



City Attorney's Office

CONSENT CALENDAR

February 10, 2026

To: Honorable Mayor and Members of the City Council
From: Farimah Brown, City Attorney
Submitted by: Nathan Dahl, Assistant to the City Attorney
Subject: Establish Job Class Specification and Salary Range – Risk Manager

RECOMMENDATION

Adopt a resolution to establish the job class specification and pay scale of Risk Manager with an hourly pay scale of \$69.93 to \$85.00 distributed across five steps.

FISCAL IMPACTS OF RECOMMENDATION

The recommended pay scale for the proposed classification represents an annual fiscal impact of \$145,453.80 - \$176,800.00 (\$255,489.60 - \$310,549.20 including full benefits) for one position.

CURRENT SITUATION AND ITS EFFECTS

Establishing a Risk Manager classification within the City Attorney's Office (CAO) presents a cost-effective way for the City to manage its public liability risk portfolio and will open capacity for the two Deputy City Attorneys and the Assistant City Attorney currently administering tasks associated with the general liability claims program as well as providing advice and education to City officials and employees concerning risk avoidance, retention, and transfer. The current breakdown of time and cost associated with these risk management programs duties is roughly .7 FTE Deputy City Attorney and .3 FTE of Assistant City Attorney.

Creation of a Risk Manager classification will align Berkeley with the City's Strategic Plan in advancing our goal to "create a resilient, safe, connected, and prepared city" by allowing the City Attorney's Office to recruit and hire a candidate with the skills and expertise needed to manage the City's demanding activities related to the City's Public Liability Fund and serve as the City's liaison between the City of Berkeley and the Bay Cities Joint Powers Insurance Authority, as well as develop policy and strategy to mitigate risk across the City.

BACKGROUND

The proposal for creating a Risk Manager position within the City Attorney's Office was introduced in the FY25/26 Biannual budget. Funding was allocated to the CAO personnel budget to create the classification. The CAO began developing the duties and

assignments for the position in FY25 but then paused its development and recruitment for the position for the first half of FY26 in a cost savings effort during the City's hiring freeze.

The Personnel Board considered the proposed classification at its January 12, 2026 meeting and voted unanimously to send the classification and pay scale to the City Council for approval.

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

There are no identifiable environmental effects or opportunities associated with the subject of this report.

RATIONALE FOR RECOMMENDATION

Creating a Risk Manager classification aligns with the City Council's personnel funding allocation to create a position that focuses on managing the city's risk portfolio and claims through the Bay Cities Joint Powers Insurance Authority. Because the Risk Manager classification as proposed does not require candidates to be licensed attorneys, creating and hiring a Risk Manager will open operational capacity for attorneys in the CAO that are currently performing risk management functions.

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

Nathan Dahl, Assistant to the City Attorney (510) 847-6612.

Attachments:

1: Resolution

Exhibit A to Resolution: Proposed Job Class Specification and Pay Scale – Risk Manager

RESOLUTION NO. ##,###-N.S.

APPROVING ESTABLISHMENT OF JOB CLASS SPECIFICATION AND PAY SCALE OF RISK MANAGER

WHEREAS, the Human Resources Department maintains the Classification and Compensation plan for the City of Berkeley; and

WHEREAS, job specifications are foundational components of the City's Classification and Compensation plan; and

WHEREAS, the Human Resources Department revised the job class specification of Animal Services Supervisor with an hourly pay range of \$69.93 - \$85.00; and

WHEREAS, the Personnel Board recommended adopting the job class specification and pay range for Risk Manager at its January 12, 2026, meeting; and

WHEREAS, employees who work in the classification of Risk Manager will be considered exempt under the Fair Labor Standards Act (FLSA); and

WHEREAS, the job classification of Risk Manager is unrepresented; and

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the classification for Risk Manager is established with a job specification and pay range as shown in Exhibit A, effective February 10, 2026.

BE IT FURTHER RESOLVED that the Risk Manager classification has an hourly pay scale of \$69.93 - \$85.00 distributed across five steps:

Step 1	Step 2	Step 3	Step 4	Step 5
\$69.93	\$73.43	\$77.10	\$80.95	\$85.00

Exhibits

A: Risk Manager – Job Class Specification and Pay Scale

CITY OF BERKELEY
RISK MANAGER

Class Code XXXX

Pay Scale: \$69.93-\$85.00 Hourly

Established Date: February 10, 2026

DEFINITION

Under general direction of the City Attorney, plans, organizes, conducts various liability activities such as the general liability claims program as well as providing advice and education to City officials and employees concerning risk avoidance, retention, and transfer; serves as the City's liaison between the City of Berkeley and the Bay Cities Joint Powers Insurance Authority.

CLASS CHARACTERISTICS

This is a supervisory position in which incumbents direct, coordinate and perform the work related to managing the City's claims through the Bay Cities Joint Powers Insurance Authority and outside counsel conducting legal work on behalf of the city. Incumbents work collaboratively with attorneys within the City Attorney's Office and with staff from City Departments related to liability claims made against the City. This classification is distinguished from other classifications responsible for occupational health and safety and workers' compensation by the absence of those program elements.

SUPERVISION EXERCISED AND RECEIVED

Receives general supervision from City Attorney or designee. Exercises supervision over non-attorney administrative staff.

EXAMPLES OF ESSENTIAL FUNCTIONS

The essential functions outlined in the classification represent the fundamental requirements and primary purpose of the classification. Duties are illustrative of the essential functions of the classification intended to describe the general nature and level of work performed and are not intended to be an exhaustive list of duties that may be assigned. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification or is similar or closely related to another duty statement. The City of Berkeley is committed to diversity, equity, inclusion, and providing reasonable accommodations to qualified individuals with disabilities in accordance with the Americans with Disabilities Act (ADA).

1. Plans, organizes, develops, supervises and coordinates the operations of the Risk Management Division within the City Attorney's Office.
2. Receives claims, determines if claims meet statutory requirements, sets reserves, and determines who will adjust.
3. Performs or facilitates investigations; works with City staff, third-party claims

adjusters, attorneys, and subject matter experts to evaluate investigation and determine whether a claim should be accepted or denied.

4. Ensures that all statutory time limits and documentation are complied with; represents the City in small claims matters involving tort claims; coordinates with City Attorney's Office staff with regards to claims evolving into litigation.
5. Develops and maintains a comprehensive claims management system for making determinations on processing of public liability claims and supervises the processing of City claims, individuals and other agencies.
6. Coordinates with attorneys to provide research and recommendations for legal issues concerned with safety and risk management.
7. Maintains a complete record system of all claims and related activities.
8. Coordinates, prepares and presents studies, reports and agenda items to the City Council and other City boards or teams.
9. Studies statutory and regulatory requirements and modifies program components to ensure they meet standards and legislative mandates established by federal and state regulations; analyze the impact of legislative changes.
10. Represents the City on the Bay Cities Joint Powers Insurance Authority for general liability.
11. Evaluates insurance risks; monitors the City's insurance program including reviewing and approving contracts to reduce risk exposure and to develop accident insurance and indemnification provisions and contacting vendors and consultants regarding insurance requirements; evaluates costs and benefits of alternative coverage; re-negotiates or makes arrangements for coverage; and develops insurance requirements, reviews bids, and recommends policy purchases.
12. Supervise, evaluate, and train staff.
13. Performs related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

Note: The level and scope of the knowledge and skills listed below are related to job duties as defined under Class Characteristics.

Knowledge of:

1. Knowledge of principles and practices of comprehensive risk management including loss prevention and control and the financing and insuring of risk.

2. Legal and administrative requirements for implementation and administration of fully insured and self-insured programs.
3. Contract law, as it applies to general liability, bodily injury and claims adjustment.
4. Insurance company policies and procedures regarding claims and reserves.
5. Claim analysis, adjustment techniques for municipalities, injury and damage claim investigation, principles and procedures of accident prevention.

Skill and Ability to:

1. Effectively plan, organize, conduct and coordinate a comprehensive risk management program.
2. Organize and supervise assigned departmental functions.
3. Interpret and analyze state, federal and local laws and regulations related to risk management.
4. Interpret and analyze information including insurance policies, legal documents and reports pertaining to insurances, claims, loss exposure, and coverage.
5. Draw valid conclusions and project consequences of decisions and recommendations.
6. Prepare studies and reports concerning complex matters.
7. Set priorities, meet deadlines and make sound decisions.
8. Establish and maintain accurate records.
9. Maintain level of knowledge required for satisfactory job performance.
10. Communicate effectively; establish and maintain effective working relationships with employees, other agencies, service providers, and the general public.

MINIMUM QUALIFICATIONS

A typical way of gaining the knowledge, skills, and abilities outlined above is:

Education

Equivalent to a bachelor's degree from an accredited college or university with major coursework in public or business administration, human resources, industrial engineering, risk management, or a closely related field.

Experience

Four (4) years of progressively responsible professional experience in risk management, loss prevention or municipal/corporate insurance administration, including supervisory experience.

Licenses, Certifications, and Other Requirements

Designation as Associate in Risk Management for Public Entities (ARM-P) is highly desirable. When driving on City business, must possess a valid California driver's license.

PHYSICAL REQUIREMENTS

Frequent walking, standing, sitting, kneeling, squatting, twisting, and bending at the waist. Ability to hear meeting sounds, read fine print, and view a computer monitor. Sufficient strength and stamina to occasionally lift up to 25 pounds. Manual dexterity for computer use.

WORKING CONDITIONS

Work is performed indoors in an office environment. Noise level ranges from low to moderate. May be required to attend evening meetings.

CLASSIFICATION HISTORY

FLSA Status: Exempt
Bargaining Unit: Unrepresented
Established: February 10, 2026
Revised: N/A

