

## ABOUT MONO COUNTY

Wild by nature, Mono County is a destination that is full of adventure. Set on the eastern slopes of California's Sierra Nevada mountain range, Mono County is a rare environment of natural contrasts: soaring granite peaks, spacious desert vistas, quiet lakes, bubbling hot springs, cold mountain streams, winter snows, sunny summer skies, rolling sagebrush hills, vibrant wildflower meadows.



Photo: © Greg Newbry

Best of all, this natural playground is matched with a complete range of amenities: activities making it an ideal place to get away from it all. Enjoy an array of fine shops, restaurants, cafes, snowboard or bike down mountain trails, fish for trout, relax in a soothing hot spring, or paddle a kayak along the shore of an ancient inland sea.

The Town of Mammoth Lakes is the most populated area of Mono County and offers fine schools, shopping, dining and recreation.

The County Seat is located in picturesque Bridgeport located 360 miles north of LA and 182 miles SE of Sacramento.

The northern areas of the county include Topaz, Coleville and Walker. The southern areas of the county include Crowley Lake, Benton, Mono City, Lee Vining, and Chalfant.

Rat Race? Looking for a lifestyle change with a great quality of life? Mono County is a sparsely populated rural county that offers numerous recreational opportunities for the outdoor enthusiast. Ski Mammoth, fish the Sierras, enjoy working where you vacation. An outstanding opportunity exists in the beautiful eastern Sierra.

## TO APPLY

Application materials should be returned to:

County of Mono, CAO/HR  
P.O. Box 696, Bridgeport, CA 93517  
Telephone: (760) 932-5412  
Fax: (760) 932-5411

Email: [hr@mono.ca.gov](mailto:hr@mono.ca.gov)

[www.monocounty.ca.gov](http://www.monocounty.ca.gov)

**Faxes or email will be accepted by the final filing date.**

SPECIAL NOTE: The provisions of this job bulletin do not constitute an expressed or implied contract. The County of Mono reserves the right to make necessary modifications to the recruitment plan. The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Any questions or comments about the need for accommodation should be directed to HR.

## COUNTY OF MONO



## INVITES APPLICATIONS FOR

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**Risk Manager**

**At-Will**

**County Administrative Office**

**Bridgeport, CA**

**Open until Filled**

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## SALARY

**\$81,567 - \$94,994/Annual Salary Range**

*Equal Employment Opportunity Employer*

## THE POSITION

Under direction, plans, organizes, and performs administrative, professional and managerial functions involving coordination of the County's liability, worker's compensation and safety programs, to include loss assessment/control, safety, claims administration, claims adjustment and litigation, and procurement of insurance. Provide risk management support services to county departments. Perform related work as assigned. This single position classification is responsible for overall direction and coordination of the County's risk management, casualty, property, workers' compensation, occupational and industrial safety and related programs under the direction of the County Administrative Officer. Provides advice and assistance on risk management related matters to the County Administrative Officer, Board of Supervisors, other County department heads and employees.

### Typical tasks include, but are not limited to:

Researches, procures and implements loss control and insurance programs to protect the County properties and liabilities; administers insurance programs such as general liability and workers' compensation; investigates claims and makes recommendations for settlement or rejection; develops defense strategies for contested claims; negotiates and settles claims; monitors pending cases; serves as liaison with all parties involved in the claims process; identifies areas of potential risk and recommends appropriate risk transfers; recommends methods of decreasing loss exposure/minimizing risk; develops cost allocation plans and loss control procedures; coordinates safety program activities, including accident investigation/prevention; develops safety rules/procedures to minimize injuries and property damage; develops training programs to improve worker safety, prevent accidents, manage stress, etc.; manages efforts to recover damages due to the county resulting from property damage; represents the County on various Boards, meetings, conferences and seminars; develops and maintains liability and workers' compensation claims administration programs, directing and coordinating the work of third party administrators as required; confers with County Counsel regarding legal aspects of potential liability and on claims litigation; assists in establishing departmental budget and monitoring expenditures; maintains risk management files and records; develops Board agenda items as required; monitors and implements risk management compliance programs as mandated by the state, federal and court case decision/opinion; prepares a variety of risk management related presentations and reports; responds to public inquiries and concerns; perform special projects as assigned by the County Administrative Officer and/or Board of Supervisors; builds and maintains positive working relationships with co-workers, other County employees and the public; performs other duties as assigned.

## QUALIFICATIONS

### Knowledge of:

- Principles and practices of personal injury, property, liability and workers' compensation program administration.
- Practices/procedures involved in investigation, evaluation, adjustment and settlement of personal injury, property, liability and workers' compensation claims.
- Pertinent local, State and Federal rules, regulations, legal decisions and laws relating to insurance management, claims processing, and occupational safety regulations.
- Principles and techniques of injury and illness prevention.
- Requirements and techniques for developing, implementing and administrating self-insurance plans.
- Laws and regulations relating to risk management and workers' compensation programs.
- Employee safety training and hazardous materials handling procedures.
- Principles and practices of research, analysis and management.
- Modern office procedures, methods and computer equipment.

### Skill in:

- Develop and implement countywide insurance, risk management and loss control programs.
- Develop and evaluate program policies and procedures.
- Analyze and interpret laws, ordinances and insurance regulations.
- Analyze, classify and rate risks, exposure and loss expectancies.
- Develop, implement and interpret goals, objectives, policies, procedures and work standards.
- Determine occupational and health hazards and develop programs to abate/minimize risks.
- Direct and coordinate the work of third-party program administrators and adjustors.
- Prepare clear, concise and complete reports, correspondence and other written materials.
- Make persuasive oral presentations to individuals and groups.
- Exercise sound independent judgment within general policy guidelines and legal constraints.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Maintain confidentiality
- Ability to educate and influence Management decisions to mitigate risk.

### Training and Experience:

Any combination of training and experience, which would provide the required knowledge and abilities, is qualifying. A typical way to obtain the required knowledge and abilities might be:

Equivalent to graduation from a college or university with major course work in business or public administration, risk management, industrial engineering or a closely related field and three (3) years of experience administering occupational health and safety, risk management, workers' compensation and/or similar programs. Experience in a public agency setting is highly desirable.

### Special Requirements:

- Possession of a driver's license valid in California.

## EXAM PROCESS

The exam process will consist of a review, competitive evaluation of the required knowledge and abilities as demonstrated on the application. Those successful in this evaluation will be invited to an oral interview. Candidates must pass a background check. For a complete job description and application, contact the County Administrative Office at 760.932.5412 or [www.monocounty.ca.gov](http://www.monocounty.ca.gov). All completed applications will be considered. E-mailed or faxed applications will be accepted pending receipt of the application with an original signature.