Monday, May 20, 2019**. To be considered for this exceptional opportunity, please submit an electronic version of your resume (including dates of employment, staff managed, and budget of programs/projects managed), cover letter, and the names of six professional references (two each of current or former: supervisors, direct reports, and colleagues) to:

<https://executivesearch.cpsshr.us/JobDetail?ID=459>



For more information contact:

Jill Engelmann  
CPS HR Consulting  
Tel: 916 / 263-1401

Email: [jengelmann@cpsshr.us](mailto:jengelmann@cpsshr.us)

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 the City in mid-June. A final selection will be made upon completion of comprehensive reference and background checks.

