



City of Chicago | Mayor Lori E. Lightfoot



Position Description

The City of Chicago is an Equal Opportunity Employer

Risk Manager

Department of Finance,
Bureau of Financial Strategies and
Operations

THE CITY OF CHICAGO

With a workforce of over 33,000 people and opportunities in more than 1,400 different job titles and categories, the City of Chicago is the third largest city in the United States. Chicago has one of the world's largest and most diverse and balanced economies (with no single industry employing more than 14% of the workforce). As an employer, the City of Chicago operates through the guiding principles of effective government, competitive delivery of high-quality services, and open government to the public. Through these principles, we strive to efficiently deliver services that address head-on the unique challenges facing our city, and to make Chicago the preferred employer of choice for its residents.

THE CITY OF CHICAGO LEADERSHIP

On May 20, 2019, Lori E. Lightfoot became the 56th Mayor of the City of Chicago. Her campaign's call for an ethical and responsive government and opportunities for all Chicagoans resonated in every ward of the city. Mayor Lightfoot carries the watchwords of her campaign into office:

Equity * Diversity & Inclusion * Transparency * Accountability * Transformation

The Mayor's Office is the central authority for providing the City of Chicago with good governance and equal opportunities for all its citizens.

THE OPPORTUNITY

As the principal revenue, payroll and benefits administrative agency for the City of Chicago, the **Department of Finance** (DOF) provides effective and efficient management of the City's financial resources. It is responsible for the collection and disbursement of City revenues and all funds required to be in the custody of the City Treasurer.

One of the cornerstones on which a city's health rests, and a city's future is built, is its finances. The DOF works to ensure a strong financial foundation for the City of Chicago and its residents. DOF's core mission includes collecting revenues, paying bills, administering payroll and benefits to City employees, risk management and preparing the City's financial statements, among other duties.

The City Comptroller is seeking a highly collaborative team player with a resilient work ethic and an extensive background in risk management to serve as **Risk Manager**. The role of the **Risk Manager** is to oversee the day-to-day operations of the City's risk management program by assessing the City's exposure/risk and recommending risk transfer and mitigation programs specifically managing the City's property and casualty insurance programs, contractual risk transfer, grant funded workers compensation program and claims management, collection and cost recovery of City property damage claims.

It is anticipated that the **Risk Manager** will begin employment in the DOF this Summer.

KEY RESPONSIBILITIES

- Coordinate the procurement of the City's insurance programs; reviews coverage proposals in coordination with DOF staff and recommends coverage options.
- Manage the City's property and casualty insurance programs, including the administration of Owner Controlled Insurance Programs (OCIPs) and insurance programs for O'Hare and Midway International Airports.
- Direct the overall procurement of the City's insurance program (purchasing, coordinating and maintaining all lines of insurance) reviews and negotiates coverage in coordination with department staff; secures broad coverage/insurance at competitive prices for all City insurance programs. Review and evaluated insurance policies for completeness and accuracy.
- Manage the City's insurance broker team and insurer relationships concerning insurance procurement, account management, claims management, safety and loss control and all other risk management programs.
- Oversee large complex insurance claims including judgments and settlements related to the City excess liability insurance program.
- Manage OCIPs and works closely with the City's various department safety teams to analyze programs and make recommendations to aid in the reduction of accidents through various mediums, and inspections.
- Oversee claims management, collection and cost recovery for damages to City property including oversight of an outside law firm hired by the City to manage the day-to-day administration of claims which include motor vehicle damage, infrastructure and landscape damage to City owned property, violations of laws causing the City to incur costs and construction related damages.
- Manage contractual risk transfer for all City contracts including the reviewing and evaluating City contracts and agreements and establishes insurance provisions to transfer risk, negotiates terms and addresses all questions related to the insurance provisions; and remains up to date on changes in the insurance industry, insurance case law and any other risk transfer related issues.
- Oversee the City grant-funded workers compensation claims including oversight of a third-party administrator hired by the City to manage the day-to-day administration of claims.
- Stay abreast of trends and innovations in risk management to enhance current City practices. Be a knowledge resource citywide in the area of risk management,

specifically insurance.

- Evaluate the impacts of new and proposed legislation and make recommendations to ensure compliance with all policies, procedures and regulations, including local, state and federal statutory laws, ordinances and health and safety regulations.

POSITION REQUIREMENTS

Minimum Qualifications include:

- Graduation from an accredited college or university with a bachelor's degree in Risk Management, Finance, Public Administration or closely related field.
- A minimum of seven (7) years progressively responsible experience managing an insurance / risk management program for an organization, including the administrative responsibility for the development and maintenance of Workers' Compensation, loss control, property and casualty insurance, and safety engineering programs.

Preferred Qualifications include:

- Master's degree in Risk Management, Finance, Public Administration or closely related field.
- A minimum of ten (10) years progressively responsible experience, including at least 5 years of specialized experience managing and/or administering an OCIP.
- Associate in Risk Management (ARM) is desirable

SELECTION PROCESS

This is an appointed position, exempt from the Shakman decrees.

All employees of the City of Chicago must be actual residents of the City as outlined in 2-152-050 of the City of Chicago Municipal Code. Proof of residency will be required.

To apply, please submit a cover letter and resume to ramona.hallihan@cityofchicago.org no later than **August 9, 2020**.

If you would like to request a reasonable accommodation due to disability or pregnancy in order to participate in the application process, please contact the City of Chicago, Department of Human Resources, at (312) 744-4976 (voice) or (312) 744-5035 (TTY). Please be prepared to provide information in support of your reasonable accommodation request.

COMPENSATION AND BENEFITS

The selected candidate will receive a competitive annual salary commensurate to his/her experience and qualifications, as well as a program of benefits that allows employees to choose the benefits that meet their specific needs. The benefits package includes:

- Vacation Policy
 - Employees begin earning vacation time during their first month of work
 - Employees earn 13 vacation days a year for first five years; 18 vacation days after 6 years; 23 vacation days after 14 years; 24 vacation days after 24 years and 25 vacation days after 25 years
 - Employees given one personal day a year
- Sick Time
 - Employees earn one day of sick time per month beginning the first day of the month following an individual's start date
- Paid Leave
 - A mother receives 4 weeks paid maternity leave for a non-surgical delivery and 6 weeks paid leave for a surgical delivery
 - A spouse or domestic partner of the birth mother receives 2 weeks paid parental leave
 - An employee, spouse, or domestic partner receive 2 weeks paid parental leave for the adoption of a child
- Paid Holidays
 - Employees are provided 12 paid holidays throughout the year
- Pension
 - City of Chicago offers its employees a Pension for retirement

**The City of Chicago is an Equal Employment Opportunity
and Military Friendly Employer**