



YOUR BEST PROTECTION

# Position Profile

---

## **Risk Control Advisor/ Sr. Risk Control Advisor/ Safety Professional**

---

Roseville, California  
July 2022

**People | Service | Integrity | Innovation**

*Do you seek a career where your safety knowledge and experience contribute to organizational success?*

*Do you want to be part of a team where 85% of staff feel they experience work/life balance?*



Staff enjoy Jenga game at summer luau event.

*Are you attracted to an organization where 95% of staff enjoy the work they do?*

Then a position on our *Risk Management Team* is for you.



## Position Overview

ACWA JPIA's Risk Management department partners with member agencies to build positive relationships that result in reduced financial exposures for the water agency. All staff work to ensure a high level of customer service to all JPIA agencies, while the Risk Management team works specifically to assist in risk reduction and support the safety-related needs of the pool.

ACWA JPIA is recruiting for two new team members for the Risk Management team: **Risk Control Advisor and/or Senior Risk Control Advisor**, depending on education and experience. The candidates will work under the direction of the Risk Control Manager to provide risk management services to members – one position in northern California and one in the San Diego area. The Advisor conducts general on-site risk management inspections to assess conditions affecting safety, risk control, loss prevention with emphasis on significant loss areas and advises corrective actions, along with training on operations topics and safety issues.

**Key Responsibilities** include but are not limited to the following:

- Assist and support the operation of the ACWA JPIA Risk Management Program.
- Respond to requests for safety and/or risk management consultations and training.
- Plan and schedule risk management assessments and training;
- Conduct on-site risk assessments to assess safety and risk management programs and facilities;

- Assist members in the planning and implementation of safety and risk management programs;
- Develop risk management recommendations, prepare reports, and monitor members' compliance with recommendations;
- Prepare reports following business communication best practices and attention to technical accuracy;
- Support or deliver (depending on experience) occupational health and safety training programs on a variety of risk management related matters pertaining to loss prevention and risk control customized for the water industry;
- Participate in the development of training course materials under the direction of senior staff;
- Establish and maintain effective working relationships with co-workers and all others contacted during the course of work.
- Ability to travel with overnight stays;
- Drive personal or rental vehicle for JPIA-related travel requirements

**Preferred Qualifications** include:

- Proficiency in current health, safety and environmental laws as they relate to public entities in the State of California, including Cal-OSHA, State Water Resources Control Board, EPA and NFPA;
- Skilled in English grammar and usage;
- Ability to deliver multiple projects with an understanding of the priorities for the Risk Management Department and the JPIA organization.
- Understanding of how to maintain productive working relationships and effectively communicate with internal and external customers.
- Organized and efficient in planning departmental deliverables.
- Proficient in computer systems and Microsoft Office applications associated with the performance of assigned work.
- Ability to write and edit reports, business correspondence, training materials, policies and procedures.

## Salary, Education and Experience

- **Advisor I:** Equivalent to an Associate degree (A.S., A.A) from an accredited college or university in public or business administration, insurance, risk management, occupational safety, or other related field and a minimum of one (1) year of relevant work experience in the occupational safety and health profession, industrial hygiene, risk management, loss prevention or one of its specialties. In addition, candidate must receive Occupational Safety & Health Technician (OHST), Construction Health & Safety Technician (CHST), or Certified Safety and Health Official (CHSO) designation/certification within two years of employment at JPIA if not already done so.

**Or substitution:** a minimum of five (5) years of relevant work experience in the occupational safety and health profession, industrial hygiene, risk management, loss prevention or one of its specialties.

*Desirable:* knowledge of public entity operations, safety, and risk management.

- **Advisor II:** Equivalent to a Bachelor's degree (B.S., B.A.) from an accredited college or university in occupational safety and health, environmental safety and health, safety or environmental management, engineering or related field, and a minimum of three (3) years of relevant work experience in the occupational safety and health profession, industrial hygiene, risk management, loss prevention or one of its specialties. In addition, candidate must receive Occupational Safety & Health Technician (OHST), Construction Health & Safety Technician (CHST), or Certified Safety and Health Official (CHSO) designation/certification within two years of employment at JPIA if not already done so.

**Or substitution I:** An Associate's degree (A.S., A.A) and five (5) years experience outlined above.

**Or substitution II:** a minimum of eight (8) years of relevant work experience in the occupational safety and health profession, industrial hygiene, risk management, loss prevention or one of its specialties.

*Desirable:* Advanced knowledge and experience with public entity operations, safety, and risk management.

- **Senior Risk Advisor:** Bachelor's degree (B.S., B.A.) from an accredited college or university in occupational safety and health, industrial hygiene, safety management, safety engineering, or a related field. A Master's degree is preferred. Certified Safety Professional (CSP) or Certified Industrial Hygienist (CIH) is required, or the candidate must receive the designation within two years of employment at the JPIA. Experience designing training and learning modules required for senior level. Requires a minimum of five years of experience with increasingly responsible work, preferably in a public entity.

*Desirable* for all positions: Experience conducting training in a broad range of occupational health and safety topics, conducting inspections and risk assessments, implementing programs and procedures, preparing technical reports and addressing employee occupational health and safety concerns in a public entity setting is.

The **salary range** for the positions are as follows: \$65,167- \$97,751 for Advisor I; \$75,574 - \$113,361 for Advisor II and \$89,834 - \$134,750 for Senior Advisor, with most staff starting at the lower end of the range. JPIA offers an annual incentive award based on performance and board approval.

## Additional Requirements

Possession of a valid State of California Driver's License issued by the State Department of Motor Vehicles. Proof of auto insurance with no exclusion for business use is required.



Staff volunteering at Placer Food Bank



## About ACWA JPIA

**Mission Statement:** The ACWA JPIA is dedicated to consistently and cost effectively providing the broadest possible affordable insurance coverages and related services to its member agencies.

The ACWA JPIA (JPIA) is a public entity formed in 1979 by the water agencies of the state of California. Like its members, the JPIA is a special district in the state of California. Its formation and operation are subject to the provisions of the California Government Code, including the Brown Act. It provides risk-sharing pools to meet the needs of its members for property, liability, workers' compensation, and employee benefits coverage.

The JPIA is a partnership of water agencies working together to share the risks associated with purveying water. The risk-sharing pools of the JPIA are a cost-effective form of risk management available only to public entities, allowing them to bypass the high cost of commercial insurance. The coverages provided by this risk-sharing arrangement are unique to water agencies; the water agencies themselves--their directors and managers--have selected and refined these coverages. Not all water agencies are accepted in to the JPIA. Prospective members must demonstrate a commitment to effective risk management programs.



Becoming a member is just the beginning. Besides handling covered claims for all members, the JPIA provides risk management services and training programs. Risk management consultants who are specialists in the water industry, not generalists, perform on-site visits. Certified treatment plant operators and distribution system operators are on staff. The risk management services includes assistance with Injury and Illness Prevention Programs, ergonomic evaluations, Cal/OSHA regulatory compliance, confined space entry evaluations, noise surveys, and hazard communication programs. In addition, members receive assistance with their personnel policies and procedures as well as help in developing job descriptions and employee handbooks.

The JPIA is the premier provider of secure, stable and highly cost-effective alternatives for protecting the assets, liabilities and employees of public water agencies. We operate in alignment with our values of **people, service, integrity and innovation**.

Visit our website at [acwajpia.com](http://acwajpia.com) and get to know us.

Located in Roseville, CA, the JPIA headquarters resides in a modern, LEAD certified building. This exemplifies the organization's commitment to conservation, reducing

waste and minimizing the carbon footprint. Roseville is located 30 miles east of Sacramento and part of the Placer Valley. Situated at the base of the Sierra Nevada Mountains, Roseville boasts affordable living, exceptional schools, extensive parks and outdoor activities and only a 90-minute drive to Tahoe or San Francisco areas.

One position will have an office at the Roseville headquarters though in the field most days. One position will be in the San Diego area, serving members in southern California from a home office, also being in the field most days. Ability to travel up to 50% or more of the time to deliver on-site training and to conduct risk assessments, including overnight stays is required.



## Benefits of Employment with JPIA

- Working with one of the most respected JPA's in the state
- Supporting an industry critical to California's future – water
- Being part of an organization where 97% of staff agreed that they know how their individual job contributes to the success of the organization
- Staff with engagement levels far exceeding most public entities
- Employee committees and activity groups focused on staff wellness, social and team building events (hiking, golf, disc golf and more)
- Incentive opportunities, dependent upon performance
- Medical, dental, vision insurance paid **100% for employee and dependents**
- Life and disability insurance paid **100% for employee**
- Family planning coverage (Anthem) – *available January 1, 2023*
- Remote work options
- Vacation offering begins with 12 days per year
- Twelve paid holidays
- Eight hours per year of paid volunteer time
- Unlimited accrual of sick leave at one day per month
- Participation in the CalPERS retirement system
- Voluntary 457(b) tax deferred compensation plans
- Educational assistance program from day one
- Robust employee Assistance Program for employee and dependents

## Application Procedure

Complete employment application located on JPIA's website, [www.acwajpia.com](http://www.acwajpia.com). Click **Connect/Employment Opportunities/Job Openings**. Submit JPIA application with cover letter and resume to [hr@acwajpia.com](mailto:hr@acwajpia.com) with **position you are applying for** in subject line by August 26, 2022, with first review of resumes that have been received on August 15. This recruitment can end at any time without prior notice.

# Interview Process

Only candidates chosen for an interview will be personally contacted. Those chosen will participate in a screening interview (most likely virtual) and then, if passed, will be required to complete basic, job-related testing and sit for a panel interview, both in-person. Those are tentatively planned to be held in mid-September. Second interviews will be held if needed. Any offer of employment will be contingent upon the candidate passing a background and reference check, and a pre-employment physical and drug test (if applicable).

No walk-ins please. EOE employer.

---

Thank you for your interest in joining ACWA JPIA

*This position fact sheet is intended to provide general information and assist qualified individuals in determining interest in applying for this position. The information is not all-inclusive.*

