

An exciting opportunity is now open!

***Risk Analyst***

**Opening Date:** July 23, 2024

**Closing Date:** August 16, 2024

\$98,515.35 - \$132,020.00 Annually

The Santa Clara County Housing Authority (SCCHA) is the county's largest provider of affordable housing, helping make rental housing safe and affordable for approximately 20,000 low-income households.

**How You Will Make an Impact:**

The Santa Clara County Housing Authority (SCCHA) is seeking a Risk Analyst to join our highly collaborative and dedicated team in advancing the Housing Authority's risk management and insurance programs. We value diversity, equity, inclusion, and belonging, while striving to create an environment where all team members can contribute to growth and innovation.

The Risk Analyst will have the opportunity to expand their expertise in risk management, insurance programs, and property mitigation. They will also gain experience in policy development, analytical research, and strategic planning, providing a comprehensive approach to risk management. The Risk Analyst will evaluate, design, and coordinate the Agency's risk management efforts, including insurance programs, property and construction risk, and claims management programs. They will help evaluate, manage, and mitigate risks across all Agency functions and departments, including physical property and residential real estate, information technology, human resources, capital improvement, and new construction projects.

In the first year, the Risk Analyst will improve claims/incident report protocols, evaluate and enhance the Agency's existing risk management and insurance programs, including researching insurance options in the face of rising insurance costs, and administer the Agency's insurance policies and manage insurance-related claims and negotiations.

The ideal candidate will have:

- Knowledge of federal, state, and local laws and regulations related to insurance and risk management.
- Proficiency in risk management software and tools.
- Strong communication and interpersonal skills.
- Ability to work effectively with diverse stakeholders.
- Excellent analytical and problem-solving abilities.
- High level of organization and attention to detail.

**What Our Team Is Looking For:**

Any equivalent combination of education and/or experience likely to provide the required core competencies may be considered. A typical combination that is qualifying may include:

- A bachelor's degree from an accredited four-year college or university in a related field with a major coursework in risk management, business or public administration or a closely related field; and
- Three (3) years of increasingly responsible professional experience analyzing, administering, and managing property and casualty liability, risk, and loss control, or closely related insurance activities.
- Certification as an Associate of Risk Management (ARM) or proof of working towards such certification is highly desirable.
- Possession of a valid California Driver's License and satisfactory driving record at the time of appointment is required as a condition of initial and continued employment to perform the essential functions of the position.

**Our Ideal Candidate:**

The successful candidate will join a dynamic team of professionals and will possess the following skills:

- **Customer/Resident Service** – values and recognizes the needs of both internal and external customers and residents.
- **Initiative** – proactively seeks solutions to resolve challenges.
- **Exceptional Communicator** – expresses ideas clearly and concisely and values the diversity and differences brought by others to build and maintain interpersonal relationships.
- **Teamwork** – enjoys working collaboratively with others and problem-solving.
- **Judgement & Decision Making** – a critical thinker and problem solver. Makes decisions in compliance with the law and SCCHA policies.

For a detailed description of the position's essential functions, please click [HERE](#).

**SUPPLEMENTAL QUESTIONS:**

1. Do you have a bachelor's degree from an accredited four-year college or university with major coursework in risk management, business or public administration or a closely related field? Yes or No
2. This position requires that you have a minimum of three (3) years of increasingly responsible professional experience analyzing, administering, and managing property and casualty liability, risk, and loss control, or closely related insurance activities. Describe your experience in this area.
3. Describe your experience with administering comprehensive insurance programs.
4. How do you communicate risk management strategies to non-technical stakeholders?

5. Can you provide an example of how you have worked with stakeholders to develop risk management strategies?