



Deputy Director of Human Resources

(Risk Management)





THE CITY OF SAN BERNARDINO

Founded in 1810, San Bernardino is a progressive community rich in history and cultural diversity. Recognized for its scenic beauty and strategic location, the City of San Bernardino, serves as the county seat and is the largest City in the County of San Bernardino, with a population of over 218,000 and more than 62 square miles. To keep its vision for the future at the forefront, the City of San Bernardino follows the guiding principles to be strong and prosperous by adopting the shared values of Integrity, Accountability, Respect for Human Dignity, Honesty, and Fairness. Residents of the City can expect quality, cost-effective services and an excellent public safety program dedicated to providing the highest level of police and emergency services. The two hospitals within the City limits, Community Hospital of San Bernardino and St. Bernardine's Medical Center, are state-of-the-art facilities. City residents also have access to the nearby Arrowhead Regional Medical Center and the



world-renowned Loma Linda University Medical Center. Home to one of only a few premier soccer facilities in Southern California, visitors and residents of the City of San Bernardino will find no shortage of entertainment. With 35 parks and 11 community centers, residents and visitors can enjoy playgrounds, swimming, youth sports, adult sports, senior activities, and special interest classes. The City's menu of programs and services includes a public library system comprised of one primary and three library branches, which provide life-long learning to the world of ideas, information, and creative experience for all citizens of San Bernardino. There are multiple venues for art, performing art, and concerts in the City, such as the historic California Theater, Sturges Center for the Arts, Roosevelt Bowl, National Orange Show Events Center, Glen Helen Amphitheater, and the Garcia Center for the Arts. Several colleges provide quality education and programs, including San Bernardino Valley College, California State University, San Bernardino, and Loma Linda University Health – San Bernardino Complex. With a look to the future, the City is working hard to move the community forward and improve city services and quality of life. Join the City's vital new management team in energizing the culture by promoting a supportive and appealing workplace and building a strong, cohesive, and collaborative team. San Bernardino is, now more than ever, a city of opportunity.

CITY GOVERNANCE

The City of San Bernardino is a Charter City and governed by the Council-Manager form of government. The governance structure is comprised of an at-large, elected Mayor and seven Council Members elected by constituents in the specific ward. Each elected official serves a four-year term.

MISSION STATEMENT

Our mission is to provide quality and cost-effective services to the people of San Bernardino. We will provide excellence in leadership through the allocation of public resources to City programs that are responsive to community priorities and maximize opportunities for economic, educational, and cultural viability.

To learn more about the City of San Bernardino, go to: <http://www.ci.san-bernardino.ca.us/>.

THE POSITION

The Deputy Director of Human Resources is responsible for planning, organizing, developing, and managing the risk program for the City. The incumbent is responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities, which include program development and implementation of policies, procedures, goals, objectives, priorities, and standards related to risk management and human resources functions and programs. The incumbent serves as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines. The work frequently requires attending meetings, coordination with other departments, conducting training, facilitating committee work, and making presentations to City Council.

The Risk Management Program

The City's risk management program administers general liability, workers' compensation, health/wellness, leave management, return-to-work, safety management, emergency management, and employee training; assists in the overall operations of the Human Resources Department; provides services related to insurance and tort liability claims against the City; identifies, develops, and implements processes and controls to minimize the City's exposure to financial, personnel, and property losses; provides complex and responsible support to the Human Resources Director in areas of expertise; and performs related work as required.

THE IDEAL CANDIDATE

The ideal candidate will be an innovative, flexible, and collaborative leader. As a problem solver with excellent communication, the successful candidate will have the necessary interpersonal skills to build positive working relationships with staff, department heads, leadership, and elected officials. The successful candidate will be solutions-oriented, have strong political acumen, and have the ability to adapt to changing and competing priorities. In the absence of the Human Resources Director, the candidate should be able to prepare, critique, deliver presentations to the City Council, City Manager, Department Directors and other agencies and firms. A background in public sector human resources specific to risk management is ideal. Experience in a union environment and knowledge of negotiations is a must.

Key Skills and Abilities

- Develop and implement a Citywide loss control programs such as safety and accident prevention, property protection and conservation, and fire prevention measures.
- Create systems, procedures, policies, and programs to reduce risk exposures.
- Analyze, classify, and rate risks, exposures, and loss expectancies; interpreting insurance contract language.
- Conduct research of loss prevention and control issues; evaluating alternatives, reaching sound conclusions, and making recommendations for improvement.



- Represent the City effectively in hearings and litigation of claims; negotiating the settlement of claims, with or without legal counsel.
- Collect, evaluate, and interpret data in statistical and narrative form.
- Understand, interpret, explain, and apply complex laws, regulations, policies, and procedures applicable to the development and implementation of occupational health and safety, loss prevention and liability, and adjudication.
- Prepare clear, concise, and comprehensive correspondence, reports, studies, and other written materials.
- Exercise sound, expert independent judgment within general policy guidelines.
- Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
- Establish and maintain effective working relationships with City officials, department managers, staff, attorneys, insurance representatives, employees, the public and others encountered in the course of work.
- Plan, organize, and manage the activities of staff, and administer the City's self-funded Workers' Compensation Program.
- Evaluate difficult and complex cases and determine necessity for permanent disability awards.
- Prepare legal and medical evidence for presentation before the Workers' Compensation Appeals Board.

QUALIFICATIONS

A typical way of obtaining the knowledge, skills, and abilities outlined above include:

- A Bachelor's degree with major coursework in Risk Management, Occupational Safety and Health, Business or Public Administration, or a related field.
- A minimum of eight (8) years of professional level experience in administering risk management functions including general liability, workers' compensation, health/wellness, leave management, return-to-work, safety management, emergency management, and employee training.
- Five (5) plus years in a supervisory or program management capacity.

COMPENSATION AND BENEFITS

The salary range for this position is \$129,440.52 - \$157,336.08 DOE.

- Retirement – Participation in the California Public Employees' Retirement System (CalPERS). Classic members with less than six (6) months separation: CalPERS 2% at 55, single highest year plan. New members, CalPERS 2% at 62, three highest year average plan.
- Health Insurance – The City provides three options: Monthly City contribution of \$1,125 for employee only, \$1,289 employee + one, or \$1,724 employee + family towards Medical, Dental, and Vision Care Insurance Plans.
- Leave – 80 hours of vacation and 96 hours of sick leave accrued annually, 12 holidays, plus 18 hours of floating holiday time
- A bank of eighty (80) hours of administrative leave upon hire, up to an additional twenty (20) hours may be granted for a total of one hundred (100) hours per fiscal year.
- City-issued business cell phone.

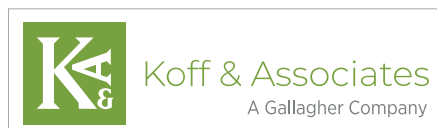
APPLICATION PROCESS AND RECRUITMENT SCHEDULE

The final filing date is Friday, March 10, 2023.

To be considered, please submit a resume, cover letter, and five work-related references (who will not be contacted in the early stages of the recruitment) to: <https://koffassociates.com/deputy-director-of-hr/>.

Resumes should reflect years and months of positions held, as well as the size of the past organization(s).

For additional information, please contact:



Frank Rojas
Phone (510) 495-0448
frank_rojas@ajg.com
Website: <https://koffassociates.com/>

Carlo Zabala
Phone (510) 342-3233
carlo_zabala@ajg.com

Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. Koff & Associates will report the results to the City. The City will then select candidates to participate in City interviews. Extensive reference and background checks will be completed on the selected candidate.

