

TO: Personnel Board

FROM: Mike Lipski, HR Services Manager

DATE: April 22, 2013

SUBJECT: Risk Manager – Finance

The Finance Director, David Schmiedicke, has requested that the position of Risk Manager (#787), in CG18, R12, currently occupied by Eric Veum, be studied to determine whether it is placed in the proper salary range. Mr. Veum has been the City's Risk Manager since 2007. Based on the autonomy of the position, the direct reporting relationship with the Finance Director, and comparable managerial positions in the City, I recommend that the class be moved to Compensation Group 18, Range 15 for the reasons outlined in this memo.

A review of the Risk Manager's job responsibilities shows high level managerial responsibility for developing and implementing the City's Risk Management program. (See the attached class spec.) This includes responsibility for developing and administering the City's insurance programs, representing the City in negotiations for insurance rates and coverage, representing the City relative to property damage claims, reviewing City contracts to ensure compliance with risk management policies and procedures, overseeing the City's Workers Compensation claims, and overseeing the City's workplace safety program. This work constitutes major programs with a direct impact on the City's operating budget. The incumbent is expected to independently perform these functions under the general supervision of the Finance Director.

Upon reviewing the duties and responsibilities of the position, I recommend that the classification be placed in Compensation Group 18, Range 15. This placement is consistent with other managerial positions, reporting to a department head, and incorporating substantive and varied professional programmatic responsibilities which involve a high level of autonomy in areas requiring significant judgment and discretion relative to the utilization of City resources. Specifically, the Compensation and Benefits Manager placement in Range 15 was confirmed in 2008 for these reasons.

It should be noted that in 2001, the Risk Manager position was reclassified from CG 18, Range 13 to CG 18, Range 11 due to the diminishment of duties and scope previously assigned at Range 13, as well as the lack of supervisory responsibility. At that time, the position was not responsible for Worker's Compensation or safety. In 2006, when the position was vacant, the Risk Manager position was reclassified to a Range 12 due to the integration of loss prevention efforts and the reassignment of the Safety Coordinator from Human Resources to the direct supervision of the Risk Manager.

Because the work of this classification has not changed materially since 2006, but because I conclude that placement in the higher range is appropriate, this action would be remedying an error in the compensation of the existing classification under the Personnel Rules. As a result, the incumbent should be reallocated to the new range at the same salary step and anniversary date.

We have prepared the necessary Ordinance and Resolution to implement this recommendation.

Attachments

Compensation Group/Range	2013 Annual Minimum (Step 1)	2013 Annual Maximum (Step 5)	2013 Annual Maximum +12% longevity
18/12	\$65,213	\$78,730	\$88,166
18/15	\$75,117	\$90,444	\$101,296

cc: David Schmiedicke—Finance Director  
Eric Veum