



JOB TITLE: DIRECTOR, WORKPLACE SAFETY & RISK MANAGEMENT

Classification:	Classified Management	Retirement Type:	PERS*
Salary Range:	13	Board Approved:	October 18, 2021

BASIC FUNCTION:

Under the direction of the Vice President of Administrative Services, the Director of Workplace Safety & Risk Management administers and oversees the District's risk management programs and workers' compensation insurance program. Oversees general liability and property insurance, claims management, return-to-work program, employee safety, the District's Injury and Illness Prevention Program (IIPP), emergency preparedness, and loss control.

REPRESENTATIVE DUTIES:

Develops, organizes, implements, and evaluates the District's risk management programs (i.e., workers' compensation and general property and liability insurance) and the District's environmental, occupational, and health/safety programs. Ensures compliance with Cal/OSHA, ADA, and other related federal, state, and local laws and regulations.

Manages workers' compensation claims and the District's property and liability claims. Reviews, directs, and coordinates efforts of District personnel and third-party administrators to resolve claims in the best interest of parties involved. Reviews and takes appropriate action on claims.

Performs insurance needs assessments and recommends coverage levels. Negotiates terms of coverage and purchase of insurance plans in consultation with supervisor.

Ensures proper handling, storage, and disposal of hazardous chemicals and biological materials across all District facilities and during construction of new facilities. Continuously monitors for safety code compliance with local, state, and federal regulations. Responds to and resolves problems, issues, and inquiries regarding District hazardous materials management. Prepares and updates mandated regulatory reports and ensures availability of appropriate records.

Conducts safety inspections of District facilities and construction sites. Enforces adherence to regulations governing the health and safety of individuals and protection of the environment.

Oversees the District's Injury and Illness Prevention Program (IIPP) as well as the ergonomics program. Investigates workplace injuries, illnesses, accidents, and incidents. Determines causal factors and remedial measures. Advises supervisor and relevant departments of ramifications and liabilities related to District facilities, equipment, and procedures. Takes corrective actions to resolve compliance issues. Supervises and/or coordinates ongoing safety inspections, emergency procedures, and related training. Evaluates program effectiveness. Recommends modifications as appropriate.

Prepares for litigated claims in consultation with legal counsel and policyholders. Assembles documents, signs interrogatories, arranges for witness statements, gathers evidence, and conducts independent investigations, as appropriate. Serves as the District's defense witness.

Represents the District in small claims court. Recommends, in consultation with supervisor, disposition and/or claim settlement amounts for the Board's review and approval.

Assists in the planning and coordination of District-wide emergency response plans, natural disaster preparedness, and other risk-mitigation plans in collaboration with Campus Police and other appropriate Area Units. Implements appropriate trainings in safety and security protocols.

Serves as the primary point of contact with regulatory agencies such as Cal/OSHA, Department of Public Health, the EPA, fire departments, and other government agencies. Provides technical guidance, information/data, and expertise. Prepares and compiles statistical reports and other required data.

Develops and evaluates insurance policy proposals. Renews and maintains insurance policies as needed. Responds to provider surveys. Develops ad hoc reports for surveys. Selects providers. Requests and maintains certificates of insurance.

Participates on the Joint Powers Agency Board of Directors and the Statewide Association of Community Colleges (SWACC). Attends safety and risk management workshops, conferences, and training sessions. Researches issues raised at meetings, as needed.

Hires, trains, and develops staff. Schedules, assigns, and prioritizes workloads. Sets appropriate goals, priorities, and deadlines. Ensures timely completion of unit work. Evaluates employee performance and provides guidance and feedback.

Develops and manages unit budget. Authorizes expenditures. Prepares budget projections.

Maintains current knowledge of codes, laws, and regulations related to risk management, health and safety, and workers compensation. Reviews, analyzes, and monitors the District's compliance with legislation impacting assigned programs.

Reviews College contracts as needed.

Performs other related duties as assigned or requested.

JOB QUALIFICATIONS:

Education and Experience:

Bachelor's degree and five (5) years of experience in risk management, loss prevention, and/or managing environmental or occupational health and safety programs. Three (3) years of experience directly supervising personnel.

OTHER QUALIFICATIONS:

Knowledge/Areas of Expertise:

Experienced in promoting a positive safety culture and collaboration across campus.

Knowledge of regulations pertinent to environmental health, safety, and risk management.

Knowledge of ergonomic principles, hazardous materials handling and disposal, and emergency preparedness practices.

Knowledge of insurance principles and practices, including claims adjustment and settlements.

Knowledge of applicable federal, state, and local codes, laws, and regulations pertinent to environmental health, workplace safety, and risk management.

Abilities/Skills:

Ability to communicate clearly and effectively both orally and in writing.
Ability to prepare clear, comprehensive correspondence, reports, and other written materials.
Ability to present proposals and recommendations clearly, logistically, and persuasively.
Ability to establish and maintain effective working relationships.
Skilled at exercising tact and diplomacy in dealing with complex and/or escalating situations.
Skilled at supervising, training, and directing the work of others.
Skilled at negotiating and resolving difficult and complex issues.
Skilled in maintaining accurate and detailed records.

Licenses or Other Requirements:

Valid California drivers license required.
Associate in Risk Management (ARM) certificate desirable.

WORKING CONDITIONS:

Exposure to chemicals and/or hazardous materials on occasion.
Lift, carry, push, or pull up to 25 pounds.
Reach with hands and arms.
Stand, walk, and travel around campus or satellite locations to perform fieldwork.
Indoor/outdoor environment with exposure to computer screens, noise, and electrical energy.
May be exposed to extreme weather conditions.

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.