

RISK MANAGER

CITY OF SUNNYVALE

THE HEART OF SILICON VALLEY



Sunnyvale



THE COMMUNITY

With a population of 162,000, Sunnyvale is the sixth-largest city in the San Francisco Bay Area and the second largest in Santa Clara County. Incorporated in 1912, the city has transformed from an agricultural community to the nexus of research, development, and manufacturing that created Silicon Valley. Approximately 7,000 local businesses offer a rich mixture of goods and services, including many icons in tech, manufacturing, retail, and research and development. Sunnyvale's ten largest employers are Google, Apple, Facebook, LinkedIn, Intuitive Surgical, Amazon, Lockheed Martin Space Systems, Applied Materials, Cepheid, and iHealth.

In addition to being a center of technology and innovation, Sunnyvale is a city of quiet family neighborhoods, a vibrant and thriving downtown, strong schools, and a diverse community. Boasting a mild, sunny climate, easy access to metropolitan amenities, and abundant natural beauty, Sunnyvale is an ideal place to live, work, and play. The Caltrain station, located downtown, is only a few blocks from City Hall. The San Jose, San Francisco, and Oakland International Airports are easily accessible, and the area is home to many museums, theaters, concert halls, art galleries, and professional sports teams.

The City's parks and recreation system boasts 23 parks, facilities for golf, tennis, and swimming, libraries, and a community/senior center. Sunnyvale's historic downtown is home to a variety of local eateries and merchants and hosts frequent art festivals, concerts, and a year-round farmers' market. Residents and visitors enjoy the Summer Music Series, the Hands-on Arts Festival, and many seasonal events throughout the year. The City's Department of Public Safety has kept Sunnyvale ranked at the top of the nation's safest cities. Its pioneering model integrates police, fire, and emergency medical response, with every officer fully trained as a police officer, firefighter, and emergency medical technician.



THE CITY ORGANIZATION

The City of Sunnyvale is a Charter City with a seven-member City Council and a council-manager form of government. The Mayor is elected at large, while the six council members are elected by district. The City Council meets at least twice per month on Tuesday nights. The Council and City staff enjoy a collaborative, supportive, and respectful relationship with a high level of trust.

The City's FY2026/27 budget totals \$717.7 million including a \$425.1 million operating budget. Sound fiscal policies are embedded into the City's culture, with a 10-year balanced budget required by Charter and 20-year projections as a matter of long-standing City policy. The City's budget supports its mission to "Build Community Trust by Providing Exceptional Services." The City is a full-service agency with 991.27 FTE employees serving in all municipal functions, including the departments of City Manager, City Attorney, Human Resources, Community Development, Library & Recreation Services, Environmental Services, Public Safety, Public Works, NOVA Workforce Services, Finance, and Information Technology. The City Manager and City Attorney are appointed by and serve at the pleasure of the City Council.

To discover more about Sunnyvale and the Human Resources Department, visit: www.sunnyvale.ca.gov/

City of Sunnyvale Mission

We build community trust by delivering exceptional services.

Core Values of Public Service

Integrity, Leadership, and Respect

THE HUMAN RESOURCES DEPARTMENT

Through its talented team of 25 employees and a FY2026/27 budget of \$7.5 million, the Department provides full-service HR programs and services to the City and is organized into the following five areas: Risk Management, Recruitment and Classification, Employee & Labor Relations/Employee Development, Employee Benefits, and Management and Administrative Support Services.

The HR Department also supports succession planning, employee engagement, and wellness programs. The City has six recognized employee bargaining units and two unrepresented employee groups.

THE POSITION

The Risk Manager is a member of the Human Resources Department's collaborative, productive, and collegial management team. The position leads the Risk Management division and oversees a team of two full-time employees and one part-time employee responsible for administering the City's comprehensive risk management program, which is comprised of these areas:

- Workers' compensation administration
- Employee health and safety
- General liability claims
- Insurance administration
- Disability-related reasonable accommodations

The Risk Manager serves as a trusted advisor to City leadership and departments, providing guidance on risk-related policies, regulatory compliance, organizational risk exposure, and risk mitigation strategies. The position develops policies and procedures, manages program budgets, evaluates risk trends, and implements strategies that protect the City's employees, assets, and operations.

Key responsibilities include:

- Administering self-insurance programs and managing

relationships with third-party administrators, joint powers authorities, and insurance carriers.

- Overseeing the interactive process and disability-related reasonable accommodations program, ensuring compliance with applicable laws and City policies.
- Leading the City's occupational safety program and serving as the designated Safety Officer, including compliance with Cal OSHA requirements and related regulations.
- Reviewing contracts and providing recommendations regarding insurance requirements, indemnification provisions, and risk transfer strategies.
- Managing liability claims activities, evaluating claim settlements, and coordinating with legal counsel and third-party administrators.
- Monitoring legislative, regulatory, and industry developments and ensuring City programs remain compliant and effective.
- Providing strategic consultation to departments.
- Preparing budgets and reports, performing analyses, and making recommendations to support informed decision-making and effective program management.

THE IDEAL CANDIDATE

The City of Sunnyvale seeks an experienced, service-oriented public sector professional who thrives in a team environment as its next Risk Manager. The ideal candidate is respected for their technical expertise, sound judgment, discretion, and leadership skills. They excel at analyzing complex issues, identifying risk exposure, and developing effective solutions that advance organizational objectives while managing organizational risk.

Committed to delivering responsive, high-quality programs and services, the successful candidate is an exceptional communicator who can present complex information clearly and effectively to a range of audiences, including employees

at all levels. The ideal candidate will serve as a trusted advisor and business partner. They will build productive relationships and provide thoughtful guidance that supports organizational success.

The new Risk Manager will demonstrate a genuine interest in the work, challenges, and employees in City departments. They will have experience navigating diverse and sometimes competing priorities and will be expected to make difficult decisions with fairness, care, and a long-term perspective.

This engaged and approachable manager will model the behaviors and performance expected of others while fostering a culture of collaboration, accountability, respect, and shared purpose. They will lead, motivate, and develop staff, helping to build a cohesive and high-performing team.

In addition to the attributes outlined above, the ideal candidate possesses the following:

- Knowledge of public safety operations and California workers' compensation statutes, with experience interpreting and applying regulations related to Labor Code Section 4850 benefits, cumulative trauma cases, and presumptive injury claims.
- Experience overseeing and managing a TPA, including service delivery and contractual compliance as well as reviewing performance metrics, resolving operational issues, and maintaining effective communication.
- Strong leadership and management experience, with a demonstrated ability to communicate clear performance and behavioral expectations, foster accountability, and maintain a respectful and high-performing work environment.

Key Attributes and Characteristics

- Solutions-focused, proactive, and service oriented.
- Balances strategic thinking with hands-on execution.
- Thinks beyond risk management and works effectively with other areas in the HR Department.
- Confident communicator with exceptional interpersonal skills.

- Demonstrates excellent project management skills and the ability to manage competing priorities while meeting deadlines.
- Stays current on state laws and regulations.

Priorities and Opportunities for the incoming Risk Manager

- Develop strong relationships with City departments and an understanding of their operations.
- Build a cohesive, engaged, and aligned team.
- Establish standardized operating procedures that incorporate best practices.
- Implement systems, structures, and process improvements to strengthen the division's programs, efficiency, and effectiveness.
- Assess the current workers' compensation program and claims process and develop actionable recommendations which may include reducing costs, improving the timely delivery of needed medical care to injured workers, strengthening return-to-work programs, and evaluating the performance of the TPA.

Qualified candidates will have four years of experience performing professional level risk management work, including prior lead or supervisory experience along with a bachelor's degree in risk management, HR management, finance, economics, business or public administration, or a related field. Designation as an associate in risk management (ARM) by the Insurance Institute of America is desired.





COMPENSATION & BENEFITS

The salary range is \$165,839 - \$207,298; placement within the range will be DOQE. Employees also receive a Lead Worker/Supervisor premium of 3.5% on paid hours. A compensation study is underway and may result in an increase to the current salary range. The city offers the following excellent benefits:

Work Schedule: Flexible schedule options as operations permit, including an optional 9/80 schedule and potential for a teleworking schedule of up to two days per week, available no sooner than after the first 90 days.

CalPERS Defined Benefit Pension: Classic Tier 2 members 2% @ 60 for employees hired by Sunnyvale on or after 12/23/12 – Tier 2 classic employees contribute 3% of the 7% employee contribution from pay on a pre-tax basis pursuant to 414(h)(2). For Classic members, the City pays the remaining 4% employee contribution and reports the value to CalPERS as additional compensation.

PEPRA members 2% @ 62 – Employees pay 50% of the normal cost, up to the annual PERS-able salary limit. The FY 26/27 contribution is 7.5% up to \$191,679 of salary.

The City does not participate in Social Security; however, it does participate in Medicare, and the employee portion is 1.45%.

Deferred Compensation: The City contributes 2% of base salary to either a 457 or a 401(a) plan, subject to plan contribution limits.

Health Insurance:

- Medical Benefits – CalPERS Health Plans with 100% of the premium for employees and eligible dependents paid by the City.
- Retiree Medical Insurance – Vesting schedule that increases after 5 years of service with the City.
- Dental & Vision – PPO or DMO with 100% of the premium for the employee and eligible dependents paid by the City.

Life Insurance / AD&D: Basic life/AD&D insurance equal to base annual salary up to a maximum of \$175,000. Employees have the option to purchase supplemental life/AD&D insurance for up to \$250,000.

LTD: Long-term disability coverage of 67% of monthly salary to a cap of \$11,000.

Paid Time Off (PTO): Starts at 21 days annually.

Management Leave: 60 hours of Management Leave are granted each payroll calendar year for any leave purpose (pro-rated for new hires).

Holidays: 11 paid holidays per calendar year + 30 hours of floating holiday leave (pro-rated for new hires).

APPLICATION & SELECTION PROCESS

Applicants must apply for this position directly with the City of Sunnyvale. The closing date for this recruitment is **Sunday, September 20, 2026**. To be considered for this opportunity, please visit the City of Sunnyvale's Human Resources Department website by clicking on the link below to submit an application and attach your cover letter.

<https://bit.ly/sunnyrmapp>

TB&CO.

Jennifer Curtis • 661.510.0076

Tina White • 619.948.1786

TERI BLACK & COMPANY, LLC

www.tbcrecruiting.com

Applications will be competitively screened based on the minimum qualifications of this position. Based upon a review of the application materials, the most qualified candidates will be invited to participate in the in-person oral examination process currently scheduled for September 29, 2026, at Sunnyvale City Hall. Candidates who receive a passing score on the examination will be placed on an eligibility list for up to one year, in accordance with the City's Civil Service Rules and Administrative Policies. Top candidates on the eligibility list will be invited to participate in an in-person selection interview with the department tentatively scheduled for the week of October 5, 2026.



Sunnyvale