



Alpine - Colusa - Del Norte - Lassen - Modoc - Mono - Plumas - San Benito - Sierra - Sutter - Trinity
A Joint Powers Authority Established in 1980
www.trindel.org

Employment Opportunity

Transitional Executive Director

Application Procedure

Interested candidates should complete the Employment Application (PDF). Submit the application along with a cover letter, resume and 3 references to dnelson@trindel.org by 4:30 p.m. on May 31, 2022. Incomplete submissions will be rejected.

Position Overview

The Trindel Insurance Fund Board of Directors is searching for a self-motivated and enthusiastic leader with strong executive skills and experience who's looking to work with a dedicated Board and Staff at a fiscally strong and well-managed organization to apply for the role of Transitional Executive Director.

It is anticipated that the selected candidate will serve for six to twelve months in this role and, upon successful completion of this period and approval by the Trindel Insurance Fund Board of Directors, become the Executive Director of Trindel Insurance Fund. This six to twelve month period will allow the successful candidate to become more familiar with Trindel Insurance Funds members, culture, practices, and operations by working closely with the current Executive Director who is retiring after a highly successful and celebrated career in this position.

Job Description

The Transitional Executive Director works closely with, and supports, the Executive Director. The Transitional Executive Director assists in overseeing the administration, programs, and strategic plan of the organization. The Transitional Executive Director also prepares and delivers presentations to the Board and Committee's, including development of staff reports and supporting information. The Transitional Executive Director will supervise a number of department managers and administrative staff in addition to acting as Executive Director in the Director's absence.

P.O. Box 2069 Weaverville, Calif. 96093 Phone: (530) 623-2322

The Transitional Executive Director will partner closely with the Executive Director to chart Trindel Insurance Fund's future strategic response to an ever-changing demand for the organization's services, including development of a multi-year strategic plan. Other key duties include communications, member outreach, supervision, development, guidance, and mentor department Directors and Administration staff.

The position reports directly to the Executive Director, and will have extensive interaction with the Trindel Insurance Fund's Board, Committee's, Members, and Leadership Team, as well as our various partners in the public entity risk pooling community.

A transition plan will be developed between the Executive Director and Transitional Executive Director, to promote knowledge transfer and relationship building, and to facilitate a smooth, successful transition.

Key Characteristics and Abilities

High Integrity

Has strong ethical values. Is fair, consistent, dependable, and transparent in their dealings with others. Believes in investing in people. Humble and of high emotional intelligence.

Communication Skills

Has an ability to listen and reflect. Open-minded, transparent, and approachable. Keeps others informed and updated. Courage to bring up difficult and challenging issues. Is open to and solicits new ideas and approaches. Communicates effectively verbally and in writing through reports and presentations frequently, timely, and succinctly. Supports all JPA committees and boards, acts as a spokesperson for the JPA to its members, governing boards, industry contacts and public.

Fosters and Facilitates Operations of the Board

Organizes meetings and interacts with Board members. Brings necessary research and recommendations to the Board. Holds strategic planning sessions with the Board. Demonstrates the ability to prepare and present timely, comprehensive, and detailed reports supportive of multiple options in the decision-making process of the Board.

Develops a Strong Interdependent and Collaborative Team

Seeks, values, and respects input while holding others accountable. Shows respect to all. Has clear goals and objectives. Values staff relationships and promotes a supportive and collegiate culture at Trindel Insurance Fund.

Fosters Employee and Organizational Development

Engages in team building and strongly believes in staff development. Recruits and hires the best people. Holds themselves and others accountable. Ensures continuity of service and career progression of staff talent. Is open to learning and coaching as a leader themselves.

Models and Supports the Vision/Mission/Values and Strategic Initiatives of Trindel

Models the values of the Organization. Forward thinking. Seeks out new and innovative ideas. Ensures execution of strategic initiatives developed by the Board of Directors. Remains calm during difficult times and can adapt to change.

Maintains and Applies Risk Management Knowledge and Expertise

Stays informed of current practices and information that impact Trindel Insurance Fund. Seeks to improve and provide the most cost effective risk financing and risk transfer mechanisms to the benefit of Trindel Insurance Fund's member counties.

Provides Administrative and Financial Oversight

Ensures legal compliance. Oversees and monitors the Organization's budget and financial status and works to ensure consistent and efficient implementation of complex and widely scoped duties with major financial or operational impact on key business processes.

Strong Member Relations

Stays in contact with Counties. Understands the unique characteristics of a JPA. Maintains an "open door policy" about feedback and ideas. Listens to issues impacting members and considers ways Trindel Insurance Fund may assist, consistent with organizational goals.

Fosters Partnerships

Builds collaborative partnerships with other pools, agency organizations, vendors, and others in the field. Actively participates in professional organizations.

Professional Development

Strives toward continual improvement in self and Organization. Provides a variety of professional development trainings and learning opportunities for members and at all levels in the Organization.

Knowledge

- Risk transfer and financing, evaluation of risk exposures and prevention strategies
- Public agency fiscal management and budgeting
- Organizational management and planning

- Personnel administration, supervision, training, and performance evaluation
- Federal, state and local laws and regulations governing self-insurance and risk pools
- Captive insurance principles, laws, and regulations

Education and Experience

Any combination of education and experience providing the required skills, characteristics and knowledge for successful performance would be qualifying. Typical ways of fulfilling this qualification requirement are:

- Four-year degree at an accredited college or university in Public Administration, Business, or Finance.
 - At least five (5) years of public entity or management experience

Desired: Associate in Risk Management (ARM)

Salary

Transitional Executive Director \$110,000-\$140,000 annually

Executive Director \$160,000-\$200,000 annually

About Trindel Insurance Fund

Trindel Insurance Fund (Trindel) is a Joint Powers Authority established pursuant to California Government Code Section 6500 et. seq. Membership is limited to California counties. Trindel is dedicated to assisting with the insurance needs of its members by providing the most stable, cost-effective, risk-financing mechanisms; insurance program monitoring; and loss prevention services available. Trindel was originally formed by Del Norte and Trinity counties in 1980. Trindel then expanded with the addition of five (5) counties (Alpine, Colusa, Lassen, Modoc and Sierra) during the insurance crisis of the mid- 80s. Trindel added San Benito County in 1991, Mono County in 2000, Plumas in 2010 and Sutter County as of July 1, 2014. At Trindel's January 2014 board meeting the Board of Directors prepared for growth in services and membership through a strategic planning session. As of January 1, 2016 the members employed 3,990 staff to serve a population of 294,078. Trindel's daily operations are managed by an Executive Director under the general direction of the Board of Directors, consisting of one voting member from each county and generally meets three times a year. There is also an Executive Committee that includes the Board President, Board Vice-President and two at large members, which meet as needed. Due to the small number of members all policy decisions are made by the Board with implementation and initial enforcement of the policies handled by the Executive Director. Trindel was originally formed for the purpose of gaining size as leverage in the market place for the purchase of insurance/reinsurance; and, if necessary, to pool resources in hard market times. Trindel continues with this purpose today.

In concept and practice Trindel is a banking arrangement with its members wherein, over time, each member is fiscally responsible for its own losses and costs. All members share the Administration and Safety Officer costs equally. Trindel acts as the cash flow mechanism for the members. Should a member be responsible for several large losses in any given year or time period the pooled cash will pay the bills and the member will, over time, repay Trindel. Trindel uses its ability to combine the size of the members in order to obtain better insurance and pricing for selected insurance programs and the purchase of services to benefit all members. July 1, 2018 Trindel entered into a workers' compensation pooling arrangement for losses over \$300,000 up to \$1 million. July 1, 2021 Trindel began pooling general liability losses over \$250,000 up to \$1 million.

The Trindel Board also employs fifteen positions. Seven of Workers' Compensation claims handling, four full time Loss Prevention positions, two full time Liability/Property positions, one Financial Analyst, and one Administrative Assistant, under the supervision of the Executive Director. The Workers' Compensation and Liability/Property employees provide claims handling for members. The Loss Prevention program provides training, safety programs, inspections, etc. to each of the members on a regular basis (see section titled Services and Programs below for additional information on the Safety Officer). The Financial Analyst provides financial analysis for the members and Executive Director. The Administrative Assistant provides clerical support for the Executive Director; the Executive Director provides risk management services for its members and directs the JPA.

Trindel is audited by four different outside agencies. First, a financial audit is performed annually by and outside firm. Secondly, a claims audit is performed for both major programs every two years by PRISM. Third, an accreditation audit is performed every three years by CAJPA. Lastly, an audit is performed by the Department of Industrial Relations Workers' Compensation. All excess insurance coverage's are purchased through either PRISM or Alliant Insurance Services.

Mission

The mission of Trindel Insurance Fund is to provide members the most cost effective risk financing mechanisms to selected property, casualty, workers' compensation, liability and other coverages. To manage these programs we assure fiscal soundness, superior service, stability of cost, effective loss prevention and education programs to benefit and meet the public, the employee and the counties' needs.

Location

Trindel Insurance Fund's office is located in Weaverville, California. The office has a welcoming atmosphere, is equipped with the latest technology, and is located in the beautiful mountainous Trinity County.

Trinity County is known for its outstanding quality of life with an abundance of fishing, mountain biking, hiking, and close proximity to the north coast.

Benefits of Employment with Trindel Insurance Fund

- California Association of Joint Powers Authority: “Accredited with Excellence”
- Belief in a collaborative, interdependent and forward-thinking teamwork
- Leading one of the strongest and most respected risk pool JPAs in the state
- Working with an engaged, supportive, and forward-thinking Board
- Emphasis on continuous professional development and the fostering of strengths of each staff member
- Places service to Counties as its highest mission
- Competitive Compensation
- Excellent health and wellness benefits, including medical, dental, vision, EAP
- Employer paid short-term/long-term disability and life insurance
- Access to optional voluntary benefits including flexible spending accounts, and supplemental insurance plans
- 13 paid holidays
- Vacation and Paid Sick Leave
- Participation in the CalPERS retirement system
- Voluntary 457(b) tax deferred compensation plans
- Financial support for professional development

Interview Process

First interviews will include a supplemental questionnaire and are expected to take place in June.

Finalist interviews will be held in-person on a date to be selected thereafter.

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.