



## Legislation Text

---

File #: 2018-357, Version: 1

---

### Report to Mayor and City Council

Tuesday, May 15, 2018

Consent

#### **SUBJECT:**

**CONSIDER APPROVAL OF A TEMPORARY SENIOR RISK MANAGEMENT ANALYST  
EMPLOYMENT AGREEMENT WITH JANNA M. PAYNE (CITY COUNCIL)**

#### **I. SUMMARY**

Due to the retirement of the City's long-term Senior Risk Management Analyst, it is necessary to appoint a person to fill this vacancy on an interim basis. To this end, the City Manager is requesting approval to appoint Ms. Janna M. Payne to fill the position on a contract and limited basis.

#### **II. RECOMMENDATION**

APPROVE the Temporary Senior Risk Management Analyst Employment Agreement with Ms. Janna M. Payne for interim services while the City recruits to fill the full-time permanent position.

#### **III. ALTERNATIVES**

DECLINE to make such appointment.

#### **IV. BACKGROUND**

Edwin Holton has served the City of Carson as the Senior Risk Management Analyst since 1998. He has provided his extensive expertise in all aspects of risk management, including workers' compensation, general liability, property insurance, professional liability, coordinating Americans with Disabilities Act (ADA) compliance and establishing many City risk and safety policies and practices.

Mr. Holton happily announced his retirement date of May 10, 2018. Due to his retirement, there is a need to have an interim risk management professional fill this critical position. Specifically, as the City enters the insurance renewal time of the year. Ms. Payne has the

necessary experience and thorough knowledge of risk management operations to perform the duties of the Senior Risk Management Analyst position and is available to serve as the Temporary Senior Risk Management Analyst. Attached please find her resumé (Exhibit No. 2).

## **V. FISCAL IMPACT**

Funds for this interim appointment will come from the funds budgeted for the full-time position.

## **VI. EXHIBITS**

1. Temporary Senior Risk Management Analyst Employment Agreement. (pgs. 3-11)
2. Janna M. Payne resumé. (pgs. 12-14)

Prepared by: Tracey Curry, Senior Human Resources Analyst