



The California JPIA

The California Joint Powers Insurance Authority is one of the largest municipal self-insurance pools in the state. Through its programs, it provides liability, workers' compensation, pollution, property and earthquake, and other coverages, as well as risk management training and loss control services to 122 cities and other governmental agencies.

The California JPIA was formed in 1977 as the Southern California Joint Powers Insurance Authority under the provisions of California Government Code, Section 6500 et seq., to provide self-insurance and loss pooling for its members.

A Board of Directors, consisting of one elected official appointed by each member agency, governs the California JPIA. The Board elects an Executive Committee, which meets monthly to supervise and conduct Authority affairs. A full-time staff headed by a Chief Executive Officer, employed by the Executive Committee, handles the day-to-day business of the California JPIA.



INTEGRITY

EXCELLENCE

INNOVATION

TEAMWORK

EMPLOYMENT OPPORTUNITY

PART-TIME TRAINING COORDINATOR

Compensation
\$25.00 per hour

Deadline to apply
September 6, 2011



The Position

The California JPIA is recruiting for an individual to fill the position of part-time, regional Training Coordinator. The successful candidate for this at-will position will, under general supervision, attend and facilitate training workshops and academies presented to members of the California JPIA located in the central coast and northern California regions. This is a field-based regional position that will remotely support the Member Services Department of the California JPIA. The ideal candidate should be located in the central coast area of California.

Duties

- Introduce instructors and oversee delivery of training at various locations; function as the Authority's liaison and ambassador, working with members to ensure that effective training relationships are developed and maintained.
- Report on comments and feedback received from member staff, training participants, and instructors; be they casual, informal, or directed.
- Maintain accurate workshop attendance and financial records.
- Travel regionally throughout the central coast and northern California; attend and participate in meetings and workshops at the Authority's La Palma campus on a monthly basis.

Physical Demands

Ability to drive a personal vehicle for extended time periods (primarily throughout central and northern California) by possessing a valid Class "C" California Driver's License and an acceptable driving record pursuant to the Authority's Vehicle Use Policy. Maintain appropriate personal auto insurance coverage in compliance with the Authority's Vehicle Use Policy. Applicable mileage reimbursement will be made at the current IRS mileage rate.

Ability to lift and carry up to 25 pounds unassisted; ability to stand, sit, walk, bend, push, and pull; walk on grass, unpaved lots, streets, and sidewalks. Refer to job function analysis for additional physical demands.

Desired Qualifications

- Any combination of education, training, and/or experience equivalent to an Associate's degree with course work in recreation/leisure studies, hospitality management, business administration, or a closely related field.
- Two years of progressively responsible experience in facility, special event, or service administration and coordination.
- Ability to work independently and effectively with others.
- Knowledge of local government operations is beneficial.

Selection Process

- Application materials are available at www.cjpia.org/jobs. Submit application materials to the California JPIA, Attn. Tammie Haller, 8081 Moody Street, La Palma, CA, 90623, or thaller@cjpia.org no later than 4 p.m., Tuesday, September 6, 2011.
- Resumes, applications, and supplemental questionnaires will be evaluated to determine those applicants demonstrating the skills best meeting the California JPIA's needs. Only the best-qualified applicants, as determined by this review, will be invited to participate in the oral interview process.
- The oral panel interview may be scheduled on September 13th in the central coast area. Second interviews may take place on October 5th, or shortly thereafter at the California JPIA office, 8081 Moody Street, La Palma.
- Selected candidate will undergo a pre-employment physical and drug screen.

Compensation and Hours

- \$25.00 per hour.
- Schedule is determined on an as needed basis. Hours will vary.
- Voluntary Deferred Compensation Plan (no employer match)
- Part-time Personal Leave – accrue one hour of leave for every 25 hours worked (up to 40 hours annually).
- Employee Assistance Program (EAP)

