



Irvine Ranch  
Water District

## SENIOR RISK ANALYST

\$8,926.29 - \$12,833.00

*Monthly Salary*





# THE COMMUNITY



Serving several communities in central Orange County, Irvine Ranch Water District (IRWD) encompasses approximately 181 square miles. IRWD extends from the Pacific Coast to the foothills, with elevations ranging from sea level to 3,200 feet. Orange County is a semi-arid region with a mild climate and an average annual rainfall of 12 to 13 inches. With a population over 3 million, Orange County is the third largest county in California and one of the largest in the United States.

Orange County is known for its numerous tourist attractions, cultural opportunities, Mediterranean climate, beautiful beaches, and large wilderness and natural areas. The County is a leading California business center and home to some of the nation's leading companies in the biotechnical, medical, electronic, computer, information, video gaming, cosmetic, clothing, finance, and other fields.

# THE DISTRICT

Irvine Ranch Water District has established itself as a progressive, values-driven agency with an international reputation for its leading-edge water recycling program, water use efficiency practices, water banking, urban water treatment, energy management, and overall exemplary services to its customers. IRWD provides high-quality, reliable drinking water, non-potable water, sewage collection, and urban runoff treatment services to an increasingly diverse daytime population of nearly 634,000 residents, workers, students, and others. IRWD provides services to its customers through 125,000 water, and 120,000 sewer services and recycled water connections. IRWD serves the entire City of Irvine and portions of Costa Mesa, Lake Forest, Newport Beach, Orange, Tustin, and unincorporated Orange County.



# IRWD VALUES



IRWD believes that its values – when shared and practiced universally – drive the character, culture, and capacity of our organization. IRWD was built on values, and we weave them into the fabric of everything we do. Values are the ingredients in our recipe for both institutional and individual success. They are a code of conduct to promote positive outcomes for others and ourselves. They are more than words on a wall or a website. We live by them, every day. We pledge to keep them relevant in an ever-changing world.

# ABOUT THE POSITION

The Irvine Ranch Water District is seeking a dynamic and experienced Senior Risk Analyst who is collaborative, communicative, a problem solver, detail oriented, and has a solid understanding of legal and compliance procedures. The ideal candidate will possess strong analytical and problem-solving skills, keen attention to detail, and a thorough understanding of risk management principles and practices. This position is responsible for leading and executing a wide range of complex analytical and technical tasks within the core areas of risk management. Key responsibilities include managing workers' compensation and liability claims, evaluating insurance requirements, overseeing litigation processes, and ensuring compliance with relevant policies and procedures. The role also involves conducting research, audits, data analysis, and monitoring risk management programs and risk-related matters for the District. In addition to the Human Resources Director, employees in this classification are subject to on-call duties, which may include rotating duty schedules, weekends, and 24-hour emergency call-outs with little or no notice.

## ESSENTIAL DUTIES

- Oversee and administer insurance programs and audits. Primarily responsible for directing the purchase, renewal, and maintenance of general liability, property, crime, fiduciary, pollution, drone, cyber, workers' compensation, and other insurance programs for the District.
- Conduct periodic risk analyses and assign insurance requirements to contractors and vendors to ensure adequate risk transfer and protection for the District against liability.
- Investigate and respond to claims against the District, including property, general liability, auto, and personal injury; assign cases and claims to appropriate legal counsel when required; provide legal/court documents as needed; process applicable claims payments efficiently; represent the District in insurance/claim settlement matters.
- Work with the District's third-party claims administrators to recover damages on behalf of the District; file claims with insurance companies and against individuals; prepare cases for small claims court; perform damage and liability assessments.
- Respond to District-related incidents when appropriate; establish contact with affected parties, coordinate required customer repairs with third-party administrator(s) and restoration companies when needed.
- Evaluate, develop, and manage key professional relationships with District insurance providers, brokers, attorneys, third-party administrators, restoration providers, and other professionals.
- Prepare and present regular risk management status reports to update District management, Board of Directors, and associated committees regarding active and resolved claims issues.
- Attend and participate in professional group meetings; stays abreast of new trends and innovations in the field of public agency risk management; researches emerging products and enhancements and their applicability to District needs.
- Provide support to departments for professional services contract evaluation and processing responsibilities related to insurance and the procurement of Certificates of Insurance (COIs). Manage, evaluate, and prepare other agreements; ensure that required indemnifications are maintained for all District non-vendor agreements.
- Promote safety as a key element of the District's Values, comply with District safety work-related practices and attend relevant safety training.
- Perform other related duties as assigned.



## POSITION REQUIREMENTS

### EDUCATION AND EXPERIENCE

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- A combination of education and experience equivalent to a bachelor's degree in business, political science, public administration, psychology, risk and insurance management, or a closely related field is required. For degrees obtained outside of the U.S., an official equivalency evaluation is required.
- A minimum of three (3) years of recent work experience in risk and/or contract management is required, preferably in a public sector environment.

### LICENSES AND CERTIFICATIONS:

- A valid Class 'C' California Driver's License is required.





# COMPENSATION & BENEFITS

**\$8,926.29 - \$12,833.00 monthly salary range**

**THE DISTRICT OFFERS A FLEXIBLE WORK SCHEDULE OF 5/40, 9/80, AND 4/10.**

## Health and Welfare Benefits:

- The District pays up to 90% of the highest enrollment PPO plan for employees and eligible dependents. For 2025, the District's maximum monthly contribution amount is \$2,945.50.
- The District pays 100% of the premium for dental coverage for eligible employees and their eligible dependents. Coverage is effective the first day of the month following the date of hire.
- The District pays 100% of the premium for vision coverage for eligible employees and their eligible dependents. Coverage is effective the first day of the month following the date of hire.

## Retirement Benefits:

- CalPERS pension plan of 2% @ 62 (employees with prior CalPERS or reciprocal membership are eligible for a CalPERS pension plan of 2% @ 60 provided the selected candidate has been a CalPERS or reciprocal member and has not had a break in services of more than six-months).
- Deferred Compensation: The District matches employee contributions up to 3% of base pay after 1 year of employment.

## Paid Time Off:

- Vacation Time: Employees begin accruing vacation benefits at the rate of 80 hours per year for the first 5 years of employment. Employees accrue 120 hours per year after 5 years of employment and 160 hours per year after 10 years of employment.
- Sick Leave: Employees accrue 96 hours of sick leave annually.
- Holidays: The District offers 10 scheduled paid holidays plus two personal holidays per year.
- Optional benefits include: educational reimbursement, employee assistance program, commuter benefits, wellness reimbursement, cell phone allowance, flexible spending accounts, accident, critical illness, and hospital indemnity insurance, pet insurance, and legal services.
- Continuing Education and Professional Growth: Tuition reimbursement for eligible employees after six months of employment.

*IRWD is an Equal Opportunity Employer that actively encourages workforce diversity.*

## APPLICATION & RECRUITMENT PROCESS

FINAL FILING DATE IS AUGUST 15, 2025

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/IRWD-SR-RISK-ANALYST/](https://koffassociates.com/irwd-sr-risk-analyst/)

RESUMES SHOULD REFLECT YEARS AND MONTHS OF POSITIONS HELD, AS WELL AS THE SIZE OF PAST ORGANIZATION(S).

CHELSEA FREEMAN: [CHELSEA\\_FREEMAN@AJG.COM](mailto:CHELSEA_FREEMAN@AJG.COM)  
LADY HERNANDEZ: [LADY\\_HERNANDEZMORALES@AJG.COM](mailto:LADY_HERNANDEZMORALES@AJG.COM)  
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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 DISTRICT. THE DISTRICT WILL THEN SELECT CANDIDATES TO PARTICIPATE IN PANEL INTERVIEWS. EXTENSIVE REFERENCE AND BACKGROUND CHECKS WILL BE COMPLETED ON THE SELECTED CANDIDATE.

