

TO BE CONSIDERED

Highly qualified candidates are invited to submit a statement of interest, a comprehensive resume detailing their knowledge, skills, and abilities relevant to this position and current salary information. Submission should include **ALL** of the following:

1. Candidate's ability to meet the requirements as stated in the Qualifying Education and Experience and Desirable Qualifications sections of this recruitment announcement.
2. For organizations and programs managed, the name of each employer, job title, size of organization's budget, number and composition of personnel supervised, scope of management responsibilities, functions managed, dates of employment, and current salary.
3. Names of schools, colleges and universities attended, dates attended, degrees earned, and field(s) of study. Please enclose verification of degree(s), licenses and certificates together with the resume.

Materials received by June 30, 2012, will receive first consideration. Electronic submittals are strongly preferred and should be submitted to ExecutiveRecruitment@hr.lacounty.gov.

Please indicate the position title of Risk Manager in the subject line of your e-mail.

Confidential inquiries welcomed to:

LAURA HEATON

Department of Human Resources
500 West Temple Street, Room 555
Los Angeles, CA 90012
Phone: (213) 974-2674
Fax: (213) 613-477

SELECTION PROCESS

Each candidate's background will be evaluated on the basis of information submitted at the time of application to determine the level and scope of the candidate's preparation for this position. The resume should include any additional information that the candidate wishes considered. Only the most qualified candidates, as determined by the screening process, will be invited to participate in the selection process. The names of the most highly qualified candidates will be submitted to the Chief Executive Officer for consideration.

COMPENSATION & BENEFITS

Compensation: \$165,121—\$249,925, annually. Starting salary will be dependent on qualifications, salary history, and career accomplishments. Specific salary placement will be based upon the Chief Executive Officer's evaluation of a candidate's overall ability to provide exemplary leadership to the department. This position is subject to the provisions of the County's Management Appraisal and Performance Plan (MAPP), and is compensated at MAPP Range 19.

Benefits: The County of Los Angeles provides an excellent benefits package that allows employees to choose benefits that meet their specific needs as detailed below.

- **Retirement Plan:** The successful candidate may choose either a contributory or non-contributory defined benefit plan. It should be noted that County employees do not pay into Social Security, but do pay the Medicare Hospital Insurance Tax (HIT) portion of Social Security at a rate of 1.45%. *The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.*
- **Cafeteria Benefit Plan:** The MegaFlex Benefits Plan is a cafeteria plan through which benefits may be purchased using a tax-free County contribution of an additional 14.5% to 17% of the employee's monthly salary. Any portion of the County contribution not used to purchase benefits is paid to the employee as taxable income. Benefits available within the MegaFlex Benefits Plan include medical, dental, disability, life, and AD&D insurance. Note: Not applicable to County employees who are currently in Flex.
- **Non-Elective Days:** 10 paid days per year with the option to buy an additional 1 to 20 elective annual leave days.
- **Flexible Spending Accounts:** Employees may contribute up to \$400 per month, tax-free, to Health Care and Dependent Care Spending Accounts. The County contributes \$75 per month to the Dependent Care Spending Account.
- **Savings Plan (401k):** Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee's salary.
- **Deferred Compensation Plan (457):** Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee's salary.
- **Holidays:** 11 paid days per year.

OTHER

SOCIAL SECURITY ACT OF 2004—Section 419(c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website at www.socialsecurity.gov, or call toll free (800) 772-1213. Persons who are deaf or hard of hearing may call the TTY number (800) 325-0778 or contact a local Social Security office.

VOLUNTARY STATE AND FEDERAL INFORMATION—Pursuant to State and federal requirements, we are requesting that you voluntarily provide the following information: (1) your race/ethnicity and (2) your gender. This information should be on a separate piece of paper (without your name) attached to your resume. This page will be removed from your resume when it is received, kept confidential, and utilized solely for required statistical purposes.

This announcement may be downloaded from the COUNTY OF LOS ANGELES website at: <http://hr.lacounty.gov>



www.lacounty.gov

The County of Los Angeles

Invites Resumes for

DIRECTOR OF RISK MANAGEMENT

(Payroll Title: Assistant Chief Executive Officer, Unclassified)



Filing Period
May 31, 2012 — Until the Position is Filled

Annual Salary
\$165,121—\$249,925



Enriching Lives Through Effective and Caring Service

THE COUNTY OF LOS ANGELES

With a population of more than 10 million people, the County of Los Angeles (County) has more residents than any county in the nation, and within its boundaries are 88 cities. It is rich in cultural diversity and home to world-renowned museums, theaters, the nation’s motion picture industry, major universities, and numerous five-star restaurants. The mountains, deserts, and the beautiful Pacific Ocean, along with some of the world’s finest urban recreational attractions, are freeway close.

The County is governed by a five-member Board of Supervisors who are elected on a non-partisan basis and serve four-year terms. As the governing body, the Board of Supervisors (Board) serves as both the executive and legislative authority of the largest and most complex county government in the United States. There are seven appointed positions (Auditor-Controller, Chief Executive Officer, Chief Probation Officer, County Counsel, Director of Children and Family Services, Executive Officer of the Board of Supervisors, and Fire Chief) that report directly to the Board. The remaining 26 department heads report to the Chief Executive Officer. There are also three elected officials (Assessor, District Attorney, and Sheriff), for a total of thirty-six (36) major administrative units or departments that currently serve the needs of the County’s residents.

In fiscal year 2011-12, the County has an annual budget in excess of \$24 billion and funding for over 100,000 positions to serve its diverse population.

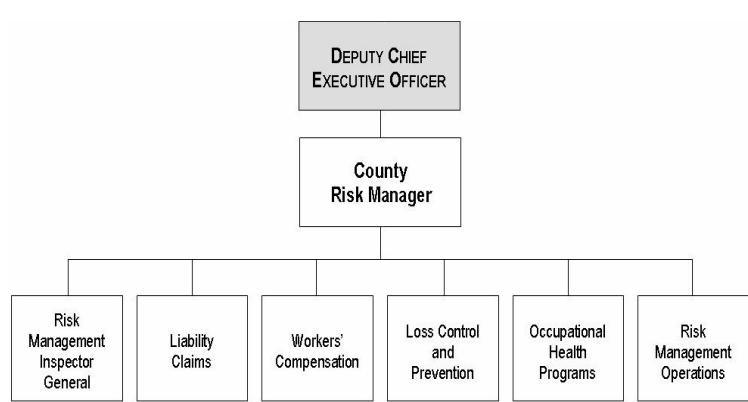
THE CHIEF EXECUTIVE OFFICE

The Chief Executive Office is responsible for a wide-range of activities, including managing and directing budget and operations, employee relations, compensation and classification, asset management, intergovernmental relations, risk management, service integration, and strategic planning. In addition to the Countywide budget, the CEO oversees a departmental budget in excess of \$107 million, with 513 budgeted positions.

THE RISK MANAGEMENT BRANCH

Located within the Chief Executive Office, the Risk Management Branch is budgeted for approximately 80 positions, and is responsible for leading the County’s efforts in evaluating significant Countywide risks, hazards, exposures, and developing and implementing prudent risk management methodologies to fund, minimize or eliminate losses in the following key areas: general liability, vehicle liability, medical malpractice, and workers’ compensation.

ORGANIZATION CHART



DIRECTOR OF RISK MANAGEMENT

POSITION OVERVIEW

The Director of Risk Management reports to the Deputy Chief Executive Officer of the Operations Cluster and is responsible for administering and managing a comprehensive Countywide risk management program for the largest County in the nation. This individual identifies and measures areas of exposure to loss or injury resulting from the activities of County government and makes recommendations on, and negotiates for, insurance coverage. In addition, the Director manages the administration of the County’s self-insured third-party liability (general, property, and medical malpractice), workers’ compensation programs, and the Short Term Disability (STD) and Long Term Disability (LTD) Programs.

The Director plays a leadership role in providing technical expertise to the Board of Supervisors, Chief Executive Officer, and other County department heads for the purpose of calculating the County’s cost of risk as is relates to the County’s operating budget; facilitating departments’ efforts to strengthen return-to-work and claims and disability management processes; overseeing loss control and prevention activities; and in developing viable corrective action plans. This is done through an extensive knowledge of applicable federal, state, and local regulations governing risk management program areas, to identify potential areas of exposure to loss or injury, and through proactive management of activities and objectives designed to minimize and prevent the County’s losses.

Overall responsibilities of the Director of Risk Management include:

- Planning, organizing and directing the overall development and administration of a comprehensive and strategic Countywide risk management program.
- Maintaining a strategic plan for risk management programs related to loss-prevention, safety and self-insured public liability, and third-party liability programs.
- Enhancing aggressive loss control and prevention programs to identify primary costs of risk through evaluation of departments’ business operations, ensuring thorough accident investigations and reviews, reviewing loss data, and selection and implementation of methodologies to identify related costs.
- Conducting loss prevention evaluations, assisting departments in development of and approving corrective action plans and providing leadership and assisting departments in implementing risk-reduction programs, including changes to County departments’ operating policies and practices, safety training and other methods of reducing risks and losses.
- Directing and overseeing departmental audits of County departments to determine compliance with risk management policies and procedures.
- Co-chairing monthly Legal Exposure Reduction Committee meetings, consisting of County executives from key departments, to create proactive procedures on various methods of reducing future claims and lawsuits, and reducing legal costs.
- Directing, through subordinate managers, the work of program staff in the investigation and adjustment of third-party liability and workers’ compensation claims.
- Directing and providing Countywide leadership on workers’ compensation and third-party liability, loss-prevention, and regulatory compliance for all County departments.

- Serving as a technical expert and liaison to County department heads and the Board of Supervisors to provide input on insurance, tort liability and workers’ compensation matters, and in determining legal ramifications concerning various potential liability issues.
- Representing the CEO on the County of Los Angeles Claims Board that approves claim settlements within its authority and recommends settlements to the Board of Supervisors.
- Representing the County’s Risk Management Program to the State and various outside agencies.

KEY OBJECTIVES

- Key objectives for the next Director of Risk Management will be to:*
- Guide the County to ensure adoption of risk management best practices and assess Countywide compliance with risk management best practices.
 - Minimize the County’s Cost of Risk.
 - Conduct audits of departmental self-assessments, implementation of Corrective Action Plans, and compliance with Cal/OSHA requirements.
 - Provide mandatory training for all County managers, supervisors and human resources staff responsible for handling return-to-work and leave management functions.
 - Provide ongoing risk management training of County staff in utilizing and completing the comprehensive Loss Control and Prevention Self-Assessment tool for departments to evaluate their safety programs from a best practice and regulatory compliance standpoint.
 - Lead the effort between departments and the Countywide Legal Exposure Reduction Committee, to implement and monitor activities designed to support the annual Countywide and departmental legal exposure reduction goal.
 - Ensure quality control reviews/approval for all Corrective Action Plans and Summary Corrective Action Plans (SCAP) submitted to the Board of Supervisors, Claims Board, or Contract Cities Claims Board.
 - Provide guidance to County departmental staff in developing plans to improve risk management programs and procedures, and regularly consult with individual departments on corrective actions to address program deficiencies and ensure compliance.
 - Work closely with County Counsel and the Department of Human Resources to raise awareness of and ensure managers and supervisors are trained on the requirements established under the Fair Employment and Housing Act, Americans with Disabilities Act, and Americans with Disabilities Amendments Act.
 - Lead and actively work with public and private employers and associations, as well as with appropriate State of California administrative and legislative staff, to prevent the legislative erosion of the workers' compensation reforms of FY 2003-04.

QUALIFYING EDUCATION & EXPERIENCE

A Bachelor’s degree from an accredited college or university –AND– eight years of highly-responsible, professional administrative experience. Three years of the experience must have included senior or executive management experience involving program planning and administration of a comprehensive risk management program,

including directing the application of risk management principles and overseeing loss prevention and safety programs, and experience involving the investigation, adjustment, and settlement of a wide variety of third-party liability or workers’ compensation claims.

LICENSE: A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

THE IDEAL CANDIDATE

The ideal candidate should have a strong track record and reputation for success and leadership in senior-level management of a substantial and comprehensive Risk Management program. Candidates should also be results-oriented with a direct, yet approachable and collaborative work style, to effectively manage and motivate diverse individuals to achieve established goals for successful outcomes.

This person should also be well-versed in utilizing continuous improvement methods and best practices to promote a cooperative environment; and in demonstrating the integrity that aligns with County values, which provides for effective and responsible decision-making.

DESIRABLE QUALIFICATIONS

- Extensive experience administering a comprehensive risk management program and developing related strategic plans, goals, and policies in a large organization.
- Extensive analytical skills in the areas of risk determination and evaluation, and adjustment or investigation of third-party liability or workers’ compensation claims.
- Extensive experience in disability claims management and administering a successful return-to-work program, particularly for employees on prolonged leaves of absences.
- Extensive experience working with and knowledge of California workers’ compensation laws and regulations and various legal decisions governing workers’ compensation and third-party liability programs.
- Extensive experience in implementing risk management strategies and methodologies to reduce liability and to fund, minimize or eliminate unanticipated financial losses.
- Maintaining a strategic plan for risk management programs related to loss-prevention, safety and self-insured public liability, and third-party liability programs.
- Extensive knowledge of statistics, data collection, analysis, and data presentation.
- Strong customer relations and problem solving skills and the ability to foster collaborative relationships and work effectively with public officials, professional personnel, and outside agencies.
- Strong written and oral presentation skills.
- A Master’s or advanced degree in Business Administration, Risk Management, Public Administration, Industrial Relations, or a closely related field.

