



CALIFORNIA JOINT POWERS RISK MANAGEMENT AUTHORITY

Accredited with Excellence from the California Association of Joint Powers Authorities

Excess Claims Adjuster

Annual Salary: \$85,066 - \$102,079

California Joint Powers Risk Management Authority (CJPRMA) is accepting resumes for the position of Excess Claims Adjuster. This is an exceptional opportunity for a risk management professional who is skilled in claims administration to join our team and provide exemplary service to CJPRMA's members.

ABOUT THE AGENCY

Formed in 1986, California Joint Powers Risk Management Authority (CJPRMA) acts as a risk-sharing program providing excess liability coverage to its membership and is dedicated to maintaining a commitment to excellence in the protection of its member entities from catastrophic liability and other financial losses. Governed by a board of twenty Directors, CJPRMA boasts a total participation of 84 agencies throughout Northern California, providing coverage for excess liability, property, auto physical damage, cyber liability, drones and pollution liability. Additional services are provided to the members through the risk management program, including a wide variety of training programs and extensive consultation services. CJPRMA also values ongoing education and participation in public agency organizations such as CAJPA, AGRiP, PARMA, PRIMA and CSMFO.

Mission Statement

The California Joint Powers Risk Management Authority is a member-directed excess liability risk retention pool that is dedicated to protecting its members from catastrophic losses and meeting the needs of its members by:

- Providing comprehensive, stable, and affordable excess liability coverage
- Offering competitive and flexible coverage programs
- Delivering quality risk management services
- Preserving financial strength and solvency

Vision

Meeting the evolving needs of our members.

ABOUT THE COMMUNITY

CJPRMA's office is in the beautiful City of Livermore, California's oldest wine region. Located in Alameda County, Livermore is home to renowned science and technology centers such as the Lawrence Livermore National Laboratory Discovery Center and framed by award-winning wineries, farmlands, and ranches that mirror the valley's western heritage. Experience the mild climate while exploring the numerous hiking trails Livermore has to offer. Enjoy your new home as you take a leisurely stroll under the majestic shade trees in Livermore's vibrant and historic downtown. Spend your weekends perusing the local farmer's market, relaxing at the swim center or dog park, and your evenings in the 10-screen cinema or 500-seat performing art center. With a thriving community, Livermore provides the perks of an urban environment in the eastern San Francisco Bay Area without the congestion.

ABOUT THE POSITION

This position monitors liability claims of low to moderate complexity reported to CJPRMA and performs a wide variety of professional claims services.

REPORTING RESPONSIBILITIES

Receives general supervision from and reports directly to the Claims Administrator. Makes presentations to the Board, Executive Committee, Claims Committee, and member entities. Works with CJPRMA staff, investment managers, Board Counsel, insurance broker, consultants, Board Members, member entities, TPAs and counsel.

ESSENTIAL AND IMPORTANT DUTIES

- Adjust excess liability claims in accordance with CJPRMA policies, goals, and objectives; this includes, but is not limited to, managing a caseload of active excess liability claims, and evaluating appropriate reserves for claims.
- Receive, review, and evaluate claims submitted against members; work with assigned defense attorneys; monitor and evaluate progress and final disposition; attend mediations and settlement conferences; and recommend settlement as appropriate.
- Prepare and present operational reports; keep members apprised of claim status.
- Meet with member claims staff, defense attorneys and TPAs.
- Maintain claims records in the CJPRMA RMIS System.
- Maintain current knowledge of legislation and general development related to public entity liability claims.
- Perform other duties as assigned.

EXPERIENCE AND TRAINING

Any combination of experience and training that would likely provide the required knowledge, skill and ability outlined above is qualifying. A typical way to obtain such knowledge, skill and ability is:

Four years of experience in adjusting liability claims and some coursework from an accredited college or university in business or public administration or a related field. The possession of a claims adjuster license or the Associate in Claims (AIC) professional designation is preferred.

SALARY AND BENEFITS

- \$85,066 - \$102,079
- Participation in CalPERS retirement
 - Classic Members- 2.7% @ 55, 8% employee contribution
 - PEPRRA- 2% @ 62, 6.75% employee contribution.
- Employer contribution of \$1,779 per month towards health benefits
- Life insurance and Disability Insurance
- Tuition reimbursement

The position is open until filled with a first review of resumes on Monday, March 13, 2023. To be considered for this opportunity, please immediately submit a resume, compelling cover letter, and a one-page response to the Supplemental Question listed below, directly to:

tony@cjprma.org

For questions and further information contact:

Tony Giles, CJPRMA General Manager

Tel: 925-290-1316

Email: tony@cjprma.org

<https://www.cjprma.org/home>

Supplemental Question (no more than one page): Please describe your experience adjusting liability claims, including any experience with public entity claims and experience with excess liability claims.