

APRIL 25, 2022**RECRUITMENT ANNOUNCEMENT
RISK ADMINISTRATOR****POSITION PAY RANGE:
\$70,159.05 - \$100,030.03
PLUS EXCELLENT BENEFIT PACKAGE****OPEN UNTIL FILLED****Who We Are**

The Salem Area Mass Transit District, known locally as Cherriots, is a successful and highly regarded public transit system. We are a mission-minded, values-driven organization that strives every day to deliver a world-class customer experience. We provide local, regional, and paratransit service throughout Marion and Polk counties. But we're not just about transportation. We're changing lives by increasing access to jobs, shopping, and educational opportunities, along with providing businesses with access to a larger workforce. And we assure people that they will be able to access recreational, social, faith-based, and other activities, without the need of a car.

About the Role

Under the leadership of the Chief Human Resources Officer, this role will design, implement, and continually evaluate the Risk Management program, including worker's compensation, general insurance, and property/liability claims. The Risk Administrator will be responsible for performing inspections, preparing and investigating claims, composing risk reports and filings, procuring various insurance coverages, and coordinating with claims adjusters. If you are passionate about positively contributing to the community by providing a vital service and are interested in further developing your risk skillset, this is the place to be.

How You Will Make an Impact

- Administers all insurance policies and programs, works with brokers and contractors; reviews and negotiates insurance agreements; maintains certificates of insurance.
- Performs comprehensive review and analysis, and develops recommendations regarding insurance needs; develops insurance specifications and prepares all statistical data to provide prospective underwriters with specifics for rating premiums; analyzes and recommends appropriate level of self-insurance, retention, and policy limits.
- Oversees self-administration of all liability claims and recommends settlement amounts on claims and litigation.
- Performs market/cost benefit analysis; prepares request for proposals (RFP), bid specifications and agreements; completes and reviews insurance and risk management questionnaires.
- Coordinates worker's compensation and return to work programs.
- Reviews procurement and contract documents and activities identifying appropriate indemnification tenders and insurance requirements to mitigate areas of liability.
- Prepares loss analysis identifying exposures, recommends solutions, and implements approved programs.
- Coordinates cost recovery/subrogation program; maintains a log of invoiced and received recoveries.
- Responds to subpoenas and other legal discovery work, as assigned.
- Monitors insurance or risk management-related legislation, legal cases, and court decisions in order to evaluate their impact and develop recommendations or implement technical, policy, and procedural modifications, as necessary.
- Represents the organization at legal proceedings such as small claims matters, hearings, and depositions.
- Additional duties as assigned.

What You Will Need to Be Successful in this Role

- At minimum, a bachelor's degree in risk management, finance, business administration, or public administration.
- Three to five years of professional experience administering risk management, worker's compensation, asset protection or claims within a fast-paced, dynamic organization.
- Professional designation desirable, Certified Risk Manager (CRM) or Associate in Risk Management (ARM)

- Solid knowledge of risk management policies and procedures, as well as applicable federal and state regulations, insurance, labor and environmental codes, loss protection and control methods, and statistical and financial analysis.
- Highly proficient in Microsoft Office Suite and Google Workspace. Comfortable presenting data, charts, graphs, and statistical analysis to an executive audience.
- Exceptional verbal and written communication skills.
- Highly analytical and detail-oriented with excellent organizational skills.
- High degree of cultural awareness, integrity, tact and, most importantly, confidentiality.
- Strong time management skills and ability to navigate competing priorities in a deadline driven environment.

Special Requirements

Valid Oregon Class C driver's license and driving record that demonstrates adherence to safety and traffic laws and regulations. No criminal conviction which may, in the sole judgment of the District, constitute a threat to property or the safety of others.

Working Conditions

Duties are performed in both an office and field setting. Must travel occasionally to attend meetings and conferences. May have to occasionally lift or move objects weighing 25 – 30 pounds.

TO APPLY:

Please submit your application to our administration office. To obtain an application:

- ❖ Online: You may download application materials in Microsoft Word format (.doc) or Adobe Acrobat format (.pdf) from the Salem Area Mass Transit District's Careers page. Refer to specific current job opportunity of interest for application materials. Website: Cherriots.org/careers.
- ❖ By Telephone: You may request that an applicant packet be sent to you by calling the Human Resources Department at 503-588-2424. Application materials will be sent via U.S. Mail. Office hours are from 8 a.m. to 5 p.m., Monday through Friday.
- ❖ By U.S. Mail: Application materials may be requested via U.S. mail.

Mail to: Salem Area Mass Transit District
Human Resources Department
555 Court St NE, Suite 5230
Salem, OR 97301

OR

Email to: Recruitment@cherriots.org

Resumes in lieu of original official District application form will not be accepted. Applications may be submitted in person, by email, by fax or by mail; however, Salem Area Mass Transit District is not responsible for lost or delayed mail.

Equal Opportunity Employer

As an equal opportunity employer, we strive to have a workforce that reflects the community we serve. No person is unlawfully excluded from employment opportunities based on race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other protected class. We are committed to providing reasonable accommodations to applicants and employees who need them because of a disability or practice or in observance of their religion, absent undue hardship.



SALEM AREA MASS TRANSIT DISTRICT
Non-Bargaining Employee Benefits

as of 3/1/2021

At time of hire

- **Medical and Prescription Insurance** with your choice of PacificSource or Kaiser Permanente; premium 100 percent paid by District
- **Vision and Hearing Insurance** with Ameritas; premium 100 percent paid by District
- **Dental Insurance** with MODA; premium 100 percent paid by District
- **HRA VEBA – Health Savings Account** – \$1000 provided by District annually
- **Employee Assistance Program**
- **Paid Holidays** - *New Year's Day | Martin Luther King Jr. Day | Presidents Day | Memorial Day Independence Day | Labor Day | Veterans Day | Thanksgiving Day | Christmas Day*
- **Vacation Leave** - Accrued bi-weekly according to a schedule of years of service, starting at 0-2 years of service | 3.08 hours bi-weekly | 10 days / year
- **Sick Leave** - 3.70 hours, accrued bi-weekly
- **Unused Sick Leave Cash-out at Retirement** - separation based on hours accrued and length of service
- **Universal Bus Pass** - Eligible on date of hire for employees to ride Cherriots buses for free

After six months

- **Long Term Disability Insurance** - Regence Life & Health Insurance Company premium 100% paid by District
- **Life Insurance, Accidental Death and Dismemberment Insurance** - Regence Life & Health
 - District pays 100% of premium costs
 - \$50,000 Life Insurance Policy for employee; \$2,000 Dependent Life for Spouse; \$1,000 Dependent Life for Children
- **Family Bus Pass** - For eligible dependents to ride Cherriots buses for free

Employee Retirement Plan

- **Profit Sharing Plan**
 - District contributes 5% of employee's earnings, and will automatically match up to an additional 5% of 457 elections, unless waived.

MORE
BENEFITS 



SALEM AREA MASS TRANSIT DISTRICT
Voluntary Employee-Optional Benefits
(Employee Funded)

- **Voluntary Supplemental Life Insurance**
 - Guaranteed Issue of \$100,000 employee; \$10,000 spouse
- **Deferred Compensation Plan – ICMA Retirement Corporation**
 - Payroll deduction
 - Employee self-contribution
- **LegalShield® and IDShield™**
 - Payroll deduction
- **Cafeteria Plan - Flex Spending Account**
 - Payroll deduction

NOTE:

This is only a summary of benefits provided by Salem Area Mass Transit District for employees and dependents and should not in any way be construed as the full information on these benefits. For further details and requirements, please refer to Personnel Policies and Contracts of Insurance.