

RISK MANAGER

SALARY RANGE \$142,616 - \$213,924
(MIDPOINT \$178,270)



City of
**Mountain
View**





THE COMMUNITY

Nestled between the Santa Cruz Mountains and San Francisco Bay, Mountain View is a diverse community with an estimated population of 83,601. Mountain View covers just over 12 square miles, featuring over 1,000 acres of park and wildlife areas, including the 750-acre wildlife and recreation area called Shoreline at Mountain View. In the heart of Silicon Valley, Mountain View is home to an attractive downtown and headquarters to many nationally and internationally known corporations, including Google, Microsoft, LinkedIn, Intuit, and other major technology companies, along with a thriving small business sector. While leading the region in innovation and ideas, Mountain View remains committed to the values of strong neighborhoods and community involvement.

The City of Mountain View prides itself on providing exceptional public services and facilities that meet the needs of a caring and diverse community in a financially responsible manner. In the heart of the City, Mountain View's historic and active downtown offers a wide range of attractions, including a vibrant restaurant and shopping scene, cultural events, concerts, and a weekly farmers' market. The Civic Center, built around Pioneer Park, has one of the finest performing arts facilities in Northern California, as well as a 60,000-square-foot, state-of-the-art Library.

Mountain View's 44 City parks and extensive trail system provide an array of opportunities for recreation and active living. Shoreline At Mountain View is a regional park with stunning views along San Francisco Bay, featuring an 18-hole golf course, sailing lake, restaurant, and 9.7 miles of trail. Shoreline Amphitheatre boasts an exciting concert season bringing top-name performing artists to Mountain View.

The City has an impressive safety record and is regarded as one of the safest and best places to live and work in the Bay Area. The community is served by excellent public and private schools and is in proximity to some of the best universities in the nation, including Stanford, Santa Clara University, UC Berkeley, UC Santa Cruz, San Jose State, and Carnegie Mellon-West.

CITY GOVERNMENT

The City of Mountain View is a forward-thinking, full-service city operating under the Council/Manager form of government. The seven Councilmembers are elected at large for four-year terms that are staggered, with elections held in even-numbered years. The Mayor and Vice Mayor rotate every year among the Councilmembers. Mountain View City Council has a well-earned reputation for taking the lead on challenging regional and state policy issues, working together with civility, and treating members of the community and City staff with respect and appreciation.

The Council has adopted a Strategic Roadmap to guide the City through the current fiscal year, focusing on seven priorities: Community for All, Intentional Development and Housing Options, Mobility and Connectivity, Sustainability and Climate Resiliency, Livability and Quality of Life, Economic Vitality, and Organizational Strength and Good Governance.

The City Council appointed Kimbra McCarthy as City Manager in March 2020. Under her leadership, the City organization has gone through a positive transformation with a specific focus on enhancing our excellent organizational culture, providing numerous employee appreciation events, prioritizing mental health and wellness initiatives, and supporting employees at all stages of the organization. This includes implementation of a brand-new Paid Parental Leave Program for eight paid weeks off for the birth, adoption, or fostering of a child. City Manager McCarthy has empowered employees to take bold and strategic steps to evolve the organization and implement unprecedented new programs to serve the Mountain View community.

Mountain View's sound fiscal practices, strong budget discipline, and diversified revenues, have allowed the City to maintain its AAA credit rating and helped it to remain resilient in the face of economic uncertainty. In fiscal year 2023-24, the City is supported by an all-funds revenue budget of \$445 million, and a general operating fund revenue budget of \$181 million, with over 698 employees citywide. The City's current Five-Year Forecast projects a positive financial position, with structurally balanced budgets and anticipated operating balances. The City is very intentional regarding maintaining a robust and vibrant organizational culture. This demanding yet rewarding environment is suitable for professionals who are at, or striving to be, at the top of their game as this mid-size city performs more like a larger metropolitan municipality.

FINANCE & ADMINISTRATIVE SERVICES DEPARTMENT

The Risk Manager is part of the Finance and Administrative Services Department team. The Finance and Administrative Services Department is responsible for the financial affairs and internal support activities of the City. The department provides financial, analytical, budgeting, accounting, purchasing, document processing, copy and binding, Workers' Compensation, safety, and liability support to all City departments and programs; manages the City's investment portfolio; and coordinates the City's budget process and annual independent audit. Specifically, the Department processes payroll, accounts receivable, utility billings, all City revenues, accounting entries, accounts payable, financial reporting, purchase orders, and Workers' Compensation and property loss claims. The department is also responsible for warehousing, copying, and mail for internal support functions; editing and formatting of Council reports and other official documents; and managing the City's general liability, property insurance, and industrial disability retirement programs. In addition, staff provide support to the Council Finance Committee and the Investment Review Committee. Finance and Administrative Services is supported by 37 full-time and 1 regular part-time equivalent staff.



THE RISK MANAGER

The Risk Manager oversees the activities of the Risk Management Division within the Finance and Administrative Services Department. Under the general direction of the Finance and Administrative Services Director, and in collaboration with the Human Resources Department and the City Attorney's Office, the Risk Manager is responsible for planning, organizing, and directing the activities of the Risk Management Division, including the workers compensation program, general liability, subrogation, loss control, safety, leave administration, property, and other related insurance programs. The Risk Manager is responsible for minimizing liability, mitigating and transferring risk, and providing expert guidance Citywide on all risk management and insurance programs. The Risk Manager will lead by example, demonstrating a proactive, contemporary risk management approach while effectively supervising and mentoring one Risk Analyst. This collaborative professional will serve as a key member of Mountain View's innovative leadership team, partnering with staff in other departments to limit risk exposure and ensure the safety of City employees and community members.

Department Mission Statement

Financial Stewardship Through
Collaboration, Transparency, and
Quality Service.

THE IDEAL CANDIDATE

Mountain View seeks a collaborative and experienced risk management professional to serve as a citywide resource on loss prevention, risk mitigation, procurement of all types of insurance, safety, and management of the Workers' Compensation Program. This knowledgeable manager will be a creative problem solver who takes pride in providing accurate and timely information to assist City management and staff in making prudent, well-informed decisions. With exceptional technical skills, they will have experience in all areas of risk management, including risk analysis, prevention and transfer, safety, and loss control, and the demonstrated ability to lead contemporary, cross-departmental risk mitigation and transfer efforts for a public agency. Superior communication and interpersonal skills will enable them to prepare clear, well-written reports, present complex information in an understandable manner, and work effectively and independently with staff at all levels of the organization.

Key Attributes and Characteristics

- Contemporary knowledge of risk management and safety best practices and successful experience managing change in a complex work environment.
- Superior analytic skills needed to assess risk, manage insurance programs, analyze and interpret laws, ordinances, and regulations, with the ability to articulate and explain complex theories and practices in simple terms.
- Extensive experience with risk analysis, claims administration, insurance procurement, Cal/OSHA compliance, workplace safety and training, Workers' Compensation administration including public safety personnel, industrial disability retirements, policy and procedure development, and use of technology for root cause analysis.
- Approachable and collaborative spirit and excellent interpersonal skills in order to build positive working relationships with and provide excellent customer service to City staff, colleagues, outside contractors, and the community.

- Exceptional skills in prioritizing, developing work plans, and meeting deadlines.
- Adaptive and flexible management style able to work with diverse stakeholders with varying levels of knowledge and effectively multi-task to address competing priorities in a fast-paced environment.
- Solution and Goal-oriented problem-solver with a focus on performance and results and who can develop alternative approaches to achieve desired outcomes.
- Outstanding written and oral communication skills with the ability to communicate complex information in an understandable manner with diverse audiences.
- Exceptional supervisory skills and proven success supporting a strong team environment with the ability to lead by example, train, develop, and mentor.
- Innovative and forward thinker with an understanding of how technology can enhance and streamline work processes and cumbersome requirements for the public and City staff.
- Knowledgeable in budget development, preparing cost projections, and monitoring of budget vs. actual results.

Competitive candidates will have four years of experience in a risk management program, including liability, Workers' Compensation, employee benefit, and safety programs. Public agency experience, as well as expertise with Workers' Compensation issues as they apply to public safety personnel employees, and education equivalent to a Bachelor's degree in a related field, are also required. Designation as an Associate in Risk Management by the Insurance Institute of America, supervisory experience, and a Master's degree are highly desirable.





COMPENSATION & BENEFITS

The salary range for this position is \$142,616 - \$213,924, with a control point (midpoint) of \$178,270. Appointment beyond the midpoint may be considered depending on qualifications and experience. Salary growth after appointment is in accordance with a pay-for-performance plan, and increases may be awarded annually for meritorious performance. The City also offers a highly competitive benefits package that includes the following:

Flexible/Hybrid Work Schedule:

Flexibility may be offered for telecommuting or alternate work schedules after the successful candidate is established in the position.

Retirement: 2.7% at 55 years of age for CalPERS classic members and 2% at 62 for CalPERS new members; employee contribution to CalPERS is 11.5% for classic members and 10.5% for new members for fiscal year 2023-24; with no Social Security deduction.

Vacation Leave: Up to 23 days depending on years of service with Mountain View. Annual vacation cash-out program available.

Sick Leave: Accrues at 12 days per year. Additional 4 hours of vacation leave is granted for each quarter when sick leave is not used.

Management Leave: Accrual up to 10 days per fiscal year; paid out at the end of fiscal year if not used.

Deferred Compensation: A deferred compensation plan is available for voluntary employee contributions.

Health Insurance: The City offers a choice of four medical plans (two HMO plans, one HDHP/HSA, and one PPO) through Health Net and Kaiser. The City pays the full premium for vision coverage and full dental premiums for the employee plus a significant portion of dependent coverage. Short and long-term disability, life, and accidental death and dismemberment insurances are provided and paid for by the City.

Wellness: Wellness minded culture including access to an onsite employee gym and incentive pay for participating in the City's wellness program.

Paid parental Leave: Up to 8 weeks paid leave for the birth, adoption, or fostering of a child.

Commute Incentives: Up to \$100/month City contribution for mass transit expenses, with \$10/month minimum employee contribution, and a bicycle commute incentive.

Tuition Reimbursement: Up to \$2,000 in tuition reimbursement for education advancement annually with a one-time opportunity for up to \$20,000 for the completion of a job-related bachelor's or master's degree or approved leadership program.

Retiree Health Plan: Employees can participate in a defined benefit or a defined contribution retiree health plan.

Housing: A low-interest loan up to \$250,000 is available to assist with purchasing a primary residence in, or within a 10-mile radius of, Mountain View.

Other Benefits: City offers an Employee Assistance Program (EAP), IRS Section 125 flexible benefits, and pretax childcare.

APPLICATION & SELECTION PROCESS

The closing date for this recruitment is midnight, **Sunday, February 4, 2024.** To be considered for this opportunity, upload a compelling cover letter, resume, and list of 3 professional references using the "Apply Now" feature at www.tbcrecruiting.com. This is a confidential process and will be handled accordingly throughout the various stages of the process.

TB&CO.

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Teri Black • 424-296-3111

TERI BLACK & COMPANY, LLC
www.tbcrecruiting.com

Following the closing date, applicants with the most relevant qualifications will be granted preliminary interviews by the lead recruiter. Candidates deemed to be the best qualified will be invited to participate in additional interviews and meetings with representatives of the Finance and Administrative Services Department. The City anticipates making an appointment in a timely manner once negotiations and background and reference checks are completed. Please note that references will not be contacted until mutual interest has been established.

