



**SACRAMENTO REGIONAL TRANSIT DISTRICT  
invites applications for the position of:**

**Manager, Risk**

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**SALARY:** \$90,312.00 - \$126,420.00 Annually

**DEPARTMENT:** Risk Management

**OPENING DATE:** 03/12/20

**CLOSING DATE:** Continuous

**RECRUITMENT  
TYPE:** Internal/External

**DESCRIPTION:**

**THIS POSITION WILL REMAIN OPEN UNTIL FILLED. APPLICATIONS ARE REVIEWED AS RECEIVED, AND INTERVIEWS WILL BE SCHEDULED FOR MOST QUALIFIED CANDIDATES, AS APPLICATIONS ARE REVIEWED.**

**DMV PRINTOUT IS REQUIRED AT THE TIME OF APPLICATION**

**As a result of the current COVID-19 State of Emergency, SacRT will accept online DMV printouts until further notice.**

The purpose of this position is to plan, coordinate, supervise and oversee the District's Risk Management programs as it relates to general liability claims/litigation programs, workers' compensation claims and the purchase and administration of insurance programs including commercial excess and contract insurance compliance. This is accomplished by coordinating and communicating with management staff, other departments/divisions, external consultants and brokers, acting as an internal consultant to staff and providing guidance and assistance on program issues.

**EXAMPLES OF DUTIES:**

*This is a general listing of job functions and does not represent a complete listing of the positions responsibilities.*

- Implements and oversees the District's self-administered general liability program and recommends and/or authorizes settlement on all claims and litigation.
- Oversees the workers' compensation Third Party Administrator (TPA) program which includes ensuring work is performed in compliance with state rules, regulations, Department of Industrial Relations rules, and contract terms.
- Responds to and/or coordinates a response from staff to major accidents.
- Plans, assigns, monitors and evaluates staff responsible for claims and loss investigation and handling.
- Coordinates with auditors to prove analysis of the self-administered general liability and TPA workers' compensation claims management and control.
- Coordinates with staff and the broker to oversee the annual design, marketing, and selection of all insurance coverage for the District.
- Prepares and maintains complex records and reports related to incident / accident investigation.
- Analyzes complex data to determine trends in accidents and injuries and provides management and other staff recommendations for mitigating risk.
- Assists with litigated claims including but not limited to representing the District at settlement conferences, mediations, arbitrations, and/or trials.
- Develops procedures and oversees staff responsible for the light duty / modified duty work program.

- Assists in the development of the departmental annual budget and is responsible for monitoring expenditures.
- Reviews contracting documents and identifies appropriate insurance requirements to mitigate areas of liability.
- Administers the Owner Controlled Insurance Program (OCIP).
- Prepares recommendations regarding the safety, security and insuring of District assets.
- Represents the District in meetings with representatives of governmental agencies, transit and professional organizations, internal staff and the public.

## **MINIMUM QUALIFICATIONS:**

*A combination of education and/or experience that provides the required knowledge, skills and abilities to perform the essential functions of the position. SacRT reserves the right to determine the equivalences of education and experience.*

**Formal Education:** Bachelor's degree.

**Experience:** A minimum of five (5) years of experience in risk management with direct experience in worker's compensation, general liability or property damage claims, or loss prevention including two (2) years of supervisory experience.

**Licenses and Certifications:** Valid California Class C Drivers' License.

**Candidates must submit an official K4 DMV printout at time of application, dated no more than ten (10) days prior to the date you submit your application, in order to be considered. Only official DMV printouts issued by the Department of Motor Vehicles are acceptable. Online DMV printouts will not be accepted.**

**Proof of required education beyond high school, such as college transcripts, diplomas, and/or certificates must be submitted at the time of application, if not substituting experience for the education requirement.**

## **FILING INSTRUCTIONS/SUPPLEMENTAL INFORMATION:**

The minimum qualifications as stated on this job announcement represent only the basic requirements of the position. Meeting the minimum qualifications does not guarantee that a candidate will be invited to participate in other examination segments of the selection process. An employment application is required for this position. Applications, job announcements, and copies of the complete job description are available at our website at [www.sacrt.com](http://www.sacrt.com).

**Completed employment application, DMV printout and proof of education, as outlined above, must be submitted online. This position will remain open until filled. Applications are reviewed as received and interviews will be scheduled for most qualified candidates as applications are received. RT will not process incomplete applications. Resumes are not accepted in lieu of an application, but may be included with the application.** For more information on benefits, please reference the benefits tab. The Human Resources Department will make reasonable efforts in the recruitment process to accommodate candidates with disabilities. For more information, contact the Human Resources Department at (916) 556-0298.

**SacRT has a stand alone pension plan which is not part of, nor does it have reciprocity with CalPERS.**

**RT is an Equal Opportunity Employer. EOE – Minorities/Women/Disabled/Veterans**

**This position falls under Management and Confidential Employee Group (MCEG).**

**Manager, Risk Supplemental Questionnaire**

- \* 1. Describe, in detail, your Risk Management experience, including your direct experience and specific role with: • Worker's Compensation • General Liability and/or Property Damage Claims • Loss Prevention In your response, include the employer and number of years/months you performed the function.
  
- \* 2. Describe, in detail, your direct experience and specific role administering an Owner Controlled Insurance Program (OCIP). In your response, include the employer and number of years/months you performed the function.
  
- \* 3. Describe, in detail, your experience supervising a claims processing unit, including details of the oversight you provided. In your response, include the employer and number of years/months you performed the function.

\* Required Question