EMPLOYMENT OPPORTUNITY

Training and Loss Control Specialist

Salary Range
$74,376 - $106,248

Deadline to apply
4 p.m., Wednesday, August 5, 2015

California Joint Powers Insurance Authority
8081 Moody Street    La Palma, CA 90623
cjpia.org/about/career-opportunities

The California JPIA

The California Joint Powers Insurance Authority (California JPIA) is one of the largest municipal self-insurance pools in the state. Through its programs, it provides liability, workers’ compensation, environmental, property, and earthquake coverage, as well as risk management training and loss control services to 116 cities and other governmental agencies.

The California JPIA was formed in 1977 as the Southern California Joint Powers Insurance Authority under the provisions of California Government Code, Section 6500 et seq., to provide self-insurance and loss pooling for its members.

A Board of Directors, consisting of one elected official appointed by each member agency, governs the California JPIA. The Board elects an Executive Committee, which meets monthly to supervise and conduct Authority affairs. A full-time staff headed by a Chief Executive Officer, employed by the Executive Committee, handles the day-to-day business of the California JPIA.
The California JPIA is recruiting for an exceptional individual to fill the at-will position of **Training and Loss Control Specialist**. The Training and Loss Control Specialist (TLCS) performs a wide variety of program oversight and project management activities to assure the successful implementation of the Authority's training program. The TLCS assists in the development and implementation of a broad training curriculum.

Work includes planning, organizing, facilitating, and evaluating training and academies presented to Authority members, including the Authority’s risk management educational forum, directing the Authority’s certificate programs, and designing courses, including self-paced training, classroom training, short-takes, academies, and webcasts. The TLCS manages consultants, consulting relationships, and external vendors that provide training and development services.

**Specific Duties (but not limited to)**

- Assist with the development and implementation of a broad training curriculum based on established competencies. Evaluate the design and delivery, appropriate learning delivery methods, and marketing of training programs to the members.
- Work closely with internal stakeholders and external subject-matter experts in order to develop or oversee the development of content for a broad range of training initiatives.
- Direct the certificate program and training academies presented to Authority members.
- Measure the effectiveness of marketing, advertising, and communication strategies of the training program offerings.
- Evaluate training presentation materials and course content ensuring content is accurate and relevant to subject matter. Continuously seek and support new approaches, practices, and processes to improve the efficiency of training services offered to members.
- Evaluate effectiveness of instructors in relation to instructor standards; manage consultants, consulting relationships, and external vendors that provide training and development services.

**Travel**

The successful candidate will be required to use his/her own personal vehicle for travel and will be reimbursed at the applicable IRS mileage rate. Additionally, the successful candidate will be required to comply with the provisions of the Authority’s Vehicle Usage Policy including enrollment in the DMV Employer Pull Notice Program.

**Qualifications**

Any combination of education and experience that would provide the required knowledge and skills is qualifying.

- Minimum of three years of progressive and well-rounded experience in loss control, risk management, learning and development, field training, or a directly related field; project management experience is beneficial.
- Bachelor’s degree from an accredited college or university, preferably in learning and development, business administration, risk management, public administration, or a related field is required.
- Experience relating to risk management for public entities desired.
- Associate in Risk Management (ARM) is beneficial.

**Selection Process**

- Application materials are available at cjria.org/about/career-opportunities. Submit application materials to Tammie Haller, Administrative Programs Manager, at thaller@cjria.org no later than 4 p.m., August 5, 2015.
- Resumes, applications, and supplemental questionnaires will be evaluated to determine those applicants demonstrating the skills best meeting the California JPIA’s needs. Only the best-qualified applicants, as determined by this review, will be invited to participate in the oral interview process.
- The oral panel interview may be scheduled on August 18, 2015; second interviews may take place on August 26, 2015.
- Selected candidate will undergo a pre-employment physical and background check.

**Salary and Benefits**

- Annual salary range: $74,376 - $106,248
- 4/10 work schedule (Monday – Thursday)
- The California JPIA participates in the PERS retirement (coordinated with Social Security) and health benefits programs.
- A $600 per month cafeteria benefit plan to purchase medical, vision, and dental benefits (employer paid medical benefits up to the PERS Choice family rate).
- Employer paid Long-Term and Short-Term Disability, Life Insurance.
- Vacation: 80 hours (the first five years of continuous employment); accrual to 500 hours.
- Sick Leave: 96 hours annually; accrual to 500 hours.
- Holidays: 11 days each year, plus 32 hours floating holiday.
- Voluntary Deferred Compensation Plan
- Section 125 Health/Dependent Care Plan