



The San Diego Association of Governments invites applications for the position of:

senior risk program analyst

A job at SANDAG is guaranteed to stimulate your mind, expand your skills, and accelerate your professional development. We are committed to recruiting highly talented individuals who are dedicated to working on important issues and passionate about making significant contributions that improve the lives of people all around the region. We look for people who have extraordinary leadership and vision; people who drive change and produce results; people who take ownership of projects and never settle for "good enough."

SANDAG values and rewards continuous improvement. We offer a fulfilling work environment that will challenge your capabilities. And it is a place where you can take ownership of the next steps in your career while being supported with opportunities, tools, and resources that will allow you to be successful.

This position is Open Until Filled.
The first review of applications will begin on April 20, 2018.
Expected start date: July 2018



The SANDAG Risk Management Program

As a public entity with a broad range of responsibilities, including the design and construction of capital projects, operation of HOV and tolling facilities, environmental preservation programs, and development of long-range regional plans, the SANDAG risk management program requires expertise and collaboration from specialist staff, program and project managers, and consultant resources to ensure adequate protection for the agency's programs, operations, and assets. Administrative strategies, such as obtaining commercial insurance coverage, determining insurance requirements for contractors and vendors, and business continuity planning, are essential elements of the overall risk management program.

Senior Risk Program Analyst Role

The Senior Risk Program Analyst will research, recommend, develop, and coordinate risk management activities for administrative program areas such as commercial insurance, contract insurance requirements, and business continuity planning. Working in close collaboration with other business areas across the agency, this position will coordinate the development and implementation of administrative risk management initiatives, programs, and policies.

Job Responsibilities

This position is ideal for an experienced risk management professional with knowledge and skill in developing and applying effective strategies that support the administration of programs, projects, and services. Examples of primary responsibilities include:

- Provide technical expertise to develop risk management strategies for administrative program areas; research, recommend, develop, and implement policies and procedures that ensure compliance with federal and state laws and are consistent with best practices and industry standards.
- Coordinate the commercial insurance program for SANDAG; identify, research, analyze, and evaluate potential risk or loss exposure for current and potential future agency operations, programs, or projects; compile data and trends for annual renewal of commercial insurance programs and recommend coverage types and/or changes in coverage levels consistent with loss control and cost objectives.
- Collaborate with the Office of General Counsel, Contracts and Procurement, and project management staff to review and advise on insurance requirements for permits, contracts, and agreements; recommend level of contractor/consultant liability coverage on complex procurements.
- Collaborate with legal staff to coordinate claims management and claims administration activities including the enforcement of indemnification requirements under SANDAG agreements; coordinate the collection of claims documentation and submit to SANDAG insurance carriers; initiate the appropriate retention or risk transfer approach when a loss occurs; provide detailed claim analyses on property and liability losses, and other insurance claims.
- Develop business continuity plans, policies, and procedures for various administrative services and functions for facilities managed by the Administration department; maintain the emergency response frameworks and coordinate safety trainings.
- Consult and collaborate with program managers within the organization regarding the development of business continuity strategies and plans; participate in and support business impact analysis and risk assessment of essential functions or systems; ensure the coordination of various plans across the agency; provide training and act as a technical resource.
- Develop and assist with the preparation of scopes of work and project budgets for the procurement of insurance brokerage and other risk management related services; evaluate competitive project proposals and participate in the selection of vendors/consultants as requested; oversee and administer contracts relating to insurance and risk management.
- Monitor and prepare summary reports regarding public entity insurance trends and legislative changes related to risk management.
- Prepare and present written and oral presentations to the Board of Directors, Policy Advisory Committees, SANDAG management, and other groups; respond to, negotiate, and resolve sensitive, significant, and controversial issues.
- Serve as a representative on a variety of committees, working groups, and task forces; attend and participate in professional activities.

Experience and Qualifications

Numerous factors contribute to an individual's ability to be successful in any given role. For this position, we are searching for a candidate who has a strong technical background and hands-on experience coordinating, administering, and delivering a risk management program for administrative program areas. The ideal candidate will be a self-starter who is able to work well independently as well as collaboratively with a variety of end-users to build consensus. Superior organizational capabilities and excellent communication skills are also important.

The minimum education, training, and experience qualifications include a bachelor's degree with major course work in public/business administration, finance, economics, law, or a related field, and five years of professional experience in risk analysis, preferably related to administrative programs areas such as commercial insurance, contract insurance requirements, and business continuity planning. An advanced degree and/or a risk management certification are desirable.

The following information describes the specific types of career experiences that are most relevant to this position.

- Knowledge of the principles, policies, practices, and methods used in a risk management program including commercial insurance, contract insurance requirements, and business continuity planning.
- Some knowledge of federal and state laws governing government liability, including the Tort Claims Act governing public bodies, the Fair Claims Settlement Practices Act, and California comparative negligence laws.
- Knowledge of insurance statutes, regulations, and practices, general lines of insurance, insurance underwriting practices, and insurance contract language; experience coordinating claim management and claims administration activities.
- Experience with risk assessment, risk control, exposure identification and analysis, risk pooling, managing distinctive liability exposures, claims and litigation, and risk financing.
- Ability to interpret insurance contract language and analyze insurance policy/bond provisions, including the impact of proposed conditions or exclusions for a diverse range of categories such as general liability, cyber risk, and professional services and construction claims liability.
- Knowledge of legal aspects of insurance, immunities, and claims administration for public agencies. Working knowledge of actuarial costing and modeling and ability to communicate public liability and actuarial valuation results to inform policy decisions.
- Experience participating in the development of business continuity strategies and plans including experience with business impact analysis and risk assessment of essential functions or systems.
- Experience communicating technical information effectively, both orally and in writing, to a broad range of audiences; experience preparing clear and concise administrative and management reports; experience preparing and delivering presentations and recommendations to audiences with diverse viewpoints.
- Demonstrated ability to establish, maintain, and foster cooperative and collaborative working relationships with those contacted in the course of work; ability to gain cooperation and consensus through discussion.
- Ability to exercise discretion and political acumen in dealing with complex, sensitive, and confidential issues and conflicting agendas and positions.
- Demonstrated ability to analyze issues, evaluate alternatives, and reach sound, logical conclusions and actionable recommendations; ability to work with staff and management in developing and carrying out initiatives.
- Successful project management experience including preparing budgets and schedules; RFPs, scopes of work, and contracts; experience evaluating proposals and selecting and managing consultants and insurance brokers.
- Demonstrated computer software proficiency using various programs from the Microsoft Office Suite and other PC-based applications.
- The selected candidate can anticipate a driving record check upon hire, and approximately annually thereafter. The results of the check may determine whether the selected candidate will be permitted to drive for SANDAG business.



About SANDAG

SANDAG is one of the most recognized regional agencies in the nation with responsibilities that cover a broad range of complex, interrelated program areas connected by a quality of life theme. We are best known for our efforts related to transportation and this role continues to expand as we push beyond traditional boundaries to deliver a state-of-the-art transportation system for the region. In recent years, leadership in areas such as comprehensive land use and environmental planning, public safety, and modeling and data systems also have earned SANDAG much acclaim. With an employee group about 350 strong, we work for our Board of Directors - mayors, city council members, county supervisors, and other leaders representing the jurisdictions within the San Diego region and neighboring areas. They play the important role of making policy decisions that shape the future of the region. Our collaboration with stakeholders, partners, and the community, the precision of our data, the completeness of our reports and studies, and our sound recommendations are essential components of the regional decision-making process.

Salary and Benefits

SANDAG rewards the efforts of its employees with a comprehensive compensation package. Competitive salaries are supplemented with a flexible offering of health, financial security, and time-off benefits to meet the work and life needs of employees and their families.

The annual salary range for the Senior Risk Program Analyst position is \$67,580 to \$112,454 per year.

Our benefits include traditional health, dental, and vision insurance as well as employee assistance, wellness, and work/life balance programs. Retirement and financial security benefits are provided through a pension plan and deferred compensation program. To support the need to rest and rejuvenate, employees are provided with a bank of paid time off in addition to paid holidays.

How to Apply

We encourage all interested candidates to apply for this position by completing a SANDAG Employment Application form. Resumes, cover letters, and work samples may be submitted in addition to the Employment Application but are not a substitute for this document.

The Employment Application can be downloaded in PDF format from the SANDAG website. Alternatively, a copy can be requested by calling (619) 699-1900 or emailing hr@sandag.org. Completed applications and related materials can be submitted via email, fax, regular mail, courier, or delivered by hand. See our *Careers / How to Apply* webpage for additional information.

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In compliance with the Americans with Disabilities Act (ADA), SANDAG will accommodate persons who require assistance in order to apply for a position at SANDAG. Applicants requiring an accommodation due to a disability during any stage of the recruitment and selection process, including requesting this document and related application materials in an alternative format, should make their needs known by contacting Human Resources at (619) 699-1900, (619) 699-1904 (TTY), fax (619) 699-6905, or hr@sandag.org.

Application Supplement

To help us further evaluate the skills and experience of individuals interested in this position, candidates are asked to respond to the Supplemental Questions below. The information can be up to 300 words per question and should be submitted with the Employment Application. This is considered a required component of the application; applications received without a response will be screened out of the selection process.

Supplemental Questions

1. Describe the methods you use to coordinate the participation and activities of multiple contributors from various departments across an organization.
2. Describe an example that demonstrates your ability to creatively solve an insurance-related challenge.

Candidate Selection and Notification

Following the first review date for applications, candidates will receive written confirmation that their application has been received. The hiring manager will begin reviewing and evaluating applications within a few days of the first review date. Based on this evaluation, the best qualified candidates will be invited to continue in the selection process. All candidates will receive written notification as to the final outcome of their application.

Further Information

The SANDAG website contains a wealth of information about our various project and program areas. The Careers section of the site lists all of our current Job Openings as well as information on how to apply for positions and Frequently Asked Questions about our recruitment process.

In compliance with the Immigration Reform and Control Act of 1986, applicants hired by SANDAG must show acceptable proof of identity and evidence of authorization to work in the United States.