

SHASTA-TRINITY
SCHOOLS
INSURANCE GROUP

EXECUTIVE DIRECTOR



SHASTA-TRINITY SCHOOLS
INSURANCE GROUP

*Recruitment Services Provided By
Ralph Andersen & Associates*



The Local Area and Region

The Shasta-Trinity Schools Insurance Group (STSIG) is strategically located off Interstate 5 in Redding, California, which is the largest city north of Sacramento. Surrounded by mountains on three sides and farmland on the fourth, Redding is California's gateway to nature. In addition to serving as Shasta County's county seat and the area's cultural center, Redding is used as a base by both locals and visitors to explore the many natural attractions in the area, including Lassen Volcanic National Park, Lake Shasta, Sacramento River, Mount Shasta, and Whiskeytown Lake.

The area served by the Shasta-Trinity Schools Insurance Group is an outdoor enthusiast's dream. The towering and majestic Mount Shasta is visible throughout most of Shasta County, which includes the northernmost part of the Sacramento Valley and the southern reaches of the Cascade Range. This picturesque setting provides varied landscapes for a great array of outdoor activities, including the scenic Trinity River and abundant forests in nearby Trinity County.

Within Redding's city limits are numerous opportunities for shopping, great restaurants, and a nationally recognized trail system. The highlight of Redding is the world-famous Sundial Bridge, a 700-foot span that crosses the Sacramento River without touching the water, the result of which is both environmentally-friendly (protecting the nearby salmon-spawning habitat) and aesthetically striking as the world's largest sundial. The Sundial Bridge connects the Turtle Bay Exploration Park, a complex that includes an arboretum and botanical garden, a natural history and science museum, and an education exploration center that offers nature programs and hosts seasonal animal shows.

Redding is also home to numerous festivals and fairs throughout the year. Local art groups offer a calendar packed with cultural activities, such as movies in the park, dancing, television and film classes, and art shows. There is also a local farmer's market every Saturday from April to December. With so much to offer, it is no wonder Redding continues to grow at a fast rate, attracting newcomers from all over who seek its friendly atmosphere, lower cost of living, and high quality of life.





The Organization

The Shasta-Trinity Schools Insurance Group (STSIG) is a Joint Powers Authority (JPA) formed for the purpose of establishing and maintaining health benefits and workers' compensation to employees of 37 member agencies spanning three counties. In addition to school districts, membership includes two county offices of education, one community college, and one regional occupational program. Programs offered include medical, dental, and vision plans in addition to workers' compensation, all on a self-insured basis. Members pay a monthly premium that is used to pay claims and administrative costs. Programs are administered in coordination with partner JPAs (SIA for workers compensation and SISC for health benefits). STSIG is accredited with excellence through CAJPA.

Total revenues for STSIG during 2018/2019 were \$26.5 million. The net position as of June 30, 2019 was \$33.7 million. The STSIG organization is comprised of 4.5 FTEs, which include the Executive Director, prevention services director, benefits manager, finance director (part-time), and program assistant.

The Executive Director reports to an Executive Committee that is comprised of nine elected members of the Joint Powers Authority Board, consisting of voting individuals representing their respective member agencies. The Executive Committee meets quarterly or as needed.

The Position

Under the direction of the Executive Committee, the Executive Director administers and oversees operations of the JPA, including the preparation of financial statements, budgets, policies, regulations, and operational procedures. The Executive Director serves as the Chief Executive of STSIG and has the responsibility for all of its activities, including oversight of staff and development and administration of all policies, regulations, programs, and events.

Through staff, the Executive Director is also involved in the preparation of agendas and reviewing the minutes for the Board and Executive Committee and ensures proper recordkeeping and dissemination of information to the membership. The Executive Director also facilitates and attends all Executive Committee meetings, Board meetings, planning sessions, and workshops.

Key responsibilities of the Executive Director include:

- Providing executive leadership to plan, organize, and administer comprehensive self-insurance programs;
- Continually manage, evaluate, and implement effective and cost-effective health benefits and workers' compensation insurance programs;
- Responsibility for the financial activities of STSIG, including budget, accounting, auditing, cost analysis, contracts, and ensuring compliance;
- Acting as a spokesperson to member districts and their bargaining units and governing boards, related industry contacts, the media, and the public;
- Enhancing and expanding best practices in the area of risk management, program analysis, safety programs, loss control, and material safety data systems;
- Developing program budgets for all services offered including analysis and review of actuarial data and reports;
- Ensuring cost-effective, accurate, and efficient services of STSIG operations including timely and accurate financial data;
- Overseeing and monitoring the reconciliation of several periodic financial reports including the successful completion of financial and claim audits; and maintain and monitor cash reserves as needed, including investments;
- Involvement with binding arbitration and legal counsel (as needed) on coverage issues including advance preparation and documentation; and
- Mentoring and providing oversight to a small and talented staff.



Desired Characteristics

The ideal candidate for the position of Executive Director will have senior-level executive experience and have a general understanding of risk management and benefits administration. The ideal career experience of the new Executive Director will be in a public entity setting directing professional and administrative employees involved in the administration of workers' compensation, insurance, and benefits programs.

Candidates should have honesty and integrity in their commitment to lead and manage an organization that serves a geographically dispersed membership. The Executive Director must also be a self-assured individual with the ability to exercise a high degree of common sense and sound judgment. The ideal candidate will approach this position with an energetic and enthusiastic style that welcomes and solicits input. The Executive Director must have a commitment to teamwork and be extremely accessible to member agencies. The top candidate will be able to work effectively and collaboratively with a broad range of individuals, offering support and guidance in the administration of benefit programs.



The Executive Director will also be expected to be strategic, innovative, and creative in approaching the administration of existing and proposed programs. A true appreciation for the use and implementation of technology is strongly desired. Considering the current economy, the new Executive Director must be able to initiate cost-effective and cost-containment alternatives and programs to ensure continued support by member agencies.

The successful Executive Director candidate will be respectful of the views of others and have the ability to delegate effectively. The Executive Director should also be open to suggestions from the Executive Committee/Board and have a thorough understanding of Board/Executive Director relationships. Successful candidates will be outgoing, have strong leadership qualities, and an appreciation for the need to market and expand the services offered to the membership of the JPA. **The new Executive Director will need to be visible, proactive, and personally known to the member agencies in order to effectively maintain existing service levels.** The Executive Director will be an active participant in daily operations and be in direct contact with a large membership in order to address immediate needs, interpret policies, and provide guidance.

Additionally, the Executive Director must have the ability to provide the following qualities and attributes:

Exceptional leadership skills

- Build consensus and provide a vision for the future;
- Consistently communicate and implement STSIG's mission;
- A genuine interest in the broad range of issues and challenges facing the membership;
- Retain current members as well as increase outreach and enhanced programs; and
- Inspire staff through creativeness and entrepreneurial efforts.

Outstanding managerial skills

- Strong financial management skills and acumen with the ability to understand, manage, and monitor the financials of the agency;
- Extensive knowledge of current trends and issues that affect and influence insurance programs;
- Ability to evaluate, administer, and conduct negotiations with vendors and outside agencies in the implementation of programs; and
- Creative problem-solving capabilities combined with the ability to analyze and resolve complex and sensitive issues, problems, and situational needs.

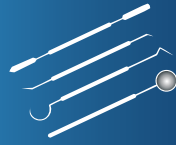
A proven, effective communicator

- Excellent writing skills, a highly articulate oral communication style, and the ability to clearly explain complex issues to a wide variety of constituents;
- Pro-active with an assertive management style that will enhance and guide the Executive Committee and Board in the evaluation of programs, analysis of trends in the industry, and overall fiscal related matters; and
- Display an outgoing, communicative style, one that is comfortable working with a variety of individuals at any level in the organization or membership.



VISION

Vision benefits plans are provided to members on a self-insured basis



DENTAL

Delta Dental provides the network of dental care professionals used by JPA employees



MEDICAL

The Shasta-Trinity Schools Insurance Group (JPA) is self-funded for medical insurance



PHARMACY

Prescription coverage for STSIG PPO health plans is administered by Navitus Health Solutions



WORK COMP

Shasta-Trinity Schools Insurance Group is partnered with Schools Insurance Authority

Qualifying Experience & Education

In addition to the desired education and experience noted below, a strong career history of teamwork combined with a client service orientation is extremely important.

Education: A Bachelor's degree from an accredited college or university with major course work in public, business, or educational administration, finance, or related field is desirable. Consideration will be made for experience in lieu of education for qualified candidates with sufficiently broad experience in the requisite areas. An advanced degree may be considered a plus.

Experience: Increasingly responsible experience in a comprehensive insurance program that includes senior-level experience dealing directly with self-insurance, benefits administration, and risk management activities is required. Experience dealing with insurance pooling and working directly with a governing board is a plus. Candidates from the private sector will be given full consideration if they are able to demonstrate a strong track record of success and have skills transferable to the public sector.

Compensation & Benefits

This is an at-will position and a mutually agreeable employment agreement will be negotiated with the top candidate. The annual salary range for the Executive Director is \$140,000 to \$160,000 with an executive benefit package including enrollment in a retirement program and the potential of assistance with moving and relocation.

To Be Considered

This is a **confidential process** and will be handled accordingly throughout the various stages of the process. All interested candidates are invited to express interest **prior to the end of May. The first review of resumes with the Search Committee will begin the week of June 1st (or sooner).** This recruitment may close at any time and candidates are asked to submit early in the process for optimal consideration. Candidates should be aware that this schedule may accelerate or slow-down due to the current COVID-19 situation. Resumes will be reviewed by Ralph Andersen & Associates upon receipt of submitted interest and preliminary video interviews will be scheduled for only the most highly qualified candidates. This recruitment is considered open until filled.

To be considered, candidates must submit a compelling cover letter and comprehensive resume. References will be required later in the process when mutual interest is established. **An electronic version of resume and cover letter are required via email to apply@ralphandersen.com.**

Ralph Andersen & Associates will conduct preliminary interviews using Zoom Technologies during May with qualified candidates. The Executive Committee, serving as the Search Committee, will review all qualified individuals and will be involved in selecting candidates for further video interviews and the final steps of the evaluation process. Candidates may be asked to complete a series of written responses for further consideration and review by the Search Committee. In addition, in-depth backgrounds and verifications will be conducted on the top candidates. Following this comprehensive evaluation process, the top candidate will be presented (ideally following the post-pandemic shutdown) to the JPA Board for final appointment. It is anticipated that the new Executive Director will join the Shasta-Trinity Schools Insurance Group as soon as possible during early summer (June/July) or at a mutually agreeable date.

If you have questions or would like to discuss the opportunity further, please email or call Ms. Heather Renschler at heather@ralphandersen.com or (916) 630-4900. Confidential inquiries welcomed.



4.5 FTE
EMPLOYEES



A quality safety program impacts the entire JPA membership. It is our hope to create a positive, collaborative atmosphere that is supportive to our districts as we strive toward improved employee engagement and safety.

Employee Safety

\$26.5M
TOTAL REVENUES



The Finance/Audit Committee consists of a Treasurer and two to six additional other members, all of whom must be regular or alternate members of the Board, as selected by the President.

Finance/Audit Committee

\$33.7M
NET POSITION AS OF JUNE 2019



Member districts of Shasta-Trinity Schools JPA enjoy a variety of services and benefits. It is the intent of STSIG to ensure all members have access to helpful programs that increase the value of membership and promote a safe and healthy life.

Additional Benefits

Shasta-Trinity Schools Insurance Group is an Equal Opportunity Employer



For more information about STSIG, visit their website at
www.stsigjpa.com