CIS is recruiting for a Risk Management Consultant

Job Location: Hybrid work arrangement with one day per week in our Wilsonville, OR office and other days working remotely from your Oregon residence or traveling to cities and counties in an assigned region of Oregon.

Salary Range:
Recruitment Range: $82,587 to $109,022 (salary offer will depend upon years of experience, education, certifications, and/or licenses

Recruitment Closes: July 28, 2022, at noon

What will I do?
Be a consultant to CIS' members, the cities, and counties of Oregon, on all aspects of risk management and safety in the areas of workers' compensation, general liability, property, and auto. Your goal will be to help the members identify and minimize risk issues and avoid losses. We are looking for someone who will inspire members to develop and maintain a culture of risk management and help them do so by advising on the latest principles and best practices, as well as CIS coverages, products, and tools. You will provide account management services in a manner that creates confidence in CIS, connecting members with appropriate CIS staff, programs, and services to meet their needs. You will be part of CIS' Risk Management Team and be able to collaborate and exchange information with CIS' legal, underwriting, claims and benefits staff. You will also partner with members' local agents in service delivery.

CIS Offers: Meaningful work that positively impacts Oregon's communities, job stability, 100% employer-paid retirement plan (Oregon PERS), regular salary increases, 90% of health insurance premium paid by CIS for employees and their dependents, professional development opportunities, and respect and appreciation for what you do.

Come join CIS. As a nationally recognized leader in local government risk pooling, our values are integrity, financial strength, expertise, innovation, adaptability, inclusion, and collaboration, which not only benefits local communities, but also delivers a great benefit to you! It is a win-win for everyone. Our average employee tenure is 8 years; whether you are joining our team for three years or 20 years, you will have the opportunity for professional development. We would be honored to have you join our team.

I am interested; what do I do next? To learn more about the job, access our Careers page and the link for our online application system (governmentjobs.com), by going to: https://www.cisoregon.org/About/CareerOpportunities

For Veterans' Preference purposes, after applications sign-in to NEOGOV/GovernmentJobs.com, they will see the following information:

MINIMUM QUALIFICATIONS:

Driver License
The ability to drive is an essential job function and is related to a business purpose.

Inspire Members to have a Culture of Risk Management

- Teach staff to identify and understand potential threats to the entity.
- Encourage the integration of threats and opportunities in all decision-making.
- Spur all stakeholders to make risk management and safety a priority.
- Assure members' risk-taking aligns with organizational goals.
- Coach members to use CIS pre-loss, employment risk management, public safety risk management services, and other CIS services appropriate to the entity.
- Consult on CIS risk management tools, such as Insight, a web-based enterprise risk management tool that helps entities develop risk management plans to meet their objectives.

Create Value

- Provide guidance on managing risks throughout the entity.
- Assist in the development of policies and procedures to eliminate or reduce negative outcomes.
- Encourage risk management best practices.
- Participate on risk management and safety committees.
- Promote risk identification, ownership, and treatment plans.
- Analyze claims trends and recommend improvements to prevent future claims,
- Facilitate continual improvement in risk management.
- Provide members with tools and samples to mitigate risks.
- Coordinate efforts with member agents.
- Advise members and agents on CIS coverages and products.
- Coordinate with SAIF Claims Staff, as requested.

Protect Value

- Conduct on-site inspections for hazard identification and OR-OSHA compliance
- Prepare members for inspections by OR-OSHA for compliance with self-insurance requirements and assist with member responses to OR-OSHA citations or complaint letters.
- Implement CIS Risk Management Best Practices through an annual Risk Management Plan for each member.

Documentation

- Document all consulting activities in CIS systems.

- Document member risk management and safety incentives.
- Prepare written inspection reports for members.
- Communicate risk management recommendations through email correspondence with members and agents.

Training

- Develop and deliver risk management and safety trainings at conferences, to elected officials, to senior leadership, to risk and safety committees and to individuals.
- Teach using CIS Learning Center's "My Meeting Space," webinars and social media platforms.
- Write articles for CIS publications such as Safety Shorts and Real Time Risk.

Risk Management Team

- Participate in monthly in-person team meetings.
- Participate in claims meetings and monthly all-staff meetings.
- Provide support to other CIS Risk Management Consultants.
- Collaborate with other CIS teams in support of members, including underwriting, pre-loss legal, H2R, legal, management, employee benefits and claims.
- Collaborate with LOC legal staff to coordinate services for members such as LOC legal program services, training, mediation, etc.

EDUCATION, CERTIFICATION, CERTIFICATES, KNOWLEDGE & EXPERIENCE:
Education and experience requirements listed are minimum standards. Other equivalent combinations of education, certifications, training, and experience may be considered.

Education: AA degree

Knowledge: Position requires strong verbal and written communication skills, and interpersonal skills. Exceptional ability to analyze data, organize and plan work, and motivate others. Strong attention to detail. Good decision making, critical thinking, and judgment skills.

Rules and Regulations

- Advanced knowledge and experience with public entity operations, safety, and risk management.
- Knowledge of OR-OSHA and Federal OSHA regulations, Knowledge of Oregon's workers' compensation system (statutes and administrative rules).
- Knowledge of employment laws and BOLI regulations.
- Basic knowledge of insurance underwriting practices, insurance policies and insurance and legal terms.
- Knowledge of governmental functions, including public meetings, records, ethics, and elections.

Public Entity Experience

- Understanding of the operation of public entities including administration, human resources, elected officials, sanitary/storm sewer systems and water/wastewater treatment facilities, maintenance of roads, streets, parks, playgrounds, swimming pools, member-operated jail/juvenile detention facilities, law enforcement, fire service, health and human services, special events, fair and rodeo grounds, volunteers, and emergency management.

Equipment

- Ability to use a variety of equipment such as computer, printer, computer programs (Word, PowerPoint, Excel, Outlook) calculator, phones (office/cell), digital camera, sound level meter, dosimeter, projector projection screen, and microphones.

Communications

- Must be able to communicate clearly to a variety of individuals, such as elected officials, city managers/administrators, city recorders, insurance agents, attorneys, claims staff, supervisors, members' employees, special-interest groups, and committees (safety, wellness, and management committees) on any number of topics.
- Ability, willingness, and experience in public speaking and making presentations to a variety of audiences.
- Ability to provide training to adult learners and prepare appropriate training materials.
- Ability to maintain productive professional relationships with co-workers, CIS member-entities and public in a professional manner at all times.
- Ability to exercise discretion in relaying information, and to understand the nature of confidential information.

Analysis and Reports

- Ability to analyze data, draw reasonable conclusions, and make recommendations based upon those conclusions.
- Ability to write concise reports or other written forms of communication and document activities to files.

Interpersonal Skills

- Ability to work independently, and in a team environment.
- Ability to provide outstanding customer service.

Describe any specific subject courses or equivalent that would be essential for someone to have upon entry to this position:

- Local government administration, risk management, safety, OR-OSHA regulations and application, public speaking, journalism, marketing, statistics, computer applications, political science, employment and human resources, workers' compensation, worksite, and facility safety inspections including ADA requirements.

Licenses: Valid driver's license; employee must maintain a safe driving record while employed with CIS.

Experience: Three or more years of experience

SPECIAL QUALIFICATIONS

One of the following: Certified Safety Professional (CSP), Certified Hazard Control Manager (CHCM), Associate in Risk Management (ARM) or Associate in Risk Management Public Administration (ARM-P), Certified Property Casualty Underwriter (CPCU) or Certified Industrial Hygienist (CIH), Master's in Public Administration (MPA) or Public Health (MPH), SHRM Designation, IPMA Designation, Defensive Driving Instructor, CPR/First Aid Instructor, or Agent's license.