

## JOB OPPORTUNITY

# DEPUTY RISK MANAGER (MANAGEMENT ANALYST I/II)

### Job Duties

- Conducts research on rules, regulations, legislation, case law and special projects.
- Assists the Risk Manager in administering assigned programs such as:
  - Workers' Compensation
  - General Liability
  - Safety Programs
- Serve as liaison between Risk Management, City departments and third-party administrator.
- Participate in the development, implementation and evaluation of new or revised risk management policies or programs.
- Prepares technical reports.
- Participates in divisional/departmental budget process and financial management.
- Participates in organizational analyses and design.
- Conducts statistical studies.
- Researches and responds to public complaints/inquiries.
- Prepares written and verbal reports.
- Participates in the establishment and maintenance of inter-departmental, inter-agency and/or inter City communication.
- The complete job descriptions can be viewed by clicking on the following links:
  - [Management Analyst I](#)
  - [Management Analyst II](#)

[A summary of benefits can be viewed online:](#)  
[Benefits Summary](#)

The City of Fremont is an Equal Employment Opportunity Employer.



**City of Fremont** is an innovative city in the heart of the Bay Area and Silicon Valley, known for clean technology, advanced manufacturing, low crime, excellent schools, quality parks and a diverse population of over 230,504 residents. As a significant economic force in the region, Fremont aims for innovation in municipal government led by City Council and City Manager.

### Qualifications

*Any combination of education and/or experience that has provided the knowledge, skills and abilities necessary to satisfactory job performance would be qualifying. A typical way to obtain the required knowledge, skills and abilities would be:*

#### Education/Experience

**Management Analyst I:** A bachelor's degree from an accredited college or university in public administration, business administration, finance, economics or a related field. Technical experience in administrative support may be substituted for up to two years educational requirement.

**Management Analyst II:** A Bachelor's degree in public administration, business administration, finance, economics or a related field and three (3) years progressively responsible professional level organizational administration and/or operational support duties; a Master's degree in one of the fields listed above may be substituted for one (1) years experience.

#### Licenses/Certificates

This classification requires the ability to travel independently within City limits.

#### The Ideal Candidate

The ideal candidate brings a strong background in **safety and insurance**, with hands-on experience in general liability claims, workers' compensation, and claims investigation. The candidate is comfortable taking a deep dive into safety programs. This individual is highly **collaborative**, able to work effectively across departments, and skilled at clearly explaining processes, requirements, and projects to both technical and non-technical audiences. The ideal candidate is **confident** working directly with clients, internal staff, and executive leadership, balancing detail-oriented analysis with **strong communication** and **relationship-building skills**.

### Annual Salary Range

\$90,211 - \$148,902

Commensurate with Qualifications and Experience

**APPLY HERE!**