

**CIS is recruiting for a Correctional Facilities Law Enforcement Risk Management Consultant  
(Tigard or Salem Office; may consider other Oregon locations if circumstances necessitate it)**

**Are you interested in making a difference?**

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CIS (Citycounty Insurance Services) is a member-driven, service-oriented organization that helps Oregon's cities and counties effectively manage risk so that they can provide crucial services to Oregonians. We offer a wide range of coverage and services that are tailored to best serve our members. One way we do this is by having an in-house law enforcement consulting team that works hard to achieve the best results for our member employers.

This position reports to the Deputy Property/Casualty Director who works in our Tigard, Oregon Office. If circumstances necessitate it, we may consider another office location for this position.

**Why is CIS a great place to work?**

- You make a difference for local communities and the people who serve our citizens.
- Our members respect and appreciate what we do for them.
- We celebrate innovation.
- Your coworkers are talented, friendly, enthusiastic, and professional.
- Our wages and benefits are competitive, including free parking.
- We offer PERS (Oregon Public Employees Retirement System) retirement.
- We encourage growth through training as well as generous personal and professional development opportunities.

For more information about CIS, please visit <http://www.cisoregon.org>

**Can you picture yourself in the position?**

You currently have expertise in correctional facilities law enforcement in a public-sector setting; or you work in a similar position for a membership association, insurance risk pool, or other insurance organization.

**MINIMUM QUALIFICATIONS**

Knowledge and experience with:

- Reviewing correctional facilities claims and losses, , to target risk management needs and emerging issues and to evaluate the effectiveness of programs; make recommendations to management on programs and services to respond to needs and issues.
- Regularly contacting member law enforcement agencies to audit and review correctional facilities policies, practices and procedures. Reviewing results and recommending improvements using a best practice model.
- Conducting onsite inspections of police department and sheriff's office correctional facilities.
- Assessing member correctional facilities law enforcement training needs associated with claims and losses. Recommending external training resources to respond to identified needs. Conducting training for members.
- Participating in development of CIS' law enforcement conference.
- Developing and maintaining risk management partnerships with member police and sheriff department officials, OSSA, OACP, DPSST, Lexipol, Oregon Accreditation Alliance, and similar organizations serving the Oregon law enforcement community.
- Coordinating the provision of risk management and/or legal consultation to member agencies by internal and external resources.
- Interacting with all staff levels and proactively maintaining team relationships.
- Writing articles for publications on correctional facilities risk management issues.

- Representing CIS on committees and at meetings associated with law enforcement risk management as assigned.

### **EDUCATION, CERTIFICATION, CERTIFICATES, KNOWLEDGE & EXPERIENCE:**

Education and experience requirements listed are minimum standards. Other equivalent combinations of education, certifications, training, and experience may be considered.

Education: Bachelor's degree in Law Enforcement, Public Safety, or a similar field

Knowledge: Current knowledge of correctional facilities policies, laws, and practices. Advanced training (i.e. FBI National Academy or similar institution) in public safety and law enforcement.

#### Skills

- Make oral presentations to groups.
- The use of computers, such as laptops, tablets, and smartphones and associated software.
- Program and project management techniques.
- Strategic and organizational planning techniques.
- Public relations principles as they relate to the public sector.

#### Abilities

- Formulate concepts and develop strategies and solutions to address needs of a particular segment of CIS members.
- Effectively communicate, both orally and in writing, with all levels of contacts.
- Write clearly and concisely using rules of English grammar and composition.
- Develop feasible short and long-range plans/goals to project and develop programs and projects.
- Establish and maintain effective working relationships with those contacted during assignments.
- Organize, prioritize and perform multiple tasks concurrently.
- Exercise sound judgment in safeguarding confidential or sensitive information.
- Independently make decisions and take appropriate action.
- Describe complex ideas in understandable, usable ways.
- Conduct research, gather information, and analyze a variety of data.
- Motivate others to create trust, team spirit and professionalism.
- Provide training programs on jails law enforcement subjects.

Knowledge of Oregon correctional facilities policies and procedures, and an understanding of best practices in Oregon and nationally to reduce claims. Understanding of high risk/liability issues inherent in correctional facilities law enforcement.

Licenses: Valid driver's license; employee must maintain a safe driving record while employed with CIS.

Experience: Seven or more years' experience, including the following:

- Jails law enforcement operational management and supervision or law enforcement command staff or other high-level law enforcement management level experience
- The administration of basic and advanced law enforcement training programs.
- Jails law enforcement methods and procedures related to cities, counties, corrections, investigation, identification, communication, administration and support functions.
- Participation in professional workgroups convened by OSSA, OACP, DPSST or others on corrections issues

- Correctional facilities risk management practices and principles

### **SPECIAL QUALIFICATIONS**

- Current or prior DPSST Supervisory, Management or Executive certification or similar out of state certification.

The person in this position may typically spend 40% or more of their time traveling by vehicle to member locations around the state, as well as traveling to instate and out-of-state conferences and training; often requiring a longer workday and overnight travel.

### **I AM INTERESTED; WHAT DO I DO NEXT?**

To access our Careers page, and the link to our online application system (governmentjobs.com), please go to: <https://www.cisoregon.org/About/CareerOpportunities>

You must apply using our online application system (governmentjobs.com) to be considered for employment with CIS.

**This position closes at noon on January 4, 2021.**

**Recruiting salary range:** Grade R/Steps 1-5 (\$108,144 - \$117,246)