

## RESOLUTION NO. 21-024

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, ADOPTING THE CLASSIFICATION OF RISK MANAGER TO BE ADDED TO THE CITY'S CLASSIFICATION PLAN (RESOLUTION NO. 77-111), ADOPTING A CLASSIFICATION SPECIFICATION AND ASSIGNING A SALARY RANGE THEREFOR, AND ASSIGNING THE CLASSIFICATION TO THE AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES (AFSCME) LOCAL 1017**

**WHEREAS**, Section 503 of the City's Charter provides that the City Council shall determine, by ordinance or resolution, the amount and type of compensation to be paid to all City officers, department heads and employees; and

**WHEREAS**, Rule XI of the City's Personnel Rules provides that the Director of Human Resources and Risk Management ("Director") shall be responsible for the preparation of the City's compensation plan, that the compensation plan shall contain a list of the pay rates and pay ranges for classifications in the City service, and that the City shall meet and confer with any affected recognized employee organization prior to adoption of the compensation plan; and

**WHEREAS**, the Director is authorized and required under provisions of Sections 2797.1 and 2797.3 of the Carson Municipal Code to prepare and recommend position classification and compensation plans, after consultation with the affected City department directors, which becomes effective upon approval by the City Council; and

**WHEREAS**, Rule III of the City's Personnel Rules provides that the Director shall be responsible for the preparation and maintenance of the City's classification plan, that the classification plan shall contain a compilation of job specifications for classifications in the classified service, and that modification to the classification plan, embodied in Resolution No. 77-111, shall be made only after the Director consults with the City's department directors and any affected recognized employee organization; and

**WHEREAS**, the Meyers-Milias-Brown Act (the MMBA) (Government Code §§3500 *et seq.*) imposes on public employers and recognized employee organizations a "mutual obligation" to meet and confer regarding wages, hours, and other terms and conditions of employment, and thereby freely exchange information, opinions, and proposals to reach an agreement on matters within the scope of representation; and

**WHEREAS**, the City desires to adopt the classification of **RISK MANAGER** to meet the needs of the Human Resources & Risk Management Department, and desires to adopt a classification specification to establish and describe the duties to be performed by said position; and

**WHEREAS**, the new classification of Risk Manager will be expected in the course and scope of their duties to have access to information related to, and/or participate in, the City's administration of Employer-Employee relations and is therefore designated as a Confidential position pursuant to the City's Employer-Employee Relations Resolution No. 85-107; and

**WHEREAS**, the Director has consulted with the affected department director, and has completed the meet and confer requirement with the representatives of the affected recognized employee organization (AFSCME 1017) pursuant to the City's obligations under the MMBA concerning the proposed adoption of the **RISK MANAGER** classification, and the representative(s) of the affected recognized employee organization have agreed to the proposed classification specification.

**WHEREAS**, the Director has also Meet & Conferred with the labor representative of the Association of Management Employees (AME) and has reached agreement and concurrence that the new **RISK MANAGER** classification properly belongs in the Confidential employee bargaining unit.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, HEREBY FINDS, DETERMINES AND RESOLVES AS FOLLOWS:**

**Section 1.** The above recitals are true and correct, and are incorporated herein by this reference.

**Section 2.** The classification of **RISK MANAGER** is hereby adopted, to be added to the citywide classification plan, embodied in Resolution No. 77-111.

**Section 3.** The classification specification for **RISK MANAGER**, attached hereto as Exhibit A, is hereby adopted.

**Section 4.** The classification of **RISK MANAGER** is assigned to Salary Range 171 (\$10,498 - \$13,399), and the same shall be included in the City's compensation plan.

**Section 5.** The classification of **RISK MANAGER** is hereby designated as "Confidential" and is assigned to the Confidential employee bargaining unit represented by American Federation of State, County and Municipal Employees (AFSCME) Local 1017.

**Section 6.** This Resolution shall be effective immediately upon its adoption.

**Section 7.** The Chief Deputy City Clerk shall certify to the adoption of this Resolution and shall enter it into the book of original Resolutions.

[signatures on the following page]

**PASSED, APPROVED and ADOPTED** this 6th day of July, 2021.

\_\_\_\_\_  
**LULA DAVIS-HOLMES, MAYOR**

**ATTEST:**

\_\_\_\_\_  
**JOHN CARROLL, CHIEF DEPUTY CITY CLERK**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
**SUNNY K. SOLTANI, CITY ATTORNEY**

STATE OF CALIFORNIA            )  
COUNTY OF LOS ANGELES    ) ss.  
CITY OF CARSON                    )

I, John Carroll, Chief Deputy City Clerk of the City of Carson, California, do hereby certify that the whole number of members is four; that the foregoing resolution, being Resolution No. 21-024 was duly and regularly adopted by said City at a regular meeting duly and regularly held on the 6th day of July 2021, and that the same was passed and adopted by the following vote:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

By: \_\_\_\_\_  
City Clerk

## **EXHIBIT "A"**

### **CLASSIFICATION SPECIFICATION – RISK MANAGER**

CITY OF CARSON  
Risk Manager

City Council Reso. No: 21-024  
Bargaining Unit: AFSCME 1017  
FLSA: Exempt

## **CITY OF CARSON**

**Title: RISK MANAGER**

### **Job Summary:**

Under the direction of the Director of Human Resources & Risk Management, plans, organizes, and directs the Risk Management Division including the workers' compensation, general liability, safety, property and other risk management programs; also manages the department-wide budget planning and implementation and vendor contract process.

### **Essential Duties and Responsibilities**

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Directs, oversees, and develops the Risk Management Division work plan; provides supervision and coaching to Risk Management staff and assigns work activities, monitors workflow; reviews and evaluate work products, methods, and procedures.
2. Manages the administration of and ensures compliance of the city's workers' compensation program with applicable laws and regulations, coordinates the activities of the TPA and litigating attorneys; liaisons with internal departments; coordinates document discovery, makes settlement recommendations, etc.
3. Manages the administration of the City's liability claims program and coordinates the activities of the TPA and litigating attorneys; liaisons with internal departments; coordinates document discovery, makes settlement recommendations, etc.
4. Coordinates claim round tables for personal injury cases involving City infrastructure.
5. Manages the return-to-work programs and facilitates interactive processes to thoroughly evaluate needs and the City's abilities to provide accommodations.
6. Manages the annual renewal process for the City-wide insurance programs including gathering and updating underwriting data, responding to underwriting questions, selection of coverage and obtaining management and Council approval.
7. In coordination with City departments and City Attorney, develops and manages the City's event insurance program.
8. In consultation with user departments and City Attorney develops contract insurance requirements. Reviews vendor insurance for compliance with the contractual requirements.
9. Reviews vendor insurance for compliance with the contractual requirements.
10. Plans and coordinates the annual department budget cycle and monitors expenses to minimize variance.
11. Recommends goals, objectives, policies, procedures, and evaluates programs to identify major areas of risk.

12. Researches and remains knowledgeable on risk management trends and laws, legal issues and legislation in order to update, develop and create new codes, regulations, policies, and procedures.
13. Implement and maintain appropriate risk financing techniques, including monitoring total cost of risk and actuarial analysis of reserves, working with Finance to ensure adequacy of self-insured reserves and departmental cost allocation plans.
14. Administers the City-wide IIPP and coordinates safety committee meetings
15. Administers the City's declared emergency protocols to meet required compliance agency (i.e. LA County Department of Public Health, CDC and OSHA) guidelines.
16. Coordinate the Americans with Disabilities Act (ADA), including reasonable accommodation/interactive meetings with employees and/or applicants and processing of ADA complaints regarding City buildings.
17. Interacts with City management, third party administrators, legal staff, employees and service providers.
18. Makes recommendations on workers' compensation cases.
19. Negotiates adjustments and settlements of uninsured losses involving damages to City and/or private property.
20. Makes recommendations for insurance coverage, purchase and cost.
21. Participates in Human Resources related activities/functions as required.
22. Performs related duties as required.

### **Qualification Guidelines**

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

### **Education and/or Experience:**

Bachelor's degree in business or public administration or related field and four (4) years of full-time, paid experience in the administration of workers' compensation, insurance, risk management or claims adjustment. Possession of an industry accepted certification such as Associate in Risk Management (ARM), Chartered Property and Casualty Underwriter (CPCU) or equivalent that demonstrates proficiency in the field. Experience and/or education in a related field may be substituted on a year for year basis.

### **Knowledge of:**

- Risk Management theory and principles applicable to public sector or municipal government settings.
- Principles of self-insurance and forecasting self-insured reserve funding.
- Quantitative analysis to identify and report risk issue and trends.
- Applicable laws and regulations relating to workers' compensation, public sector liability, safety and other risk management issues
- Claims administration.
- Principles of Insurance marketplace and acquisition strategies. Budget cycles, forecasting and managing annual expenses, minimizing variances.
- Purchasing practices and contract administration.
- Presentation methods such as in public settings using Power Point or other tools.
- City organization, operations, policies and objectives.
- Training principles.
- Personal computer software and hardware.
- Office practices and procedures.
- General record keeping practices.

- Research, statistical and analytical methods.
- Cost analysis.
- Effective methods of report presentation.

**Skill and Ability to:**

- Plan, organize and manage a comprehensive workers' compensation, third party liability claims, risk management and loss prevention program.
- Develop, implement and coordinate effective programs for safety and training.
- Analyze and interpret a variety of complex insurance, medical and legal documents.
- Present risk issues, claims, and other related matters in simple and understandable manner.
- Prepare effective written presentations using PowerPoint, Word, Excel or other software.
- Interpret, apply and explain city policies and procedures relating to workers' compensation, third party liability, safety, IIPP and risk management.
- Maintain accurate records and prepare clear and concise reports.
- Identify and analyze problems and take effective corrective action.
- Compile, analyze and evaluate data.
- Effectively communicate orally and in writing.
- Establish and maintain effective working relationships with others.
- Make effective oral presentations.
- Operate computers and related software.

**License:**

Possession of an industry accepted certification such as Associate in Risk Management (ARM), Chartered Property and Casualty Underwriter (CPCU) or equivalent that demonstrates proficiency in the field. Possession of a valid California Class C driver's license. Employees in this classification will be enrolled in the Department of Motor vehicles (DMV) Government Employer Pull Notice program, which confirms possession of a valid driver's license and reflects the driving record.

**Physical Requirements and Working Conditions:**

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require vision (which may be corrected) to read small print.
- Perform work which is primarily sedentary.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Is subject to inside environmental conditions.
- May be required to work at a computer terminal for prolonged periods.
- May be required to attend periodic evening meetings and/or to travel within and out of city boundaries to attend meetings.
- May be required to use city and/or personal vehicle in the course of employment.
- May be required to respond to emergency situations.