



COUNTY OF LOS ANGELES
CHIEF EXECUTIVE OFFICE
OPEN COMPETITIVE JOB OPPORTUNITY



Bulletin No. 060-477

Posting Date: January 21, 2011

JOB TITLE MANAGER, CEO (RISK MANAGEMENT)

EXAM NUMBER M0845U

FILING DATES January 24, 2011 until needs are met

SALARY \$10,303.27 to \$15,594.84 **MONTHLY**

(S15) This position is subject to the provisions of the County's Management Appraisal and Performance Plan (MAPP). Placement within the range will be commensurate with the candidate's qualifications and current salary.

BENEFITS PLAN The County of Los Angeles provides an excellent flexible benefits package that allows employees to choose benefits that meet their own specific needs. The package includes:

- **Retirement Plans** – The successful candidate may choose either a contributory non-contributory defined benefit plan. It should be noted that County employees DO NOT pay into Social Security, but do pay the Medicare Hospital Insurance Tax (HIT) portion of Social Security at a rate of 1.45%.
- **Cafeteria Benefit Plan** – Benefits may be purchased from the Megaflex Cafeteria benefit plan using a tax-free County Contribution of 14.5% to 17% of employee's monthly salary. Any portion of the County contribution not used to purchase benefits is given to the employee as taxable income. Benefits available within the MegaFlex Benefit Plan include medical, dental, disability, life and AD&D insurances. (Not available to County employees who are currently in Flex.)
- **Non-Elective Days** – 10 paid days per year with the option to buy an additional 1 to 20 elective annual leave days. Annual leave days can be used for vacation, sick or personal leave.
- **Flexible Spending Accounts** – Employees may contribute up to \$400 per month tax free, to Health Care and Dependent Care Spending Accounts. The County contributes \$75 per month to the Dependent Care Spending Account.
- **Savings Plan (401K)** – Optional tax-deferred income plan that includes a County match up to 4% of employee's salary is available.
- **Deferred Compensation Plan (457)** – Optional tax-deferred income plan that includes a County matching contribution up to 4% of employee's salary.
- **11 Paid Holidays Per Year.**

POSITION INFORMATION This position reports directly to the Assistant Chief Executive Officer of the Risk Management Branch and will provide operating departments with professional services in administration of specialized Countywide programs in the areas of liability claims investigation and management, short and long-term disability, insurance procurement, and contract administration.

- ESSENTIAL JOB FUNCTIONS**
- Assists in the planning, organizing, and evaluating the work of the division.
 - Assists in directing the administration of a variety of Risk Management services such as liability claims investigation and management, short and long-term disability, insurance procurement, and contract administration.
 - Assists in formulating policies and procedures for the administration of the division.
 - Assists in maintaining liaison with a variety of officials, agencies, and organizations on matters related to the work of the division.

SELECTION REQUIREMENTS

- Assists in coordinating the work of the division with that of other divisions and departments.
- Assists in directing the preparation of correspondence, reports and studies related to the work of the division.
- Assists in advising subordinate staff on work methods, policy interpretations, and problem cases.

Four year's experience, within the last 5 years, at the level of the County of Los Angeles' classification of Chief Program Specialist, CEO*, or Principal Analyst, CEO** in an administrative*** or staff capacity**** assisting management in the analysis of the overall administration of risk management programs. Two years of the experience must have been in a supervisory capacity.

Physical Class: 2 – Light:

Light physical effort, which may include occasional light lifting to a 10-pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

Licenses: A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

Special Requirement Information: *In the County of Los Angeles, experience at the level of Chief Program Specialist, CEO is defined as having immediate charge of a major program providing operating departments with professional services in the administration of specialized Countywide programs.

**Principal Analyst, CEO is defined as experience under the general direction of a CEO manager, assisting the CEO to manage the County's administration and financial affairs.

***Administrative capacity is defined as performs work typically in an administrative services branch of an organizational unit, including responsibility for the development of procedures and participation in policy formulation.

****Staff capacity is defined as work in an advisory capacity to line managers to provide program and administrative support.

*****Accredited Institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as **American Universities and Colleges and International Handbook of Universities** are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by **The National Association of Credential Evaluation Services or Association of International Credential Evaluators, Inc.**

Transcripts: In order to receive credit for any college course work, or any type of college degree, such as Bachelor, or Master degree, or for completion of a certificate program, you must include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization, or official certificates **with your application**. All information and records are subject to verification. Falsification of records may result in disqualification from the examination. **INTERNET PRINTOUT WILL NOT BE ACCEPTABLE.**

DESIRABLE QUALIFICATIONS

- A Bachelor's degree or higher from an accredited***** college or university in Public Administration, Public Health, Business Administration, or a related field.
- Knowledge of and understanding of the Government Code as it applies to claims.
- Knowledge of and experience with short and long-term disability.
- Knowledge of and experience in insurance procurement.
- Knowledge of and experience in contract administration.

- Knowledge of and experience investigating claims, determining potential liability, and negotiating settlements prior to litigation.
- Ability to evaluate exposures associated with governmental contracts and recommend appropriate risk transfer language and insurance requirements.
- Ability to evaluate risks associated with governmental programs and recommend appropriate insurance coverage, policy limits, and retentions consistent with available funding.
- Knowledge of and experience in establishing and maintaining effective working relationships with government or private agencies and organizations and community groups on matters related to risk management.
- Knowledge of and experience in working with Third Party Administrators.
- Knowledge of and experience in developing and providing educational sessions and policy recommendations for diverse audiences ranging from executive management to line staff related to insurance claims functions or administering a liability claim program.
- Knowledge of and understanding of relevant laws, policies and regulations relating to risk management programs.
- Knowledge of and experience in preparing and/or presenting reports, letters and recommendations to management, officials, claimants or private or non-profit organizations.

SPECIAL INFORMATION

Shift: Day: 8:00 a.m. – 5:00 p.m.

Note: Appointment to this position is contingent upon the satisfactory completion of background and reference checks.

VACANCY INFORMATION

The eligible register resulting from this examination will be used to fill a vacancy in the Risk Management Branch within the Chief Executive Office.

EXAMINATION CONTENT

This examination will consist of a qualifying assessment of each candidate's background on the basis of information submitted at the time of filing to determine the level and scope of the applicant's preparation for this position and an interview. The candidates with the highest qualifications as determined by the screening process will be invited to the interview weighted 100%. The interview will assess education, experience, personal fitness and general knowledge and abilities to perform the duties of the position. Candidates must achieve a passing score of 70% or higher on the interview in order to be placed on the eligible register.

ELIGIBILITY INFORMATION

Candidates who achieve a passing score of 70% or higher on the examination interview will be placed on an eligible register in the order of their score group for a period of six (6) months following the date of promulgation. No person may compete for this examination more than once every 6 months.

SUPPLEMENTAL INFORMATION

Additional information may be found at:

<http://easier.co.la.ca.us/jobs/Supplemental/M0845U.doc>

APPLICATION INFORMATION

All applicants are required to submit a Standard Los Angeles County Employment Application **AND** the Supplemental Information form. A resume may be attached to the employment application but **will not** be accepted in lieu of the employment application. You have the option of filing your application either Hard Copy submission -OR- Online (via electronic submission). **Please select only one method to file your application.**

This examination will remain open until the needs of the service are met and is subject to closure without prior notice. Application filing may be suspended at any time without advance notice.

Instructions for Filing Online: The Standard County of Los Angeles Employment Application for this examination can be completed Online and submitted electronically, beginning Monday, January 24, 2011 until the need is met. Applications electronically received after 5:00 p.m., PST, on the last day of filing will not be accepted.

Applicants who apply Online, must either upload required documents as attachments during application submission or fax a photocopy of the required documents to (213) 613-0744 within five (5) business days of filing Online. Please include your Name, the Exam Number and the Exam Title on faxed documents.

Instructions for Hard Copy Submission: The Standard County of Los Angeles Employment Application for this position will be accepted on business days only between 8:00 a.m. and 5:00 p.m., beginning Monday, January 24, 2011 until the need is met. The Standard County of Los Angeles Employment Application can be found at: CEO Central- the Intranet for CEO Employees or at <http://easier.co.la.ca.us/JobsInfo/empapp.pdf>. To request the County of Los Angeles Standard Employment Application, you may call Personnel Services at (213) 974-2363 or obtain copies at the filing location listed below.

The acceptance of your application will depend on whether you have **clearly** shown that you meet the **Selection Requirements**. COMPLETELY AND CORRECTLY FILL OUT EVERY PORTION OF YOUR STANDARD LOS ANGELES COUNTY APPLICATION AND SUPPLEMENTAL FORM TO RECEIVE CREDIT FOR ALL RELEVANT EXPERIENCE, EDUCATION OR TRAINING. In the space provided for education include the names and addresses of schools/colleges attended, titles of courses completed, dates completed and number of credits/units earned, degree(s) earned, dates completed and specialized field of study. For each job held, in the space provided on the application, give the name and address of your employer, your job title, beginning and ending dates, description of work performed, total number of hours worked (full or part time) and salary earned. Attach additional page(s) to your application, if necessary, to describe fully your related education and experience. INCOMPLETE OR INACCURATE APPLICATIONS MAY BE REJECTED AT ANY STAGE OF THE SELECTION PROCESS.

Questions regarding this bulletin may be directed to Mary Owens, Exam Analyst at (213) 893-2489.

Submit completed application AND the required supplemental information form in person or by U.S. Mail to the following address:

Chief Executive Office
Personnel Services
500 West Temple Street, Room 785
Los Angeles, CA 90012
(213) 974-2363

Apply on-line at: <http://easier.co.la.ca.us/jobs/jobs/applicationscreen.htm>

**DISABILITY
ACCOMMODATIONS**

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA coordinator at (213) 893-2453.

Contact the Coordinator of Personnel Services for Disabled Persons by calling (213) 893-2453. Hearing impaired applicants with telephone teletype equipment may leave messages by calling (213) 613-4796. The County will attempt to meet reasonable accommodation requests whenever possible.

**AN EQUAL
OPPORTUNITY
EMPLOYER**

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

**CHILD SUPPORT
COMPLIANCE**

Los Angeles County Child Support Compliance Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations.

Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

VETERAN'S CREDIT

VETERANS' PREFERENCE CREDIT of 10 points will be added to the final passing grade in any open competitive examination if you are an honorably discharged veteran who served in the Armed Forces of the United States:

- During a declared war; or
- During the period April 28, 1952 through July 1, 1955; or
- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; or
- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans' preference. If you are unable to provide any documentation at the time of filing, the 10 points will be withheld until such time as it is provided.

EMPLOYMENT ELIGIBILITY INFORMATION

Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that **all** persons hired after November 6, 1986, are required to present original documents to the County, **within three (3) business days** of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

RECORD OF CONVICTIONS

A full disclosure of all convictions is required. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). **ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.**

SOCIAL SECURITY ACT OF 2004

Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.