



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## RISK MANAGEMENT UNIT MANAGER

<b>Group-Section:</b> Office of the Chief Financial Officer	<b>FLSA Status:</b> Exempt <b>Bargaining Unit:</b> MAPA	<b>Salary Grade:</b> 064 <b>Job #:</b> UM024
-------------------------------------------------------------	------------------------------------------------------------	-------------------------------------------------

### JOB SUMMARY

Responsible for managing Metropolitan's programs to control, finance, and minimize the exposure to third party liability, property damage, and other risks of loss. Areas of responsibility include major aspects of risk management; risk assessment and recommendations to prevent or minimize risks of various Metropolitan business processes; management of the liability and property claims program; management of the excess and specialty insurance program; and management of the health, safety and environmental auditing program, and oversight for the workers' compensation program.

### OVERSIGHT

**Oversight Received:** Receives direction from the Chief Financial Officer and manages or has oversight for various risk management programs and the Health Safety and Environmental Audit program.

**Oversight Given:** Manages and supervises a staff of professionals, paraprofessionals, and administrative support.

### JOB DUTIES

1. Manages self-insurance program which includes the liability and property claims program and excess and specialty insurance coverage. Reviews programs and recommends options to purchase excess and specialty insurance coverage to supplement self-insurance program. Manages incident reporting function for the Risk Management Unit, reviews reports and statistics of the incident reporting trends, and makes recommendations for reducing the frequency and severity of identified risks; and reviews claim files for accuracy, timeliness, and Metropolitan standards; manages related consultant contracts which may include third party administrator for property and liability, ombudsperson, insurance broker, actuarial, and claims auditor and administers or has oversight for those contracts; handles difficult or sensitive claim matters for management and staff; and reports claim statistics and trends to management.
2. Provides risk assessment and recommendations regarding business processes to applicable Metropolitan businesses units to reduce liabilities and improve efficiency; provides contract language and insurance requirements for consulting, construction, water storage or transfer contracts, permits, leases, entry permits, and Metropolitan special events; reviews and approves contracts for risk compliance; and may review and recommend solutions regarding employee relations issues to reduce the frequency and severity of potential liability. Provides training materials and conducts training programs for supervisors and employees regarding risk management issues to educate employees on reducing risk.
3. Supervises staff including selection, planning, assignment, and monitoring of work, coaching, counseling, and performance assessment; and reviews work for thoroughness, adherence to quality standards and accuracy of results.

4. Develops and monitors unit's business plan; develops and monitors unit budget; approves claims programs' settlements; and reviews and approves time, reimbursement requests, and purchases.
5. Manages the Health, Safety and Environmental audit function; reviews and approves final audit report and communicates findings and corrective actions to management; and reviews draft findings with auditors, facility, or program management, and workplace health and safety staff.
6. Performs other related duties as required.

## **EMPLOYMENT STANDARDS**

### **MINIMUM QUALIFICATIONS**

**Education and Experience:** Bachelor's degree from an accredited college or university and twelve years of increasingly responsible relevant experience, of which four years must have been in a management or supervisory position; or an advanced degree from an accredited college or university and ten years of increasingly responsible relevant experience, of which four years must have been in a management or supervisory position.

**Required Knowledge of:** Management and supervisory methods and techniques; budgetary concepts and procedures; relevant policies and procedures, and practices related to risk management such as risk control, prevention, and finance; industrial safety; claims management; regulations or practices related to risk management in a public entity; insurance and contract law; and finance and actuarial processes.

**Required Skills and Abilities to:** Manage a diverse workforce; conduct complex problem-solving related to claims management and risk assessment; manage risk management concerns for construction projects involving substantial financial resources and potentially significant liability or property damage exposure; prepare comprehensive administrative and technical documents and reports; update and write operating policies and contract language; negotiate contract language and claim settlements with third parties and attorneys; plan, organize, and review the work of subordinates; review work products for detail and adherence to guidelines; encourage and facilitate cooperation; mentor, train, and motivate staff; exercise judgment and discretion; communicate orally and in writing on administrative and technical topics; represent Metropolitan to public agencies and members of the public; establish and maintain collaborative working relationships with all levels within the organization, other agencies, and the public; use business applications such as word processing and spreadsheets; and prepare and make presentations for executive management and Board of Directors.

## **CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS**

### **Certificates**

- None

### **Licenses**

- None

**Registrations**

- None

**CERTIFICATES, LICENSES and REGISTRATIONS REQUIREMENTS**

- Associate in Risk Management

**DESIRABLE QUALIFICATIONS**

None

**PHYSICAL DEMANDS/WORK ENVIRONMENT**

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands:** The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

**Work Environment:** The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated. May travel to various sites requiring overnight stay.

**Vision Requirements:** No special vision requirements