

DIRECTOR, SAFETY AND RISK MANAGEMENT

DEFINITION

Under administrative direction, plans, organizes, manages, and provides administrative direction and oversight for all safety and risk management functions and activities, including property and liability, loss control, workers' compensation, employee health benefits and wellness, and safety compliance programs including emergency preparedness; coordinates assigned activities with other District departments, divisions, officials, and outside agencies; provides highly responsible and complex professional assistance to the Vice President, Administrative Services in areas of expertise.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Vice President, Administrative Services. Exercises general direction and supervision over professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is a Department Director classification that oversees, directs, and participates in all safety and risk management functions and activities, including short- and long-term planning and development and administration of departmental policies, procedures, and services. This class provides assistance to the Vice President, Administrative Services in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of safety and risk management policy and District functions and activities and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating departmental activities with those of other departments, divisions, and outside agencies and managing and overseeing the complex and varied functions of assigned programs. The incumbent is accountable for accomplishing programmatic planning and operational goals and objectives and for furthering District goals and objectives within general policy guidelines.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

- Assumes full management responsibility for all safety and risk management programs, services, and activities, including property and liability, loss control, workers' compensation, employee health benefits and wellness, and safety compliance programs.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for assigned programs; establishes, within District policy, appropriate budget, service, and staffing levels.
- 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.
- Selects, trains, motivates, and directs assigned 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 and termination procedures; responds to staff questions and concerns.
- Contributes to the overall quality of program services by developing, reviewing, and implementing policies and procedures to meet legal requirements and District 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.

- Collaborates and coordinates loss control activities with various District departments and divisions to identify and correct hazardous conditions and to develop and implement related programs and procedures.
- Assists in the administration of the District's employee health benefit and wellness program; ensure compliance with local, State and Federal guidelines and requirements; participate in the review, evaluation and selection of vendors and brokers/consultants; coordinates and chairs activities of the District's Insurance and Wellness Committees.
- Administers the District's property and liability programs; coordinates legal aspects of contracts with vendors and contractors; reviews and evaluates proposed contracts to determine insurance requirements and liability exposure to the District; participates in the review, evaluation and selection of vendors and contractors; recommends appropriate insurance coverage according to identified risks.
- Develops and implements strategies to minimize risk by projecting potential losses to the District and determining appropriate responses to identified risks; compiles and analyzes risk management data; oversees investigation of safety hazards and liability issues; implements corrective actions and preventative measures and methods to reduce or eliminate potential losses and risks.
- Coordinates, directs, and participates in the investigation and response to workers' compensation claims filed against the District; evaluates claims and approves or recommends settlement or litigation options based on interpretation and application of established laws and investigative results; develops and implements procedures for claim administration; attends related depositions and hearings.
- Plans, organizes, controls, and directs the District's safety program to ensure compliance with local, State, and Federal guidelines and requirements; coordinates and directs activities of the District's Safety Committee; recommends and implements mandated safety compliance programs; function as the Safety Officer under mandated OSHA standards.
- Coordinates and conducts training sessions and in-services for staff concerning safety and risk management programs, issues, and related policies and procedures.
- Oversees the processing of forms and applications; ensures mandated records and reports are completed according to established guidelines.
- Advises, provides guidance, and prepares and delivers presentations on issues pertaining to safety and risk management programs.
- Attends and participates in professional group meetings and various District committees and advisory groups; stays abreast of new trends and innovations in the field of safety, risk management, and other services as they relate to the area of assignment.
- Maintains and directs the maintenance of working and official departmental files.
- Monitors changes in laws, regulations, and technology that may affect District or program operations; implements policy and procedural changes as required.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Vice President, Administrative Services.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
- Provides a working and learning environment that is free from prohibited discrimination, harassment and retaliation (DHR), and provided by applicable law and District policies. Attends District mandated DHR training and participates in DHR investigations as directed. Prevents discrimination and harassment and retaliation against individuals who bring these complaints forward through recognizing and reporting possible incidents to the Director of Equal Employment Opportunity Programs in Human Resources.
- Performs OTHER related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation.
- Budget development, administrative practices, and organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles, practices, theories, and methods of safety and risk management programs, including property and liability, loss control, workers' compensation, employee benefits and wellness, and safety compliance programs.
- Principles and practices of contract management and insurance policies.
- Principles, practices, and techniques of exposure identification, safety inspection, and accident investigation and related corrective actions.
- Technical, legal, financial, and public relations problems associated with the management of safety and risk management programs.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to safety and risk management programs, projects, and operations.
- Methods and techniques for the development of presentations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Principles and procedures of record keeping, technical report writing, and preparation of correspondence and presentations.
- Modern office practices, methods, and computer equipment and applications.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.

Skills & Abilities to:

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
- Provide administrative and professional leadership and direction for assigned programs and the District.
- Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of professional and technical personnel; delegate authority and responsibility.
- Select, train, motivate, and evaluate the work of staff and train staff in work procedures.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer a variety of safety and risk management programs, projects, and administrative activities.
- Effectively represent the District and assigned programs in meetings with various educational, business, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.

- Establish and maintain a variety of filing, record keeping, and tracking systems.
- 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.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Understand scope of authority in making independent decisions.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from a regionally accredited four-year college or university with major coursework in risk management, human resources management, business or public administration, or a related field, and five (5) years of increasingly responsible experience working with safety and risk management programs, including two (2) years of supervisory experience.

OR

Equivalent to an Associate's degree from a regionally accredited college in business administration or a related field, and seven (7) years of increasingly responsible experience working with safety and risk management programs, including two (2) years of supervisory experience.

Preferred: Bachelor's degree from a regionally accredited college or university

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, and reach, to conduct safety and workers' compensation inspections and push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

ENVIRONMENTAL ELEMENTS

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