



Contra
Costa
County

To: Board of Supervisors
From: David Twa, County Administrator
Date: January 7, 2020

Subject: Appoint Director of Risk Management - Exempt

RECOMMENDATION(S):

APPOINT Karen Caoile to the position of Director of the Risk Management – Exempt (AJD3) at step 1 of the salary range effective January 14, 2020, with the following additional terms of employment:

- a. One-time accrual of 80 hours of vacation time
- b. All other benefits as provided in the current Management Resolution applicable to the position of Director of Risk Management - Exempt.

FISCAL IMPACT:

No additional fiscal impact as this action fills a budgeted vacant position. The annual estimated cost of the position is \$146,278.08 salary and \$95,519.59 benefits, for a total cost of \$241,797.67, which will be recovered through service fees charged to user departments.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **01/07/2020** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II Supervisor
Diane Burgis, District III Supervisor
Karen Mitchoff, District IV Supervisor
Federal D. Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: January 7, 2020

David Twa, County Administrator and Clerk of the Board of Supervisors

By: June McHuen, Deputy

Contact: Dianne Dinsmore
(925) 335-1766

cc:

BACKGROUND:

In March of 2019, the County commenced its recruitment to fill the Director of Risk Management - Exempt position.

The County contracted with Avery Associates to conduct the recruitment. Invitation letters and copies of the recruitment brochure were sent to 150 potential candidates. The position was advertised nationwide, including at CALPELRA, NPELRA, CSAC, IPMA Western Region and Northern California, RiskManagement.com, Risk Management Society, and LinkedIn. By the end of the six week recruiting period, a total of 55 resumes were received. Of these resumes, 17 applicants met the minimum qualifications. After intensive candidate screening and interviews, six finalists were forwarded for interviews with the County management team.

Following a series of interviews, reference checks and other background investigation, Karen Caoile was selected for the position.

Ms. Caoile holds a Bachelor's Degree in Political Science with an emphasis in Public Administration from California State University, Hayward. She currently serves on the General Liability, Property, and Medical Malpractice Committees of the CSAC Excess Insurance Authority and previously served as the Committee Chair for both the Medical Malpractice Committee and the Technology Committee. Ms. Caoile's career in Risk Management has included city, special district, and county government, beginning with the East Bay Regional Park District followed by four years as the Assistant Risk Manager for the City of Alameda. She joined County of Alameda in 2005 and most recently has served as Acting Assistant Director of Risk Management.

Ms. Caoile has established collaborative relationships with industry professionals and other public entities that recognize her as a highly skilled practitioner who facilitates the exchange of information and resolves multi-agency problems. She has a strong commitment to high ethical and professional standards and developing creative, proactive solutions in the complex risk management arena.

It is recommended that Karen Caoile be appointed Director of Risk Management - Exempt at Step 1 of the salary range effective January 14, 2020.

CONSEQUENCE OF NEGATIVE ACTION:

The County will not have a Director of Risk Management to lead this critical function.