



RISK MANAGER

City of El Segundo, California

Recruitment Services Provided By





THE OPPORTUNITY

An exciting opportunity in ideally situated El Segundo awaits a skilled risk management professional who possesses strong communication skills, a high degree of emotional intelligence, and the desire to protect people while minimizing the City's exposure to loss and liability. The successful candidate will join a high performing team in a city with a strong economic base.

ABOUT EL SEGUNDO

The City of El Segundo is ideally located on the Santa Monica Bay encompassing over five square miles, from Los Angeles International Airport on the north, the City of Manhattan Beach on the south, the Pacific Ocean on the west and the unincorporated area of Del Aire and City of Hawthorne to the east.

A small group of representatives from Standard Oil Company in the early 20th century was the impetus behind the founding of the City. El Segundo is Spanish for "the second" which was the name given to the community when then Standard Oil built its second California oil refinery here in 1911. Since its incorporation on January 18, 1917, the City has evolved from a working-class refinery town on the edge of Los Angeles to one of California's most dynamic and diversified economic engines. El Segundo's population is just under 17,000, which has enabled it to preserve its small-town atmosphere and charm, although surrounded by a thriving business environment that caters to some of the nation's most prestigious corporations.

As a regional center for commerce, El Segundo's daytime working population exceeds 75,000 with additional visitors staying at the City's 15 hotels. A high concentration of Fortune 500 companies such as AT&T, Gilead (Kite Pharma), Mattel, Northrop Grumman, Boeing, and Raytheon as well as entertainment, media, medical, professional sports franchises, financial, and aerospace organizations such as the Los Angeles Chargers, Los Angeles Lakers, Los Angeles Kings, Los Angeles Times, and Los Angeles Air Force Base call El Segundo home.

Experiencing tremendous economic growth and evolution over the past several years, the City has many diverse businesses including Top Golf, Space Force, L'Oréal Cosmetics, Belkin International, NantStudios, and Beyond Meat. Throughout the region, El Segundo is known for its pro-business attitude and has received the Los Angeles Economic Development Corporation's "Most Business-Friendly City in Los Angeles County" award three times.

CITY GOVERNMENT

El Segundo is a General Law city that operates under the Council-Manager form of government. The City is governed by a five-member City Council elected at large, on a non-partisan basis, to four-year overlapping terms. The position of Mayor is selected by Council Members and serves a two-year term. The City Manager is appointed by the City Council to serve as the organization's CEO. The City delivers a comprehensive range of municipal services through nine major departments (including police and fire) with approximately 362 full-time equivalent employees and a total budget of approximately \$200 million.

The Human Resources Department is staffed with 7 full-time employees: Human Resources Director, Human Resources Manager, Risk Manager, Senior Human Resources Analyst, two Human Resources Analysts, and one Human Resources Technician.

THE POSITION

The Risk Manager is an at-will "working manager" position reporting directly to the Human Resources Director. Under general direction, this position plans, organizes, administers and directs the City's risk management functions including general liability and loss prevention, workers' compensation claims, occupational health and safety, return-to-work, safety management, and employee training. The position proactively analyzes, develops and recommends new and improved risk management procedures and programs that cost-effectively minimize the City's exposure to liability and loss, and protect people and the City's financial and physical assets. Other general responsibilities include coordinating with other divisions, departments, officials, outside agencies, and the public.

THE IDEAL CANDIDATE

The ideal candidate for the position of Risk Manager will possess certain traits and experiences that will lead to success:

- A depth of technical knowledge in the areas of worker's compensation, occupational health and safety, safety management and training, and general liability.
- Possess a high degree of emotional intelligence, political astuteness and the ability to build effective working relationships with City department leaders and their employees.
- An excellent communicator, very skilled at process improvement and time management with a proven record of bringing projects to completion.
- Excellent writing and research skills and will display an innovative approach to problem solving.
- Designation as an Associate in Risk Management (ARM), Associate in Risk Management for Public Entities (ARM-P), Enterprise-Wide Associate in Risk Management-ERM (ARM-E), or equivalent.

QUALIFICATIONS

The following are the minimum requirements for the position of Risk Manager:

Education: Equivalent to a Bachelor's degree with major coursework in Risk Management, Safety, Public Administration, Business Administration, or a closely related field.

Experience: Five years of professional level risk management experience, including two years of supervisory experience.





SALARY & BENEFITS

The City of El Segundo provides a competitive compensation and benefits package. The salary for this role is **up to \$153,721**, placement within the range is dependent on qualifications and experience. Key elements of the City's benefits program include:

9/80 Work Schedule: Full-time employees work 80 hours in 9 days and receive every other Friday off. City Hall hours are 7:00 a.m. to 5:00 p.m. Monday through Thursday and 7:00 a.m. to 4:00 p.m. on Friday. Participation in a 4/10 schedule is also available (Mondays off).

Retirement: California Public Employee Retirement System (CalPERS) plan which offers reciprocity between agencies. Classic Tier II employees, who have been in the CalPERS system and are new to the City of El Segundo, will receive 2% @ 60 formula. Employees new to the City and CalPERS, and do not belong to a reciprocal agency of CalPERS, will receive the PEPRA formula of 2% @ 62. Classic employees are required to contribute 8% of pensionable income towards their retirement benefit; PEPRA employees are required to contribute 7.5%. The City of El Segundo participates in Social Security with a 6.2% employee contribution required.

Health Benefits: CalPERS medical, MetLife Dental and VSP plans are offered. A monthly contribution of \$1,750 is provided (\$932 per month for medical and \$818 per month in flex dollars) by the City. Flex dollars may be used towards medical premiums or deferred compensation plan.

APPLICATION & SELECTION PROCESS

Interested candidates must submit a cover letter and résumé online no later than **Monday, September 30, 2024**, at:

www.mosaicpublic.com/careers

CONFIDENTIAL INQUIRIES ARE WELCOMED TO:

Greg Nelson | greg@mosaicpublic.com | (916) 550-4100

Bryan Noblett | bryan@mosaicpublic.com | (916) 550-4100

Health Care & Dependent Care Flexible Spending Accounts: Voluntary participation.

Retiree Medical: Concurrent service retirement from CalPERS and the City, contribution based on years of service with El Segundo.

Voluntary Binding Arbitration: \$10,000 bonus payment.

Leave Benefits: Vacation Leave is earned at a rate of 4.15 hours per pay period. Accrual rate may be adjusted based on total time worked in a CalPERS agency. Sick Leave is earned at 8 hours per month.

Administration Leave: Administration leave is up to 56 hours per calendar year.

Personal Leave: One calendar day per year.

Holidays: Twelve paid holidays, including one floating holiday.

Deferred Compensation: Voluntary participation in plan through Mission Square.

Cell Phone: A City phone provided.

Life Insurance: City paid policy of \$50,000.

Long Term Disability: City paid premium.

Long Term Care Plan: Voluntary participation.

Pet Insurance: Voluntary participation.

This recruitment will be handled with strict confidentiality. References will not be contacted until mutual interest has been established.

The City of El Segundo is an Equal Opportunity Employer, committed to supporting Diversity, Equity, and Inclusion initiatives to build and sustain an environment that values diversity, welcomes opportunities to engage and understand others, and fosters a sense of belonging.