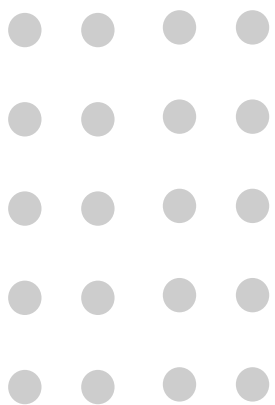




CITY OF
LA MESA
JEWEL of the HILLS



Risk Manager



OUR COMMUNITY

Founded in 1912 and centrally located in the rolling hills of San Diego County with a population of approximately 60,000, La Mesa is known as the *Jewel of the Hills*. A near perfect climate, tree-lined streets, walkable neighborhoods, easy access to retail and commercial areas, and a quaint Downtown Village make La Mesa a highly desirable community in which to live and work. There is more to the *Jewel of the Hills* than just geography. It's about the myriad of people who have called La Mesa home for the last 100 years whom we honor for their extraordinary accomplishments as well as their devotion to the community. Spanning nine square miles, the City's increasing popularity is not going unnoticed. Niche's 2023 Best Places ranks La Mesa as one of the best suburbs for young professionals in California and one of best and most diverse places to live in the San Diego area.

La Mesa is also a much sought-after business location due to its regional centrality and superior transportation network that includes three major freeways and two trolley lines, plus quick and easy access to a major international airport. The City is home to more than 5,000 businesses representing a wide array of industries with Sharp-Grossmont Hospital, the La Mesa-Spring Valley School District, Walmart (two locations), Kaiser Permanente, and Costco being the largest employers. A main attraction for many La Mesans is the ability to live, work, shop and play in the community in which they live. The Downtown Village serves as the historic center of the community and is filled with one-of-a-kind retail shops, vintage stores, and dining options, while also being a gathering place for many civic events and celebrations including a weekly [farmers market](#), summertime classic [car shows](#) and annual [Oktoberfest](#) which is one of the largest in the west. Also, within city limits, [Grossmont Center](#) serves as a regional dining, shopping and entertainment hub with over a million square feet of space.

The community's amenities support a healthy living lifestyle. Fifteen beautiful municipal parks are located within La Mesa's borders as are award winning urban trails, jogging paths, and other recreational facilities including a municipal pool and sports complex.

La Mesa is served by two school districts. The La Mesa-Spring Valley School District operates most of the elementary and middle schools while Helix Charter High School is part of the Grossmont Union High School District. There are also numerous private schools in the area. Local higher education options do not get any better with the University of California San Diego, San Diego State University and the University of San Diego all in close proximity. In addition, several community colleges serve the region.

CITY GOVERNANCE

La Mesa is a general law city which uses a council-manager system of government with a directly elected mayor. The city council consists of a mayor and four councilmembers, all of whom are elected from the city at large and serve four-year terms. La Mesa employs a Council-Manager form of government. In this arrangement, the council is responsible for determining policy, and the City Manager ensures that such policy is implemented. The City Council appoints the City Manager and City Attorney, as well as a full complement of Boards and Commissions.

In addition to the Police Department and offices of the City Manager and City Clerk, other city departments include Community Development, Community Services, Finance, Fire and Public Works. The City has 272 full-time budgeted employees. The 2023-2024 budget is \$151,804,620.

Mission: Our mission is to reliably deliver high-quality public services that enhance the quality of life for all.

Organizational Values: Welcoming, Accessibility, Accountability, Excellent Customer Service, Integrity

City of La Mesa Five-Year Goals

Maintain a community where residents and visitors feel safe.

Ensure a strong financial outlook through careful planning, sustainable service levels, and fiscal sustainability.

Promote a high quality of life that current and future generations can afford to call home.

Invest in infrastructure to serve the needs of the community.

Nurture an organizational culture where employees are recognized for the delivery of high-quality services to the community.

To learn more about the City of La Mesa, go to:
<https://www.cityoflamesa.us>

THE HUMAN RESOURCES DEPARTMENT

The Human Resources Department is committed to attracting, retaining, and developing talented, productive, and motivated employees. The Risk Management function is housed within Human Resources. Human Resources and Risk Management are an internally servicing functions that support the City's other departments: City Manager's Office, City Clerk, Community Development, Community Services, Finance, Fire, Police and Public Works.

Responsibilities of the Human Resources Department include:

- Conducting employment recruitment
- Evaluating and coordinating training and development needs
- Maintaining personnel records

- Maintaining the city's classification, compensation, and benefit plans
- Providing assistance in labor relations, negotiations, performance evaluation, and discipline
- Providing assistance to employees and management in the interpretation and enforcement of applicable labor law and city personnel rules

THE POSITION

The Risk Manager performs a variety of complex professional and administrative duties in support of the City insurance and self-insurance risk management programs for property, public liability and workers' compensation including identifying and analyzing exposure to risk, developing, recommending, implementing and monitoring alternative risk management techniques, and minimizing the costs of losses resulting from accidents, natural causes, regulatory non-compliance, and legal/insurance claims against the City.

Key Functions and Priorities

- Coordinate and administer the services and activities of the safety, loss control, property/liability claims, and risk financing programs to ensure City goals and objectives are met.
- Oversees the City's workers' compensation program; receive and processes claims; serve as the liaison with third party carrier, injured workers, City staff, attorneys, medical providers, and investigators in the management of injured worker claims; and works closely with injured employees, managers and supervisors regarding return to work issues.
- Participates in the development and administration of the annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments.
- Coordinates the City's risk management activities with the carrier, and in consultation with the City Attorney and City Manager as required.
- Develops insurance criteria for 3rd party contractors, vendors, and consultants; review, evaluate and make recommendations regarding the adequacy of certificates of insurance and insurance coverage furnished by contractors, vendors and consultants.
- Manage City's insurance programs, self-insured and excess liability; review current and proposed insurance policies to determine adequacy of coverage; evaluate costs and benefits of alternative coverage; renegotiate or arrange for insurance coverage; prepare insurance specifications to select qualified brokers and insurers.
- Inspect City facilities and audit activities to assist line management reduce exposures to job related employee injury, illness and mishaps.
- Gather, review, and evaluate data and prepare a variety of periodic and special reports, establish and streamline processes and reporting and stay abreast of new trends and innovations in the field of risk management program development and implementation.
- Perform related duties as required.

THE IDEAL CANDIDATE

The ideal candidate will be an innovative, organized, and proven leader in the field of risk management. The selected candidate will be a decisive problem solver with the ability to prioritize and make wise decisions. Excellent communication and interpersonal skills are essential to build positive working relationships with staff and department heads. The successful candidate will be solutions-oriented and have the ability to adapt to changing and competing priorities. A background in public sector budget development, policy administration, staff management, and team building are key. Experience in a union environment is helpful.

Key Attributes and Characteristics

- A hands-on, working manager with a creative approach to problem solving.
- The ability to think 'outside the box' while still being detail-oriented and accurate; having the ability to articulate concepts and ideas clearly and directly.
- Be adaptable and look at situations from all perspectives to assess and improve efficiencies and implement best practices.
- The ability to work with a wide variety of personalities and communicate effectively with different personality types.
- A collaborator and consensus builder with a skill set to find solutions and positive results.

QUALIFICATIONS

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- A Bachelor's degree from an accredited college or university with major course work in industrial safety, risk management, business administration, public administration or a related field.
- Five years of increasingly responsible experience in risk management, industrial safety or a related field including two years of administrative and supervisory experience.
- Associate in Risk Management (ARM), Certified Safety Professional (CSP), or equivalent, is highly desirable.





COMPENSATION AND BENEFITS

The salary range for the Risk Manager is \$113,152 - \$137,550, commensurate with the candidate's experience and qualifications. A 3.5% salary increase is scheduled for July 1, 2024.

In addition to a competitive salary, the City offers an attractive compensation and benefit package that includes:

- **Retirement** – Participation in the California Public Employees' Retirement System (CalPERS). If you were hired before December 31, 2012 2.5% @ 55 (8% employee contribution plus 1% cost sharing) 1 Year final compensation formula. If you were hired on or after January 1, 2013 2% @ 62 (7% employee contribution) 3 Years final compensation formula.
- **Cafeteria Benefits Plan** – City contributions for the purchase of health, dental and vision benefits for employee and eligible dependents. Monthly city contributions: Employee only \$754.72; Employee + 1 dependent \$1,294.32; Employee + 2 or more dependents \$1,694.58.
- **Vacation** – Vacation accumulation begins on the first day of employment. Employees earn: 0-60 Months of Service, 80 hours; 61-120, months 120 hours; over 120, 160 vacation hours.
- **Vacation Buy Back** – Management employees may sell back anywhere from 40 to 80 hours of vacation in December of each year, based on their number of years of service.
- **Sick Leave** – Earned at the rate of 3.692 hours per pay period (96 hours per year).
- **Sick Leave Conversion** – Management employees may convert a portion (above 192 hours) of accumulated sick leave to an equal amount of vacation or pay, based on formula.
- **Holidays** – The City currently observes 14 paid holidays, that includes three floating holidays annually (Admission Day, Cesar Chavez's Birthday, and Presidents Day).
- **Administrative Leave** – 64 hours per calendar year (use or lose).
- **Mobility Allowance** – \$250 per month (\$0 if issued a City vehicle).

- **Technology Allowance** – \$60 per month.
- **Deferred Compensation** – City employees have the opportunity to build their retirement savings and reduce taxable income by participating in the City's Section 457 deferred compensation program or the post-tax 457 Roth deferred compensation program. The City's plan is administered by the ICMA Retirement Corporation. Participation is handled through payroll deduction. The City does not make any contributions to this plan.
- **Social Security** – The City participates in Social Security.

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

The final filing date is Monday, April 1, 2024.

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/la-mesa-risk-mgr/>

Resumes should reflect years and months of positions held.

For additional information, please contact:



Koff & Associates
A Gallagher Company

Frank Rojas
Phone (510) 495-0448
frank_rojas@ajg.com

Website: <https://koffassociates.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.

