**JOB TITLE: Litigation Manager**

The Employment Risk Management Authority (ERMA) began providing coverage and loss prevention services to California public entities July 1, 1999. The program now covers over 200 public entities throughout the State of California. ERMA is the first and only statewide risk sharing pool created exclusively to provide broad employment practices liability (EPL) coverage.

ERMA provides cutting edge loss prevention services designed to minimize the EPL exposure of its members

**JOB SUMMARY:**

Position provides litigation management of employment practices liability claims and cases involving public entity members of risk pools throughout California.

**ESSENTIAL JOB RESPONSIBILITIES:**

* Work closely with the pool administrative team, defense panel of attorneys, and pool members to ensure appropriate management of legal matters related to the self-insurance program.
* Provide guidance and resources to member agencies regarding personnel management issues at the pre- or early claim stage.
* Assign litigation matters to appropriate panel defense counsel.
* Review, evaluate and consult with defense counsel on proposed plan and strategy to defend claim.
* Review, evaluate and consult with defense counsel regarding pre-trail, trial and post-trial procedure and strategy.
* Review government tort and administrative claims and make recommendations as to proposed action by the responding entity.
* Conduct coverage evaluations under the terms of the applicable Memorandum of Coverage.
* Ensure appropriate claims are timely reported to reinsurers and excess coverage providers.
* Establish and monitor appropriate claim reserves.
* Ensure claim information is timely communicated to all defense stakeholders.
* Prepare appropriate reporting for settlement authority and approval by Boards and Committees.
* Provide recommendations to members for early alternative dispute resolution methods, when appropriate.
* Present claim-specific information to Boards and Committees, as needed.
* Monitor and assess litigation trends and data impacting the assigned pool.
* Exercise oversight of defense counsel for compliance with applicable litigation management guidelines.
* Maintain/update claim processing instructions and litigation management guidelines for each pool as appropriate.
* Exercise oversight of third-party claim administrators to ensure compliance with contractual obligations.
* Review and assess defense counsel performance, using both subjective and objective measures.
* Monitor defense counsel firm and vendor billing to assure reasonableness and compliance with litigation management guidelines.
* Review and assess member agency risk management performance and conduct member risk assessments.
* Attend and monitor mediations, settlement conferences and trials as the pool representative.
* Conduct claim file reviews with third-party claim administrators and member agencies.
* Attend and participate in Board and Committee meetings.
* Develop and maintain relationships with member agency representatives and Board and Committee members
* Conduct member training and educational seminars/workshops, as needed.
* Work collaboratively with the administration, accounting and risk control departments

**QUALIFICATIONS:**

**EDUCATION:**

* JD
* Active California State Bar membership

**EXPERIENCE:**

* 12+ years in litigation and litigated claims management.
* 5+ years as a first-chair litigator defending public entities in employment practices liability claims.
* Thorough familiarity with California Tort Claims Act, Peace Officers Bill of Rights, Firefighters Bill of Rights, California Fair Employment & Housing Act, Title VII - Civil Rights Act, Family Medical Leave Act, Americans with Disabilities Act, Age Discrimination in Employment Act, Older Workers Benefit Protection Act, and other relevant law relating to defense of employment practices liability claims.
* 5+ years providing public agencies advice and counsel on personnel management issues.
* 5+ years of supervisory responsibility over associate attorneys.
* 5+ years conducting employment practices-related training.
* 5+ years conducting or overseeing personnel investigations on behalf of employers.

**CONTACT**:

Will Portello - Director, Litigation

william.portello@sedgwick.com