

DIRECTOR OF RISK MANAGEMENT

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
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DEFINITION: Under administrative direction, plans, organizes, directs and coordinates a comprehensive health and safety, risk and emergency management program to ensure that the staff, students, public, and District's assets are adequately and appropriately protected.

DISTINGUISHING CHARACTERISTICS: The Director of Risk Management oversees, manages, administers and coordinates the health and safety, workers' compensation, risk and loss prevention, and emergency management programs for the District. The position performs safety inspections of work areas, environmental, construction sites, and facilities, and investigates or assists with injury and accident investigations. The Director of Risk Management ensures that assigned health and safety trainings and programs are operating within the appropriate budgetary guidelines and remain in compliance with District, local, state and/or federal environmental and occupational health, safety and emergency management laws and regulations.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS:

Duties may include, but are not limited to, the following:

- Oversees, develops, organizes, coordinates, administers and evaluates comprehensive health and safety, risk and emergency management programs, services, operations and activities of the District.
- Coordinates and administers the District's insurance programs, including but not limited to, the following: Workers' compensation, property, liability, travel, student accident insurance and all other coverage as needed.
- Coordinates, monitors and evaluates, with appropriate college and District Office staff, the District environmental and occupational health, safety and emergency management programs to ensure compliance with CAL OSHA/OSHA, ADA and related regulations.
- Processes workers' compensation claims; administers and coordinates the interactive process; assists campuses in reasonable accommodations of injured workers; oversees ergonomic requests and studies; facilitates return to work for employees; reviews and approves settlements as appropriate.
- Appraises workstations for employees needing ergonomics assessment and reasonable accommodation in order to comply with the Americans with Disabilities Act.
- Manages the District's property liability claims administration; collaborates with council and senior management on the management and final disposition of liability claims; assists with hold harmless agreements and compliance.
- Oversees District safety training and mandated training programs in compliance with local, state, and federal laws.
- Performs, assists, and coordinates investigations of all employee/student injuries, accidents, and incidents in coordination with CAL OSHA and other regulatory agencies as required.
- Conducts and coordinates inspections of District facilities and construction sites; enforces adherence to regulations governing the health and safety of individuals and protection of the environment.
- Ensures that hazardous waste and surplus chemicals are disposed of in compliance with local and state regulations; prepares waste regulatory reports.
- Trains or ensures training of employees on procedures for handling or working with a particular hazardous substance using the global harmonization system and proper Material Safety Data Sheets.
- Develops and maintains, with Police Services, the District's Emergency Preparedness program; serves as chair of the Districtwide Safety Committee and delivers or coordinates training on emergency preparedness.
- Performs insurance needs assessments, recommends coverage levels and negotiates terms of coverage and purchase of insurance plans.
- Ensures compliance with and advises on current health care regulations which are subject to fines.
- Administers and coordinates workers' compensation-related leave of absence programs to ensure legal compliance; coordinates with appropriate departments regarding illness/injury-related leave of absences; reviews and analyzes state and federal leave law applications, and makes recommendations and develops employer responses.
- Participates in the formulation, interpretation and application of District policies and procedures as they



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pertain to risk management, liability claims, workers' compensation claims, occupational health and safety regulations, workplace accommodations, and other related issues.

- Prepares, administers and monitors annual budgets for health and safety, risk management and emergency preparedness programs; authorizes expenditures according to District policies and regulations.
- Supervises assigned employees; appraises performance and provides technical direction and guidance.
- Serves as the liaison with governmental and regulatory agencies.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge Of:

- Principles and practices of environmental, occupational health, safety, risk and emergency management.
- Methods and techniques of accident reporting and investigations.
- Applicable sections of building codes.
- Applicable sections of State laws, rules, and regulations including, but not limited to, the: California Education Code, California Government Code, California Vehicle Code, and California Code of Regulations Title 5 and Title 8.
- Applicable spreadsheet and database computer software.
- Insurance policies, forms, claims, and settlement procedures.
- OSHA regulations, workers' compensation laws, plus pertinent health/safety and fire laws.
- Pertinent federal, state, and local laws and regulations such as the Affordable Care Act, CPRA and ADA.
- Principles and practices of program development and administration.

Ability To:

- Analyze situations and determine effective course of action.
- Communicate effectively, both orally and in writing.
- Conduct risk management and risk avoidance analysis, evaluate statistical data, determine severity of exposure, and present facts, conclusions, and recommendations.
- Implement concepts of shared governance
- Interpret and apply rules, regulations, policies and procedures.
- Demonstrate management and leadership skills.
- Establish and maintain cooperative working relationships with those contacted in the performance of duties.
- Organize and supervise the work of others.
- Serve as a resource person to staff.
- Prepare statistical and narrative reports in a clear and concise manner.
- Negotiate contracts and settlements.
- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, race, ethnicity, gender identity, sexual orientation, age, politics, philosophy, disability, and religious background of all students, faculty and staff.

Education/Training: Possession of a Bachelor's Degree from an accredited college or university, or the equivalent; possession of, or the ability to obtain, a valid California Driver's license.

Experience: Five years of experience in environmental, occupational health, safety, risk management, emergency preparedness, or a related field.



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Actions: Newly created classification adopted by the Governing Board on 02/27/2019

Amended: 02/27/2019