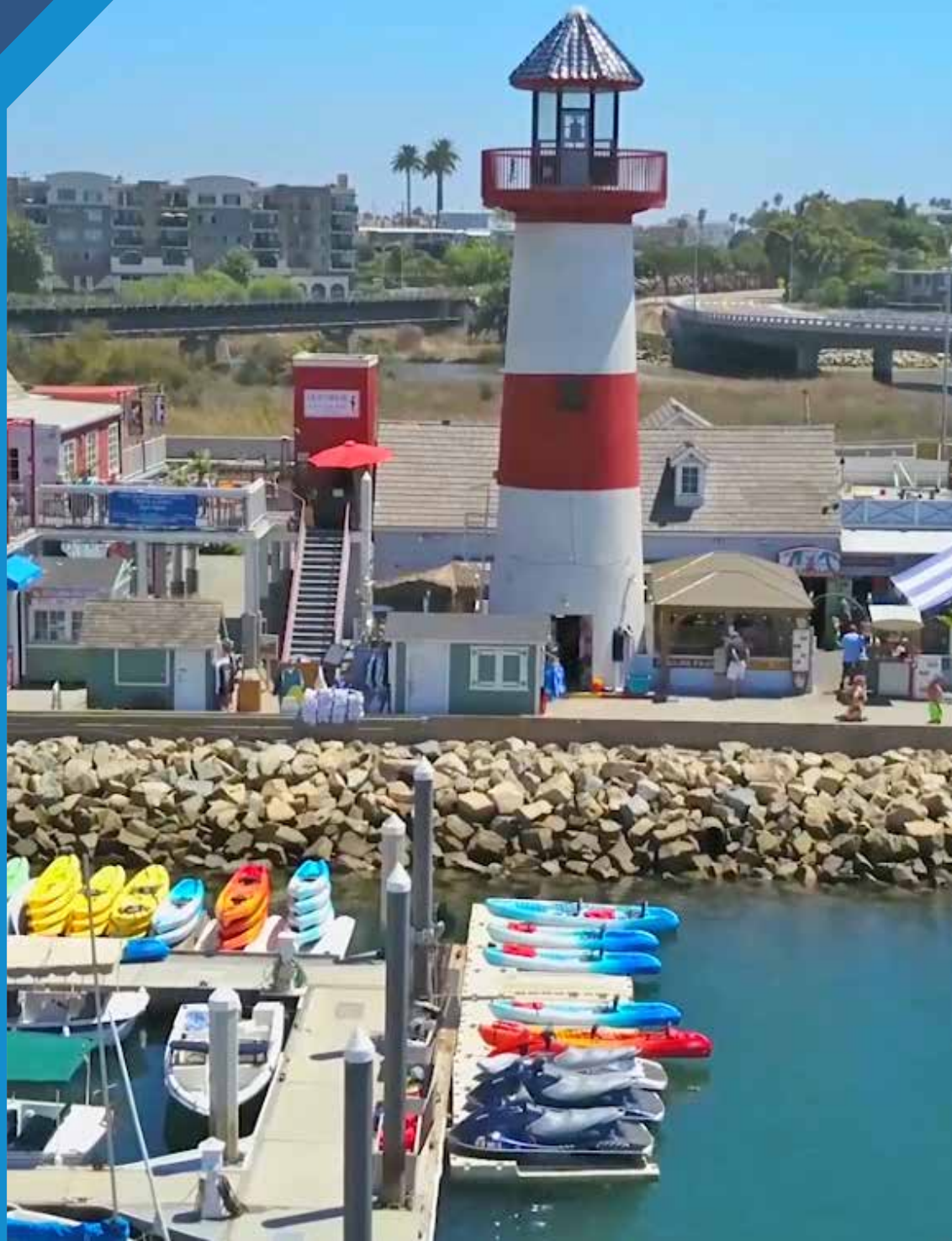




# Risk Manager





## THE COMMUNITY

Oceanside has a highly-rated livability factor with an advantageous coastal locale, a thriving downtown scene, and easy access to both San Diego and Los Angeles. Oceansiders enjoy one of the most desirable climates in the country, with sunshine and coastal breezes nearly every day, plenty of open space, miles of beautiful palm-lined beaches, unique architecture, historic buildings, and an efficient transportation hub.

Oceanside offers professionals some of the most affordable housing in coastal Southern California with a wide variety of housing options from beach cottages and urban condos to estate homes and agricultural properties, making Oceanside a highly sought-after community. The local economy is robust with a low unemployment rate; future Oceanside job growth is projected to be 18% over the next ten years.

Oceanside offers an array of exciting hands-on recreational opportunities such as surfing, museums, bike trails, whale-watching tours, skydiving, fine

dining, and much more. The “beachy” culture, lively neighborhoods, historic architecture, wonderful people, art and live theatre, and the thriving culinary scene make Oceanside an attractive place to live, work, play, and stay!

The City of Oceanside is a full-service city which provides its own police and fire safety, library, water, and sewer services. In addition, the City has a municipal airport, a beautiful small craft harbor, one of the longest wooden piers in the west, golf courses, aquatic centers, numerous parks, community centers, and beautiful beaches.

The Oceanside Unified School District is one of the biggest and best districts in the state, and the staff at nearly two dozen school sites collectively provide pathways for the Oceanside students they serve. There are also several charter and private schools in the area, and Oceanside is home to the stellar MiraCosta College.

With tourism as a major industry, Oceanside attracts over 5 million visitors annually to enjoy the relaxing beaches, charming harbor, pier, Mission San Luis Rey, and other attractions. Around 54,000 people work in Oceanside, plus over 4,000 civilian jobs are located at Camp Pendleton, which borders Oceanside to the north.

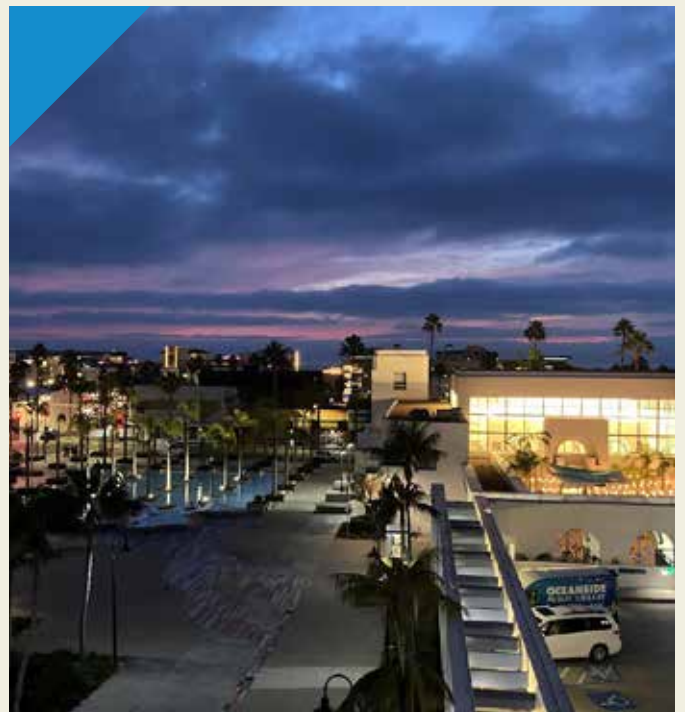
To learn more about the City of Oceanside, please visit [www.oceansideca.org](http://www.oceansideca.org).

## GOVERNANCE

Oceanside has a Council / Manager form of government. The City of Oceanside’s five-member City Council is the legislative body and is responsible for establishing City policy. The Mayor and Councilmembers are elected for staggered four-year terms. Councilmembers are elected by District and the Mayor is elected at-large. The City Manager ensures that policy is effectively implemented and oversees a staff of approximately 1,000 across 12 departments.

## THE POSITION

The Risk Manager plans, organizes, and directs the City’s risk management and loss control programs, including general liability and loss prevention and control, property cost recovery, the development and maintenance of insurance programs, workers’ compensation claims process, and the City’s safety program; coordinates communications, personnel, contracts, insurance policies, budgets, claims, reports, and information to meet the needs of the City and minimize exposure to loss. This position supervises a staff of three full-time employees.



**Duties include but are not limited to the following:**

- Coordinate communications, personnel, contracts, insurance policies, budgets, claims, reports, and information to meet the liability needs of the City and minimize exposure to loss; participate in the development and implementation of risk and related insurance programs, safety programs to reduce injuries, projects, functions, goals, systems, objectives, strategies, and activities.
- Plan, organize, and direct loss control self-insurance programs for City insurance programs.
- Review, interpret, and assure adequate insurance coverage and negotiate, establish, and maintain related insurance policies. Research and analyze insurance information to assure optimal and cost-effective rates and policies.
- Coordinate, investigate, and oversee response to claims filed against the City; evaluate claims and recommend settlement, rejection, or litigation options based on the California Tort Claims Act; and investigative results.
- Work collaboratively with the City Attorney's Office to compile and analyze claims-related information.
- Develop and prepare the annual preliminary budget for risk programs and other assigned functions.
- Participate in the review of contracts and waivers; review and evaluate proposed contracts to determine insurance requirements and liability exposure to the City; review insurance contracts to determine applicable coverage as needed.
- Prepare and develop various reports, statistical records, and files related to insurance programs, claims, personnel, claims, financial activity, and assigned duties.
- Plan, organize, and direct the development and implementation of strategies to minimize risk, liability, and costs by projecting potential losses and determining an appropriate response to identified risks.
- Communicate with administrators, personnel, and outside organizations to coordinate activities and programs, exchange information, and resolve issues or concerns; serve as a liaison between the City and insurance providers.
- Manage the City's Safety Program and compliance.
- Attend and conduct a variety of meetings and attend court hearings as required.



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## THE IDEAL CANDIDATE

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The ideal candidate will be a proactive, organized, and collaborative working manager. Excellent communication and interpersonal skills are essential to build and maintain strong working relationships with staff, department heads, city leadership, and residents. The successful candidate will be organized, possess the ability to adapt to changing priorities, and can thrive in a fast-paced environment. An ethical mindset, confidentiality, and high integrity in all risk management activities are essential. The selected candidate will be solutions oriented and have some knowledge in public sector budget development, policy administration, staff management, and team building. Experience in a union environment is helpful.

**Key Attributes and Characteristics**

- A hands-on, working manager with a creative approach to problem solving.
- Detail-oriented and accurate with the ability to clearly assess and assimilate third party liability claims, find solutions, and negotiate positive results.
- The ability to “think outside of the box” and 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.
- A desire and willingness to coach and mentor staff.
- The ability to build and foster positive interdepartmental relationships.
- Positive and professional. An active listener.

## QUALIFICATIONS

- ▶ A Bachelor's degree from an accredited institution with an emphasis on law, political science, public administration, business administration, or a related discipline.
- ▶ A Master's degree is desirable.
- ▶ A minimum of four years of increasingly responsible professional experience in managing and administering risk management and loss control programs, claims, investigations, legal contracts, workers' compensation claims management, safety programs, negotiations, and settlement proceedings related to risk oversight.
- ▶ An ARM designation is desirable.

## SALARY AND BENEFITS

**The salary range for this position is \$111,217 - \$148,948.**

**In addition to a competitive salary, the City of Oceanside offers an excellent benefits package that includes:**

- ▶ Retirement: Depending on selected candidate's prior membership with CalPERS, the retirement formula will be:
  - » Tier 1: Employees hired prior to December 11, 2011 - 2.7% at 55 with the highest one (1) year's salary; employee contribution is 9%.
  - » Tier 2: Classic members of CalPERS and employees hired on or after December 11, 2011 through December 31, 2012 - 2% at 60 with the three (3) highest years' salary; employee contribution is 8%.
  - » Tier 3: Employees, considered as "New" employees by CalPERS, hired on or after January 1, 2013 (PEPRA) - 2% at 62 with the three (3) highest years' salary; employee contribution is currently 8.25%.
- ▶ Medical, Dental, and Vision Insurance: The City pays a significant portion of the costs depending on the plan and number of family members covered. Executives retiring from the City of Oceanside are eligible to remain on City health plans at their cost.
- ▶ Long- and Short-term Disability Insurance: City Paid.
- ▶ Life Insurance: City-paid policy of 1.5 times annual salary up to \$350,000 with voluntary additional options for employee and dependents.
- ▶ Management Leave: 50 hours annually.
- ▶ Holidays: 9 City holidays plus 48 hours floating holiday time annually.
- ▶ 9/80 Work Schedule: with every other Friday off.
- ▶ City paid \$1,200 annual contribution towards deferred compensation plan.
- ▶ Other benefits offered by the City of Oceanside include tuition reimbursement, and flexible spending accounts.

For additional benefits information, click here:

<https://www.ci.oceanside.ca.us/government/human-resources/employee-benefits>

## APPLICATION PROCESS AND RECRUITMENT SCHEDULE

**The final filing date is Friday, October 18, 2024.**

To be considered, please electronically submit your resume, cover letter and a list of five professional references (references will not be contacted in the early stages of the recruitment) to: <https://koffassociates.com/oceanside-risk-manager>

Resumes should reflect years and months of positions held, as well as size of staff and budgets you have managed. For additional information, please contact:



Koff & Associates  
A Gallagher Company

Frank Rojas  
(510) 495-0448

[Frank\\_Rojas@ajg.com](mailto: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 executive recruiter. Koff & Associates will report the results to the City. The City will then select candidates who will be invited to participate in a formal interview process. Extensive reference and background checks will be completed on the selected candidate.

