

DIRECTOR, SAFETY, RISK MANAGEMENT, AND EMERGENCY PREPAREDNESS

DEFINITION

Under administrative direction, plans, organizes, manages, and provides administrative direction and oversight for the College's comprehensive safety, risk management, workers' compensation, insurance administration, emergency preparedness, environmental health and safety, regulatory compliance, and related programs; coordinates institutional risk mitigation efforts; develops and implements proactive strategies to reduce institutional risk, claims costs, workplace injuries, and liability exposure; coordinates assigned activities with other College departments, divisions, officials, and outside external agencies; serves as a strategic advisor regarding risk exposure, safety, emergency preparedness, and compliance; provides highly responsible and complex professional assistance to management in areas of expertise.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the assigned managerial personnel. Exercises general direction and supervision over management, professional, technical, and administrative support staff through subordinate levels of management and supervision.

CLASS CHARACTERISTICS

This is a classified management classification responsible for planning, organizing, directing, and evaluating the College's comprehensive safety, risk management, workers' compensation, insurance administration, emergency preparedness, environmental health and safety, and regulatory compliance programs. The position serves as the College's principal administrator for enterprise risk management, workers' compensation, claims administration, insurance programs, liability management, loss prevention, litigation support, subpoena coordination, risk-related investigations, and emergency preparedness. Responsibilities include overseeing Americans with Disabilities Act (ADA) and Title II compliance to mitigate property liability and ensure accessible infrastructure and capital project compliance.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Assumes full management responsibility for all safety, risk management, workers' compensation, workers' compensation, insurance administration, emergency preparedness, business continuity, and regulatory compliance programs, services, and activities; coordinates and conducts training sessions and in-services for staff concerning safety and risk management programs, issues, and related policies and procedures.
2. Provides strategic oversight and administration of the College's workers' compensation program, including policy development, claims oversight, vendor management, return-to-work strategy, compliance monitoring, claims trend analysis, and coordination with legal counsel and third-party administrators. Oversees workers' compensation program administration performed by subordinate staff to ensure

- compliance with all applicable laws, regulations, and reporting requirements, and attends related depositions and hearings as required.
3. Administers and ensures compliance with the College's Workplace Violence Prevention Program; ensures compliance with federal and state laws and regulations related to safety, including Americans with Disabilities Act (ADA), the Clery Act, Violence Against Women Act, and workplace violence prevention; serves as a subject matter resource to provide guidance, training, and support; collaborates with other departments to investigate, document, track, and report incidents.
 4. Administers liability, property, personal injury, and other claims involving the College; conducts or directs investigations; monitors claim activity; evaluates liability exposure and settlement recommendations; approves or recommends claim resolution, settlement, or litigation strategies consistent with applicable laws and investigative findings; coordinates responses to subpoenas and legal requests; develops and implements claims administration procedures; serves as the primary liaison with legal counsel, insurers, and third-party claims administrators; and attends related depositions and hearings as required.
 5. Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for assigned programs; establishes, within College policy, appropriate budget, service, and staffing levels.
 6. Manages and participates in the development and administration of assigned program budgets; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
 7. Selects, trains, motivates, and directs the assigned department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline procedures; responds to staff questions and concerns.
 8. Contributes to the overall quality of program services by developing, reviewing, and implementing policies and procedures to meet legal requirements and College needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
 9. Leads the College's enterprise risk management program by conducting institutional risk assessments, maintaining risk registers, developing mitigation strategies, analyzing risk and claims data, monitoring emerging exposures, and providing recommendations to executive-level management in order to reduce organizational risk and strengthen institutional resilience.
 10. Collaborates and coordinates loss control activities with various College departments and divisions to identify and remedy hazardous conditions and to develop and implement related programs and procedures.
 11. Serves as the College's primary liaison with Joint Powers Authorities, insurance carriers, brokers, and claims administrators; evaluates premiums, coverage limits, deductibles, self-insured retentions, and renewal options; and provides recommendations regarding risk financing and insurance coverage strategies.
 12. Administers the College's property and liability programs; reviews claims and incidents to determine potential liability exposure; coordinates claim reporting and claims

administration activities; coordinates legal aspects of contracts with vendors and contractors; reviews and evaluates proposed contracts to determine insurance requirements and liability exposure to the College; participates in the review, evaluation, and selection of vendors and contractors; recommends appropriate insurance coverage according to identified risks and compiles and submits loss exposure data to support insurance renewal, coverage analysis, and risk financing decisions.

13. Establishes construction risk and insurance standards for capital projects, partnering with Facilities Planning and Management Department and legal counsel to minimize institutional liability; provides risk management support for capital construction projects, including contractor insurance compliance, builder's risk exposure review, risk transfer provisions, and construction-related risk mitigation strategies.
14. Plans, organizes, controls, and directs the College's environmental health and safety program, including hazardous materials management, workplace safety programs, environmental compliance, and environmental risk mitigation efforts; to ensures compliance with local, state, and federal guidelines and requirements; coordinates and directs activities of the College's Health and Safety Committee; recommends and implements mandated safety compliance programs; functions as the Safety Officer under mandated Occupational Safety and Health Administration (OSHA) standards.
15. Directs and maintains the College's Injury and Illness Prevention Program (IIPP), Workplace Violence Prevention Plan (WVPP), and other Cal/OSHA-mandated safety programs.
16. Leads College-wide emergency preparedness, emergency operations, business continuity, continuity of operations, disaster recovery, and institutional resilience planning efforts, ensures compliance with Standardized Emergency Management System (SEMS), National Incident Management System (NIMS), Federal Emergency Management Agency (FEMA) and related emergency management requirements; provides executive oversight for emergency preparedness training programs, exercises, drills, emergency response procedures, and after-action assessments; and coordinates emergency planning and response activities with College departments and external public safety agencies.
17. Collaborates with Information Technology Department and other stakeholders to address cybersecurity risk mitigation, cyber insurance requirements, incident response planning, evaluate vendor-related risk considerations, and strengthen institutional resiliency efforts.
18. Monitors changes in laws, regulations, and technology that may affect College or program operations; implements policy and procedural changes as required.
19. Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by management; oversees the processing of forms and applications; ensures mandated records and reports are completed according to established guidelines; maintains and directs the maintenance of working and official departmental files.
20. Establishes, implements, and fosters an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility (DEISAA).
21. Oversees, leads, and provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.

22. Utilizes critical thinking, sound decision-making, and problem-solving skills with tact, confidence, and diplomacy.
23. Implements, enforces, supports, and abides by federal, state, local policies, and Board Policies and Administrative Procedures.
24. Participates in and supports employee participation on committees, task forces, and special assignments, including, but not limited to, Screening and Selection Committees, mandated trainings, and DEISAA related trainings as required.
25. Prepares and delivers DEISAA-minded presentations related to assigned areas as required.
26. Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
27. Performs other related duties as assigned consistent with the scope of the position.

QUALIFICATIONS

Knowledge of:

1. Principles and practices of supporting a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Administrative principles and practices, including goal setting, program development, implementation, and evaluation.
3. Public agency budget development, contract administration, emergency preparedness, continuity planning, and organizational and management practices as applied to the analysis, development, and evaluation of projects, programs, policies, procedures, regulatory compliance requirements, and operational needs.
4. Principles and practices of employee supervision, including work planning, assignment, review, and evaluation, and the training of staff in work procedures.
5. Principles and practices of public sector risk management, workers' compensation administration, insurance administration, safety compliance, and claims management.
6. Principles and practices of contract management, insurance policies, business continuity, and disaster recovery planning.
7. Principles, practices, and techniques of exposure identification, safety inspection, accident investigation, and related corrective actions.
8. Principles and practices of liability claims administration, litigation coordination, dispute resolution, settlement evaluation, and insurance claims management.
9. Subpoena response procedures, public records requirements, investigation protocols, evidence preservation practices, and legal risk mitigation principles applicable to public agencies.
10. Contract risk transfer provisions, indemnification requirements, and insurance coverage analysis related to procurement/contracts.
11. Enterprise risk management methodologies and institutional risk assessment practices.
12. Cybersecurity risk management practices and cyber insurance requirements.
13. Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility, including the Americans with Disabilities Act (ADA), the Clery Act, Violence Against Women Act, and Workplace Violence Prevention.

14. Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
15. Principles and procedures of record-keeping, technical report writing, and preparation of correspondence and presentations.
16. Modern office practices, methods, and computer equipment and applications related to the scope of responsibility.
17. Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
18. Techniques for providing a high level of customer service by effectively interacting with the public, vendors, students, and College staff, including individuals of various ages, disabilities, socio-economic levels and ethnic groups.

Skills & Abilities to:

1. Implement, advocate for, and communicate the College's vision and commitment to creating a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Oversee and address diversity, equity, inclusion, social justice, anti-racism, and accessibility gaps in the recruitment and retention of faculty, management, and staff.
3. Exercise critical thinking and sound decision-making through observing, analyzing, inferring, communicating, and problem-solving in challenging situations with ethics, tact, confidence, and diplomacy.
4. Develop and implement goals, objectives, policies, procedures, work standards, strategies, and internal controls for the department and assigned program areas.
5. Develop and implement resources and strategies towards the goal of being diverse, equitable, inclusive, socially just, anti-racist, and accessible in academic and work environments.
6. Oversee the implementation of applicable collective bargaining agreements as they relate to employees supervised.
7. Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
8. Interpret, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures, laws, and regulations.
9. Research, analyze, and evaluate new service delivery methods, procedures, technologies, and operational practices to improve effectiveness and reduce institutional risk.
10. Effectively represent the College and assigned programs in meetings with educational, business, professional, regulatory, legislative, insurance, and public safety organizations.
11. Analyze complex claims, complaints, investigations, and litigation matters and develop effective risk mitigation and resolution strategies.
12. Prepare clear and concise reports, correspondence, policies, procedures, presentations, and other written materials.
13. Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical and administrative reports.
14. Establish and maintain a variety of filing, record-keeping, and tracking systems.

15. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
16. Learn and apply emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
17. Communicate effectively through various modalities.
18. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures; understand scope of authority in making independent decisions.
19. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

1. Equivalent to a bachelor's degree from a regionally or nationally accredited college or university; and
2. Five (5) full-time equivalent years of increasingly responsible experience in workers' compensation administration, insurance administration, occupational safety, emergency preparedness, compliance, claims management, or a related field, including two (2) full-time equivalent years of supervisory experience.

Desirable Qualifications:

1. Master's degree from a regionally accredited college or university with major coursework in risk management, business administration, public administration, emergency management, occupational safety, environmental health and safety, industrial hygiene, or related field.
2. Experience in higher education, community colleges, K-12 education, public agencies, or governmental organizations.
3. Any one or more of the following certifications: Associate in Risk Management (ARM); Certified Risk Manager (CRM); Certified Safety Professional (CSP); Certified Emergency Manager (CEM); Chartered Property Casualty Underwriter (CPCU); Associate in Claims (AIC); FEMA ICS/NIMS Certifications; OSHA Certifications.
4. Proven track record of implementing or overseeing programs or policies relating to diversity, equity, inclusion, anti-racism, and accessibility, preferably in institutions serving minoritized populations such as Hispanic Serving Institutions (HSI) and Asian American and Native American Pacific Islander-Serving Institutions (AANAPISI); OR
5. Proven track record of participating in programs relating to diversity, equity, inclusion, antiracism, and accessibility, preferably in institutions serving minoritized populations such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institutions (AANAPISI).

Licenses and Certifications:

The incumbent is required to drive to a variety of locations and attend meetings and conferences (on and off campus). This will require the incumbent to possess and maintain a valid California driver's license and proof of automobile insurance and maintain insurability under the College's vehicle insurance policy.

PHYSICAL DEMANDS

Must be able to work in a standard office setting and use standard office equipment, including technological devices; to communicate with individuals at various College and meeting sites; the ability to understand and comprehend written and electronic materials; and the ability to receive, review, and respond to communications in person, before groups, and over and through various media. This is primarily a sedentary office classification although movement between work areas may be required. Positions in this classification occasionally may need to physically reach, push and pull drawers open and closed to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects weighing up to 20 pounds.

ENVIRONMENTAL ELEMENTS

Incumbents work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents may interact with staff, students, and/or the public in interpreting and enforcing departmental policies and procedures.

Amended: 8/2023; 10/2026