



**CITY OF RENTON**  
invites applications for the position of:  
**Risk Manager**

An Equal Opportunity Employer

**SALARY:** \$7,417.00 - \$9,037.00 Monthly  
\$89,004.00 - \$108,444.00 Annually

**OPENING DATE:** 02/08/19

**CLOSING DATE:** 02/24/19 11:59 PM

**UNION AFFILIATION:** Non-Represented

**DEPARTMENT:** Human Resources Risk Management - Risk Management

**JOB DESCRIPTION:**

The City of Renton's Human Resources and Risk Management (HRRM) department is recruiting for a dynamic leader that is well-versed in the areas of risk, claims and safety. The HRRM team is comprised of three divisions and we are looking for someone who shares our passion in working together to provide exceptional customer service to the employees and citizens of Renton. We offer a competitive compensation and benefits package, which includes contributing 4% of the salary into a deferred compensation retirement plan on the employee's behalf. The schedule for this position is Monday-Friday from 8:00am-5:00pm.

**About the City of Renton:**

The City of Renton embraces a diverse and inclusive workforce and prides itself on promoting collaboration and teamwork in a positive environment while providing high quality services to the community. With a population of 104,100 (2018), Renton is located on the southeast shore of Lake Washington, just south of Seattle. Renton's strong economic base, diverse marketplace and favorable business climate have attracted the attention of nationally recognized companies that are providing employees and their families an outstanding quality of life.

**JOB SUMMARY:**

Considered a working manager, oversee a workgroup or small division. Will have direct reports and may have indirect reports. Manage, oversee, organize, coordinate and direct risk management activities related to property and casualty insurance and claims. Oversee safety operations and program. Manage employee performance; terminate in conjunction with a superior. Monitor and maintain a designated budget. Determine how to ensure department/strategic goals are implemented. Policy development, updates, interpretation, and administration.

**SUPERVISION:**

Reports To: HRRM Administrator

Supervises: Risk Management Analyst

**JOB DUTIES/RESPONSIBILITIES:**

Essential Functions:

- Plan, organize, implement and manage the risk management operations and programs for the City.
- Recruit, hire, train, recognize, promote, coach, mentor, develop, evaluate, and discipline the performance of assigned staff. Terminations handled in conjunction with a superior.
- Delegate/assign, prioritize, review, and ensure timely completion of duties of assigned staff.

- Assist in establishing and implementing the goals of the Risk Management division, monitor and measure attainment.
- Oversee and evaluate risk management and safety operations to improve customer service, productivity and efficiency, and resolve work-related complaints and issues that cannot be addressed by staff.
- Prepare and control budgets, control and approve expenditures and capital purchase, monitor, prepare and submit periodic budget updates, and monitor assigned performance measures.
- Manage insurance and excess insurance procurement; negotiate and purchase, either directly or through brokers, all property and casualty insurance packages. Prepare recommendations concerning purchase of insurance. Analyze information and prepare recommendations regarding the design and administration of various risks in programs and funding mechanisms.
- Investigate, evaluate and adjudicate claims against the City; confer with Legal Department as to alternative disposition of claims and perform other activities in the resolution of claims.
- Responsible for subrogation activities in coordination with the Finance department.
- Provide technical and policy information to the public, and meet with complainants to resolve problems and maintain positive relations.
- Provide technical advice to all levels of management and staff regarding insurance and liability provisions to be included in contracts, leases and other agreements; review agreements for compliance with minimum insurance guidelines.
- Develop and administer the Property/Casualty Self-Insurance Fund including financial planning, strategic planning, budget preparations and monitoring, reserve funding, loss transfer, and claims adjustment activities and payment.
- Establish and maintain records regarding insurance coverage, claims, loss experience, and related information. Maintain schedules of insurable values and property assets.
- Provide information needed by the city's property and casualty insurance broker to obtain commercial insurance, determine coverage levels, reviews bids and quotations, and makes recommendations for placing insurance or retaining risk; approves and audits all property and casualty insurance premiums and broker services billing.
- Develop RFP's as necessary for the procurement of Third Party Administrators (TPA), insurance brokers, and other services for the risk management program.
- Establish, review, and recommend insurance requirements for the level of risk transfer and safety measures needed; review and approve/reject insurance certificates; review all city agreements for adequate hold harmless/indemnification and insurance requirement language and waive insurance requirements, as appropriate.
- Assure compliance of the City's non-benefit-related self-insurance programs with Section 111 Mandatory Reporting under Medicaid, Medicare & SCHIP Extension Act of 2007, as amended.
- Identify, develop, maintain and analyze loss data from a variety of resources. Align insurance protection appropriately. Provide information to finance for cost allocation of insurance, losses, and other risk management programs as needed.
- Conduct research and draft risk management policies, procedures, programs and systems. Design and conduct special projects and studies as required.
- Prepare and present the City's annual report to Council regarding expenditures from the City's various insurance funds. Present, and seek approval from Council, as needed throughout the year.
- Serve as the City's ADA Coordinator for Title II compliance; process and resolve related complaints.
- Conduct routine inspections of City buildings and property for compliance with state and federal statutes and codes.
- Coordinate with attorneys to research and make recommendations. Coordinate defense strategies, with or without attorneys, within the City Attorney's office or outside counsel.
- Participate on risk management professional associations and serve as technical advisor and subject matter expert to various City Boards and Committees.
- Monitor changes to laws and regulations that impact the City's risk management and safety programs; interpret changes and make recommendations to ensure compliance is maintained.
- Direct the activities of the Human Resources and Risk Management Department as assigned in the absence of the Administrator; attend meetings on behalf of the

Administrator as assigned.

- Maintain regular, reliable, and punctual attendance; work flexible evening and/or weekend hours as required; ability to travel as required.

#### Standard Functions:

- Coordinate and participate in various training sessions, workshops and classes for individuals and employee groups.
- Perform related duties as assigned.
- May be assigned to support critical city priorities during disasters or other emergencies.

#### **EDUCATION, EXPERIENCE, AND LICENSE REQUIREMENTS:**

- Bachelor's degree in business, public administration, human resources management or related field.
- Five years of risk management experience involving claims management, property and casualty insurance, and safety operations.
- Two years of supervisory experience.
- Associate in Risk Management (ARM) or Certified Risk Manager (CRM) certification required.
- CSP, AIC, CRM and/or CPCU certifications are preferred.
- Public sector experience preferred.
- Valid driver's license.
- Successful passing of a required background check, including a driving record check.

#### **KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS:**

- Oral communication and presentation skills.
- Written communication skills, ensuring correct grammar, spelling, punctuation and vocabulary.
- Technical writing skills.
- Interpersonal skills using tact, patience, and courtesy.
- Effective, professional, and positive interactions with difficult individuals.
- Understand and follow direction given, yet work independently with minimal direction.
- Meet schedules and deadlines.
- Accurate advanced mathematical skills.
- Recordkeeping and data entry skills.
- Report preparation and distribution skills.
- Budget development and control skills.
- Research and analytical skills.
- Decision-making skills.
- Conflict resolution and problem-solving skills.
- Leadership skills.
- Detail-oriented and organization skills.
- Ability to:
  - Compose, proofread, and edit correspondence.
  - Negotiate insurance coverage and costs.
  - Read, interpret, apply and explain rules, regulations, contract requirements, policies and procedures.
  - Exercise sound judgment in resolving difficult and complex Risk Management situations.
  - Investigate and evaluate claims.
  - Supervise and evaluate personnel.
  - Work confidentially with discretion.
  - Analyze situations accurately and adopt an effective course of action.
  - Generate complex reports.
  - Remain current with relevant technological advancements as it relates to field.
- Knowledge of:

- Current theories, techniques, legislation and developments in the area of Risk Management.
- Principles and practices of administration, supervision and training.
- Safety, security and other loss prevention methods.
- City organization, operations, policies and objectives.
- City risk management policies and procedures.
- Technical functions and operations of a risk management division.
- Employee benefit packages and insurance programs.
- Federal, State and local laws, rules and regulations related to assigned activities.

### **WORK ENVIRONMENT/PHYSICAL DEMANDS:**

The following represent the physical demands that must be met to successfully perform the essential functions of this job:

- Work is performed in a typical office environment and involves moving throughout the facility and community.
- Lift or move items weighing up to 20 pounds on occasion.
- Driving to site locations using City vehicle to conduct inspections periodically, and as necessary.
- Constantly operate a computer and other office equipment.
- Frequently communicate with City employees and customers.
- Night meetings required.
- Noise level is moderately quiet.

Approved reasonable accommodation requests will be made to enable individuals with disabilities to perform the essential functions of the job.

### **Selection Procedure:**

Please note, the City of Renton will be screening applications without using personal identifiers, such as name and address will not be visible. For that reason, you will not have the ability to attach any documents to your application. Please make sure to submit a complete, detailed, and updated job application. Applicants selected for an interview may be requested to submit additional materials in supplement to the application.

### **Communication from the City of Renton:**

We primarily communicate via e-mail during the application and recruitment process. E-mails from [rentonwa.gov](mailto:rentonwa.gov) and/or [governmentjobs.com](mailto:governmentjobs.com) should be placed on your safe domain list to ensure you receive notifications in a timely manner. As a precaution, you may also want to check your junk e-mail folders.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.rentonwa.gov/jobs>

Job #2019 HRRM RM  
 RISK MANAGER  
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OUR OFFICE IS LOCATED AT:  
 1055 South Grady Way  
 Renton, WA 98057  
 425-430-7650  
[bsandler@rentonwa.gov](mailto:bsandler@rentonwa.gov)

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### **Risk Manager Supplemental Questionnaire**

- \* 1. Please explain your interest in working for the City of Renton in the Risk Manager position.
- \* 2. How many years of experience do you have in claims management?
  - 0 to fewer than 3 years

- 3 to fewer than 5 years
  - 5 to fewer than 7 years
  - 7 or more years
- \* 3. Please describe your experience in claims management. If you do not have any experience please put N/A.
- \* 4. How many years of experience do you have working with insured and self-insured programs?
- 0 to fewer than 3 years
  - 3 years to fewer than 5 years
  - 5 to fewer than 7 years
  - 7 or more years
- \* 5. Please describe your experience with insured and self-insured programs. If you do not have any experience please put N/A.
- \* 6. Please summarize your experience working with contracts, contract insurance requirements, contract reviews, insurance certificates, and the Request for Proposals (RFP) public entity procurement process.
- \* 7. Please indicate below if you currently have one, or both, of the following certifications.
- Associate in Risk Management (ARM)
  - Certified Risk Manager (CRM)
  - I do not have either of these certifications
- \* 8. Please describe your experience working with P&C insurance brokers and Third Party Administrators (TPAs).
- \* 9. Please describe your experience with developing, writing and updating policies.
- \* 10. Thank you for your interest in joining the team at the City of Renton. The City will be screening applications without using personal identifiers; meaning names and addresses will not be visible. For that reason, you will not have the ability to attach any documents to your application, however as mentioned above we may ask for documents if selected for an interview. Please make sure to submit a complete, detailed, and updated job application. When applying for this position, you must thoroughly complete the education and work experience sections of your application, and provide a thorough response to each of the Supplemental Questions. Failure to do so may result in elimination from further consideration. Have you read and understand the information listed above?
- Yes
  - No
- \* Required Question