

SENIOR FACILITIES RISK MANAGER

DEFINITION

Under policy direction, designs, plans, implements, and manages a risk management program for the judicial branch; performs related work as assigned.

CLASS CHARACTERISTICS

Senior Facilities Risk Manager is a senior management level classification responsible for the risk management program for judicial branch facilities including the development of all program components. The incumbent is responsible for conducting reviews and ongoing management of risk management practices for all levels of facility operations at superior, appellate, and supreme courts throughout the state; and shall provide leadership in developing, and implementation of, procedures and systems for ensuring proper risk management of design and construction projects. The incumbent is also responsible for conducting reviews of the instances or events resulting in liability for claims or litigation alleging judicial branch liability for damages. The incumbent establishes methods for reporting on the facts and findings of such reviews and making recommendations for risk management measures, including identifying causal factors for claims or litigation and developing methods for controlling risks and preventing losses.

EXAMPLES OF DUTIES (*illustrative only*)

- Designs, plans, implements, manages, reviews, and evaluates risk management programs and services branch wide.
- Develops and implements goals, objectives, policies, procedures, and work standards for risk management planning services for the judicial branch.
- Analyzes loss and exposure data and determines the best methods of addressing risk.
- Evaluates the corrective action plans and procedures and determines any additional appropriate remedial actions.
- Develops general and customized strategies to address the variety of risks inherent in operating judicial branch construction and facility operations programs.
- Interacts with judicial branch staff and legal consultants in the development and implementation of risk management measures in efforts to minimize risks of judicial branch liability.
- Analyzes relevant information and assesses the facts related to claims or litigation.
- Represents the judiciary to internal and external customers, including the other branches of government, on issues pertaining to risk management services.
- Plans, organizes, administers, reviews, and evaluates the work of assigned staff.

- Creates performance and development plans for employees, conducts periodic discussions about progress on performance and development plans, and prepares written performance reviews and discusses same with assigned staff.
- Oversees or provides for the selection, training, professional development, and discipline of staff.
- Develops, administers, and is responsible for program budgets.

WORKING CONDITIONS

- Must be able to effectively and expeditiously respond to sensitive and emergency situations
- Work occasional evening and weekend hours.
- Required to travel statewide as necessary.

QUALIFICATIONS

Knowledge of:

- Management principles and practices as related to developing and implementing major risk management programs, including goal setting; employee development; program and budget development, implementation, and evaluation; and the supervision of employees.
- Principles and practices involved in effective risk management, including risk determination and evaluation.
- Legal issues involved in construction and facility operations management including knowledge of practices, rights, and remedies in the surety industry.
- Prevailing wage regulations, rights and remedies of workers and contractors.
- Loss prevention methods.
- The California judicial system and court operations and procedures.
- Principles and practices of budget development and administration.
- Problem-solving and conflict resolution methods and techniques.
- The operation of personal computers and the use of specified computer applications, such as word processing and spreadsheets.
- Principles and techniques of preparing effective oral presentations.
- Principles and techniques of preparing a variety of effective written materials.
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Ability to:

- Develop and implement goals, objectives, policies, procedures, and work standards.
- Manage major risk management programs and staff.
- Translate program goals, objectives, and policies into day-to-day operations.
- Develop effective work teams and motivate individuals to meet goals and objectives and provide services in the most effective and efficient manner.
- Develop and administer the program budget.
- Use initiative and independent judgment within general policy guidelines.
- Effectively negotiate program and policy service agreements with outside entities.

- Knowledgeably and effectively represent the judiciary on issues pertaining to the programs' or units' functional areas.
- Apply problem-solving and conflict resolution methods and techniques.
- Work effectively with internal and external committees.
- Operate personal computers and use specified computer applications, such as word processing and spreadsheets.
- Communicate effectively in English, orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Use tact and discretion in dealing with those contacted in the course of the work.

Licenses and Certificates:

None.

Education and Experience:

Graduation with Bachelor's degree from an accredited college with a degree in business administration management, public administration, or a related field is required. Seven years experience in risk management, including: risk determination and evaluation; OSHA compliance and/or insurance loss control; construction administration; claims management; adjustment or investigation of claims; and loss exposure and the development of strategies to reduce risks in programs including but not limited to building design and construction, asset and facility management and maintenance. At least three of the seven years should consist of increasingly responsible management experience.

Possession of a directly related postgraduate or legal degree may substitute for one year of the required experience.