

FINAL

Job Title	PORT RISK ASSISTANT I-II
Closing Date/Time	Friday, June 9, 2023, at 4:30 PM
Salary	\$1,948.00 – \$ 3,067.20 Bi-Weekly
Job Type	Classified - Full-Time, Permanent
Location	Long Beach, California
Department	Multiple Departments - (CL)

Applications are available online beginning Friday, May 26, 2023, through 4:30 pm, on Friday, June 9, 2023.

SALARY INFORMATION:

Grade I	-	\$1,948.00-\$2,638.16 Bi-Weekly
Grade II	-	\$2,255.68-\$3,067.20 Bi-Weekly

EXAMPLES OF DUTIES: Under direction, provides analytical support to the Port Risk Manager with primary responsibility for ensuring compliance of insurance provisions for land leases, permits and contracts; drafts correspondence on routine and non-routine issues; reviews and analyzes leases, contracts, and other agreements to determine insurance requirements; reviews and analyzes insurance documents for compliance with contractual and indemnification obligations of Port leases, permits, contracts, and departmental directives; monitors insurance company ratings, policy deductibles/self-insured retentions to ensure compliance of departmental standards; maintains risk management database with current information pertaining to tenants agreements and insurance policies; prepares monthly insurance expiration reports and correspondences; provides ongoing customer service and assists in establishing and maintaining communication and cooperation with individuals and organizations within the City, with Port tenants and insurance brokers/agents; assists with analysis of areas and activities subject to loss exposures and risk management special projects; performs other related duties as required.

REQUIREMENTS TO FILE:

Candidates must meet the following requirements of either Option A or B.

Option A:

Three or more years of experience in the field of insurance, risk management, or a closely related field.

OR

Option B:

Two or more years of education from an accredited college or university and one year of experience in the field of insurance, risk management, or a closely related field. **(Proof of education is required at the time of filing.)**

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Knowledge, Skills, and Abilities:

- Ability to communicate effectively, both orally and in writing.
- Ability to deal with others in a firm but tactful manner.
- Ability to read and interpret insurance policies, leases, and related documents.

***Proof of required documents, such as degree or transcripts, must be uploaded to the online application at the time of filing. Any proofs submitted must contain either the applicant's name or other identifying characteristics on the form. Degrees must indicate the field of study and transcripts must indicate the field of study and degree conferred date. Candidates who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalence at the time of filing.**

EXAMINATION WEIGHTS:

Application and Supplemental Application.....	Qualifying
Evaluation of Writing Skills Exercise.....	Qualifying
Appraisal Interview	100%

A minimum rating of 70 must be attained in order to pass the examination. Certification by score bands will be considered based on analysis of exam results. The resulting eligible list will remain in effect for at least one year. Screening of applicants will be conducted on the basis of application and required supplemental application submitted. Only those candidates showing the strongest backgrounds on the basis of comparative analysis will be invited to the examination process. Based on the number of applications accepted, the selection procedure may be changed. In the event a revision is necessary, the affected persons will be notified.

In accordance with Civil Service Procedure 3.38, all eligible veterans that successfully qualify on any or all open-competitive examinations shall receive an additional credit of ten (10) points that will be added to their original passing score. Disabled veterans passing the examination shall receive a credit of fifteen (15) points that will be added to their original passing score. (A copy of the veteran’s DD-214, Member 4 form indicating honorable discharge must be attached to the application at the time of filing.)

If you have not received notification within two weeks after the close of filing, please contact the Civil Service Department at (562) 570-6202.

In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer, and/or Tagalog) are desirable for some positions interacting with the public.

The City of Long Beach is committed to creating a workplace where every employee is valued for who they are. Having our workforce reflect the diversity of our community at various levels of the organization is a continuous goal embraced by our departments, management staff, and policymakers. To support efforts of fairness and diversity, City Leadership is committed to incorporating equity and inclusion into our work by supporting staff and community partners. We are committed to promoting transparency by publishing updated demographic information for employees, including workforce diversity data and pay by race and gender.



This information is available in an alternative format by request at (562) 570-6202. If special accommodation is desired, please contact the Civil Service Department two (2) business days prior to the test at (562) 570-6202. For the hearing impaired, call (562) 570-6638.

An Equal Opportunity Employer.