



County of Contra Costa

Assistant Risk Manager - Financial Services

SALARY

\$56.72 - \$68.94 Hourly

\$4,537.43 - \$5,515.27 Biweekly

\$9,831.10 - \$11,949.76 Monthly

\$117,973.20 - \$143,397.12 Annually

LOCATION

Contra Costa County, CA

JOB TYPE

Permanent Full-Time

JOB NUMBER

AJDP-2024B

DEPARTMENT

Risk Management

OPENING DATE

05/07/2024

CLOSING DATE

6/9/2024 11:59 PM Pacific

FLSA

Exempt

BARGAINING UNIT

B8

The Position

The Board of Supervisors have authorized the following future salary increases: 5% on July 1, 2024, and 5% on July 1, 2025.

Why join the Contra Costa County Risk Management Department?

Contra Costa Risk Management Department is seeking an Assistant Risk Manager to join our Financial Services program area. The Assistant Risk Manager - Finance Services will coordinate and liaison with the County Director of Risk Management on financial issues, manage and oversee various financial services programs and the risk management self-insurance trust funds, insurance programs, and program support for various other County agencies and programs. Under general direction, the incumbent will perform and assist in a wide variety of budgetary, financial, administrative, and analytical support duties as well as provide risk management information to the county's budget team.

The Assistant Risk Manager- Finance Services reports directly to the County Director of Risk Management-Exempt.

Why join our team?

The County believes staff is its greatest asset. We strive to provide a workplace that is inclusive of all people, cultures, and backgrounds. At Contra Costa County, we see every day as a chance to create a positive impact on the individuals we serve. We lead through our values, integrity, community, and our employees are dedicated and provide excellent service.

The Finance Services program is a small and dedicated unit within the Risk Management team. Each team member has a unique opportunity to support each other, make an immediate impact on the program, and to share their experience and knowledge with the rest of the team.

We are looking for someone who is:

- **Proficient.** You will need to be familiar with principles and practices of governmental budget development and analysis of insurance programs, cost allocation, and responding to financial audits.

- **Analytical and a strong communicator.** You will need to communicate professionally and effectively both in written form and verbally.
- **Adept.** You will need to be familiar with cash management and investment of self-insurance trust funds.
- **Knowledgeable.** You will need to be familiar with financial programs and software applications including database spreadsheets.
- **Team Oriented.** You will need to maintain working relationships with multiple parties including other County departments.
- **Organized and results driven.** You will need to balance multiple assignments and priorities in a fast-paced environment and work effectively under pressure while meeting deadlines.
- **A Leader.** You will be guiding and coaching others to accomplish a common goal.

What you will typically be responsible for:

- Managing and overseeing various financial service programs and functions at the department level, including the county self-insurance trust funds utilized to fund the general liability, auto liability, property, workers' compensation, medical malpractice, and various other County agencies and Programs
- Providing the insurance pool and broker a complete property value analysis (auto, fire, equipment, buildings, and facilities) for purposes of securing appropriate insurance coverage
- Acting as a liaison with county departments, special districts, outside agencies, state and federal agencies, insurance pool, and insurance broker
- Developing and maintaining a statistical data system to provide county departments with information, including budgetary projections, and future costs
- Preparing and presenting comprehensive correspondence and reports, which may include financial or statistical data, including providing information for the Annual Comprehensive Financial Report (ACFR)

A few reasons you might love this job:

- You will be part of a dynamic team
- You will have the opportunity to have a Hybrid remote work schedule
- You will have access to a generous benefits package including retirement, health plan options and other benefits listed here: [Employee Benefits | Contra Costa County, CA Official Website](#)

A few challenges you might face in this job:

- You will work in a fast-paced environment
- You will be expected to manage multiple assignments with competing deadlines
- You may interact with clients that are upset and/or confused

Competencies Required:

- **Analyzing & Interpreting Data:** Drawing meaning and conclusions from quantitative or qualitative data
- **Self-Management:** Showing personal organization, self-discipline, and dependability
- **Mathematical Facility:** Performing computations and solving mathematical problems
- **Using Technology:** Working with electronic hardware and software applications
- **Delivering Results:** Meeting organizational goals and customer expectations and making decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks
- **Building & Maintaining Relationships:** Establishing rapport and maintaining mutually productive relationships
- **Driving Results:** Demonstrating concern for achieving or surpassing results against an internal standard of excellence
- **Valuing Diversity:** Appreciating the benefits of varied backgrounds and cultures in the workplace
- **Industry Monitoring:** Grasping the external political, economic, competitive, and social factors affecting the industry
- **Professional & Technical Expertise:** Applying technical subject matter to the job
- **Adaptability:** Responding positively to change and modifying behavior as the situation requires
- **Presentation Skill:** Formally delivering information to group

To read the complete job description, please visit the website, www.cccounty.us/hr

The eligible list established from this recruitment may remain in effect for six (6) months.

Minimum Qualifications

Education: Possession of a Bachelor's degree from an accredited college or university with a major in business or public administration, finance, or a closely related field.

AND

Experience: Four (4) years of full-time, professional level experience with management of self-insured trust funds, preferably with a public agency. At least two (2) years of which must have been in a supervisory capacity.

Depending on the position(s) to be filled, qualifying experience may be limited to experience directly related to the assignment as specified on the job announcement.

Substitution: Additional qualifying experience of the type noted above may be

substituted for the required education on a year-for-year basis up to a maximum of two (2) years. No substitution is allowed for the supervisory experience.

Substitution for Major: One (1) additional year of qualifying experience of the type noted above may be substituted for the required academic major.

Desirable Qualifications:

- Master's degree in Public Administration, Public Health, Loss Control, Safety, Health and Environmental Applied Sciences, Occupational Health and Safety, or a closely related field

Selection Process

- **Application Filing:** All applicants must apply on-line at <https://www.governmentjobs.com/careers/contracosta/jobs/4389519/assistant-risk-manager-financial-services> and submit the information as indicated on the job announcement by the final filing date. A completed Supplemental Questionnaire is required at the time of applying.
 - **Application Evaluation:** Depending on the number of applications received, an Application Evaluation Board may be convened to evaluate and select the best-qualified candidates for invitation to the next phase of the examination.
 - **Oral Assessment:** An oral assessment (interview) will be conducted to measure candidates' competencies as they relate to the job. In the Oral Assessment, candidates must achieve an average passing score of 70% or higher on each of the competencies, as well as an overall passing score of 70% or higher. These may include, but are not limited to: Analyzing & Interpreting Data, Self-Management, Delivering Results, and Professional & Technical Expertise. **(Weighted 100%)**

The oral assessment is tentatively scheduled to take place 6/20 - 6/24/2024. The assessment will be administered remotely using a computer; you will need access to a reliable internet connection to participate in the assessment.

The Human Resources Department may change the examination steps noted above in accordance with the Personnel Management Regulations and accepted selection practices.

For recruitment specific questions, please contact Melissa Moglie at Melissa.Moglie@hrd.cccounty.us. For any technical issues, please contact the GovernmentJobs' applicant support team for assistance at +1 855-524-5627.

CONVICTION HISTORY

After you receive a conditional job offer, you will be fingerprinted, and your fingerprints will be sent to the California Department of Justice (DOJ) and the Federal Bureau of

Investigation (FBI). The resulting report of your conviction history (if any) will be used to determine whether the nature of your conviction conflicts with the specific duties and responsibilities of the job for which you have received a conditional job offer. If a conflict exists, you will be asked to present any evidence of rehabilitation that may mitigate the conflict, except when federal or state regulations bar employment in specific circumstances. Having a conviction history does not automatically preclude you from a job with Contra Costa County. If you accept a conditional job offer, the Human Resources department will contact you to schedule a fingerprinting appointment.

DISASTER SERVICE WORKER

All Contra Costa County employees are designated Disaster Service Workers through state and local law. Employment with the County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of Contra Costa County to consider all applicants for employment without regard to race, color, religion, sex, national origin, ethnicity, age, disability, sexual orientation, gender, gender identity, gender expression, marital status, ancestry, medical condition, genetic information, military or veteran status, or other protected category under the law.

PLEASE APPLY AT:

<https://www.governmentjobs.com/careers/contracosta/jobs/4389519/assistant-risk-manager-financial-services>