



Vice President – Claims Administration Division  
Rancho Cordova, California

This executive position is responsible for the operational facets of the Claims Administration Division (CAD). You will develop and maintain CAD policies and procedures; manage and develop CAD resources (e.g., Division staff, software, equipment, vendors, consultants); direct qualitative and quantitative performance management (e.g., establish benchmarks, evaluate results); and link CAD’s Operational Plan to George Hills’ Strategic Plan. You will participate in the Corporate Management Team to work with the CEO and other executives in establishing long-term goals, plans, and policies that align with organizational goals.

**Education and Experience**

- Four-year degree in Business or management-related field.
- At least seven years’ experience with insurance claims, self-insurance, pooled insurance and joint powers authorities (JPAs).
- Five years’ management experience with at least three years in upper management.
- Maintain necessary adjuster licenses, including completing required continuing education, as applicable.

**Benefits**

- Medical paid 75% for employee
- 11 paid holidays
- 401K with employer match
- 15–20 days of PTO per year
- Dental, vision, long term disability and life insurance paid 100% for employee
- Employee Assistance Program for employee and dependents

**Application Process**

1. Submit a resume to [maya.maas@georgehills.com](mailto:maya.maas@georgehills.com)—no walk-ins please.
2. Resumes are reviewed by HR staff and the supervising manager, followed by phone screenings.
3. One to two in-person interviews will be conducted with the supervising manager and other staff.
4. Candidates may be asked to complete an assessment related to the position for which they are interviewing.

**Corporate Background**

George Hills was founded in 1954 with the intention to revolutionize claims administration by creating a culture focused on innovation and excellent service. By applying creative minds to old, familiar claims handling policies, we developed best practice procedures for claims administration that reflect our goal to provide our clients with the service and results they deserve. Our culture of creative solutions and customer appreciation is maintained by hiring people with similar professional values and providing them with the state-of-the-art tools they need to deliver the superior service for which George Hills has become known.

With seven offices throughout California, George Hills works with over 100 diverse clients, including counties, cities, school districts, insurance carriers, joint powers authorities, and agencies. Our firm’s extensive California public entity claims handling history, along with our specific focus on property and liability third party administration, has resulted in our specialized knowledge of public entity oversight and claims handling needs.

**Mission Statement**

To be California’s leading TPA and JPA management firm.

**Purpose Statement**

Protecting and enhancing the assets of our clients.

**Values**

- Honesty, Integrity, and Accountability
- Customer Satisfaction
- Financial Stewardship
- Loyalty and Commitment
- Continuous Improvement

- Inherent in our everyday actions
- Exceeding expectations is our goal
- Critical to our collective success
- Earned through trust between employee and employer
- Encouraged and supported as leaders in the industry

*The purpose of this profile is to provide general information and assist potential candidates in determining interest in applying for this position. The information provided is not all-inclusive.*