



# *The City of Antioch*

*invites your interest  
for the position of*

**Risk  
Manager**



## The Community

Antioch is one of California's oldest cities, with a growing population of professionals and skilled workers. Ideally situated on the banks of the San Joaquin River, the City of Antioch offers an abundance of recreational opportunities and cultural facilities and serves as a center point to Northern California, particularly linking the San Francisco/East Bay region to Sacramento and the Central Valley. With a population of over 114,000 residents and growing, the City of Antioch is the second largest city in Contra Costa County.



Families with dreams of home ownership come to Antioch for its stunning neighborhoods, parks, and natural beauty. Land remains plentiful and affordable, compared with other parts of the Bay Area. Antioch is one of the few Bay Area communities that offer affordable housing. The pace of development in Antioch has spurred activity for the healthcare industry, financial and insurance institutions, contractors, and other types of businesses. Increased development has created increased employment in schools, hospitals and other local service sectors.

There's always something to do in Antioch; like the County Fair, playing a round of golf, or roaring down slides at the Prewett Family Water Park. There really is something for everyone who lives, works and plays in Antioch! Antioch is: A COMMUNITY that is proud of its heritage; A COMMUNITY that provides an opportunity to live, learn, work, worship and play in a safe, stimulating and diverse community; A COMMUNITY that is a responsible steward of its economic and natural resources; A COMMUNITY that recognizes its responsibility to the large Delta Region, and will be a pro-active advocate and a leader in promoting regional cooperation.

## The City Organization

The City of Antioch incorporated in February 1872 as a general law city and operates under a Council-Manager form of government. Policymaking and legislative authority is vested in a five-member City Council consisting of a Mayor and four Council Members. The four Council Members are elected by District to four-year overlapping terms. The Mayor is directly elected to a four-year term.



The City Council appoints both the City Manager and City Attorney. The City operates on a bi-annual budget cycle with a FY 22-23 all funds budget of over \$179 million with a General Fund of almost \$87 million. City operations has a staffing level of 385 FTE within the departments of the City Manager, City Attorney, Community Development, Economic Development, Public Works, Police, Finance, Human Resources, Information Systems, and Parks & Recreation.

## The Position and Ideal Candidate

The Risk Manager will report to the Administrative Services Director and oversee the City's various risk programs including workers' compensation, general liability, loss control and prevention, occupational safety, injury illness and prevention policies and programs, benefit programs and administration, Affordable Care Act administration, and insurance programs. The major issues facing the Division relate to cost control and risk analysis. A key consideration in addressing costs includes a proactive focus on greater levels of safety training and ergonomic assessment, and continual employee education and awareness of these issues. The Risk Manager will not have direct staff reporting but will be a working manager and leader and mentor to the HR staff which currently includes the Director, three recruiters, and an HR Analyst.



Key priorities include enhancement of safety training programs and delivery, assessment and completion of risk management regulatory concerns. Essential aspects of this assignment is the need for high levels of technical expertise in the various facets of risk management operation. This includes experience with third party administration of general liability, property insurance, knowledge of labor code 4850, worker's compensation claims especially in the area of Industrial Disability Retirement (IDR), experience working with municipal pooling authorities, and administering various insurance and safety programs and policies.

The Risk Manager is also expected to be well versed in the latest trends in the industry, and proactive in identifying and providing new and innovative practices to the City, specifically in the area of training. As a leader, the Risk Manager will have a collaborative, engaged, and relationship-based approach in working closely with staff, and key city partners including the City Attorney and the various departments that have significant risk exposure including the Police and Public Works departments. Equally important will be an operational style that includes an involved, engaged, team oriented and hands-on approach to all aspects of human resources and risk management.



This position requires at least six years of professional full-time increasingly responsible experience in management of a risk function including general liability, property and worker's compensation claims and insurance management, with at least three of those years in a supervisory/management authority with financial responsibility. A Bachelor's degree from an accredited college or university in business or public administration, accounting, finance, risk management, insurance, human resources management or a closely related field is also required. Professional certifications such as Certified Risk Manager (CRM), Professional Risk Manager (PRM) and experience in the public sector are highly desirable.

## Compensation and Benefits

The salary range for this position is \$94,116 - \$114,396 annually DOQ. In addition to a competitive base salary, the City of Antioch offers an excellent benefit package including:

- ◆ Retirement: CalPERS 2.7%@55 for classic members (employee pays 8% of employer contribution); 2%@62 for new members (employee pays 50% of the Normal Cost as determined annually by CalPERS).
- ◆ Deferred Compensation Program: A Deferred Compensation Program is available with a City contribution of 2% of base pay.
- ◆ Health Insurance: Cafeteria-style benefits plan with medical offered by PERS and options for dental and vision for employees and dependents. The City pays 95% of the Kaiser rate and 100% of the most populated dental plan.
- ◆ Vacation Leave: Eleven days annual accrual for years 0-4. Accrual rate increases to fifteen days annually for years 5-9.
- ◆ Holidays: Twelve days annually, and up to Two Floating Holidays annually.
- ◆ Administrative Leave: 40 hours annually granted in January of each year.
- ◆ Sick Leave: Earned at the rate of twelve days annually.
- ◆ The City offers an array of additional benefits including life and LTD insurance; EAP, bereavement and jury leave programs, gym/health club reimbursement, sick leave conversion, vacation buy-back and medical after retirement.



## The Process

To pursue this exceptional career opportunity, please visit the Avery Associates Career Portal on our website at [www.averyassoc.net/current-searches/](http://www.averyassoc.net/current-searches/) to upload your letter of interest, resume and contact information, including email addresses for five work-related references (who will not be contacted until after an interview takes place).

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This recruitment is open until filled.

If you have any questions regarding this position, please feel free to contact Paul Kimura at 408.399.4424 or by email: [paulk@averyassoc.net](mailto:paulk@averyassoc.net) or Bill Lopez at 408.888.4099 or by email: [williaml@averyassoc.net](mailto:williaml@averyassoc.net).