

PERALTA COMMUNITY COLLEGE DISTRICT - October 2016

CLASSIFIED MANAGEMENT JOB DESCRIPTION

RISK & SAFETY PROGRAMS MANAGER

(Management Salary Range 2)

Job Code: 620

CLASS PURPOSE

Under the general direction of the Vice Chancellor for Human Resources and Employee Relations, plans, directs, and administers the Peralta Community College District Risk and Insurance Program. Provides a safe educational environment for students and a safe working environment for employees.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed, nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Manages District Risk & Safety Programs.
- Develops and implements safety awareness and accident prevention programs.
- Develops and implements programs to prevent injuries to students and staff.
- Coordinates programs to prevent loss to District Facilities and Property from fire and other physical perils.
- Develops a District Safety Policy, Safety Manual, and Loss Procedures Manual that comply with applicable statutes and regulations.
- Develops and monitors the Environmental Health and Safety Program.
- Develops and maintains the District's Emergency Preparedness Program.
- Insures compliance with local, State, and Federal emergency preparedness regulations, industry standards, District policies and procedures, and Collective Bargaining Agreements.
- Delivers training on emergency preparedness topics and provides advice and counsel to employees and students in emergency preparedness.
- Manages the District Insurance and Self-Insurance Program.
- Develops an insurance strategy for the District, which will insure adequate levels of funding in the event of catastrophic loss.
- Maintains information on property valuations, income projections, payrolls, and other data needed by insurance companies to arrange appropriate insurance policies.
- Maintains policies and summaries of Peralta Community College District's Insurance Program.
- Acts as liaison with insurance broker, insurance carriers, and outside agencies that relate to employee safety, environmental loss prevention, and third-party injuries.

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- Meets with insurance underwriters in conjunction with insurance broker to negotiate appropriate insurance programs.
- Manages the Reasonable Accommodation Program.
- Coordinates and processes employees' requests for reasonable accommodations following appropriate State and Federal laws, Board policies, rules, and regulations.
- Manages the District's Workers' Compensation Self-Insured Claim Program.
- Manages the Return to Work Program.
- Ensures that all work-related injuries are forwarded to the District's third-party claims administrator for handling.
- Coordinates claim handling with the third-party claims administrator and workers' compensation legal counsel.
- Coordinates and recommends settlement strategies with the General Counsel and the Chancellor's Office, pursuant to the Board-approved WC settlement policy.
- Participates as primary or alternate for Joint Powers Agreement for Workers' Compensation.
- Prepares and submits the required annual self-insurers report.
- Manages the District's non-litigated liability claims.
- Develops and implements District's Claims Administration procedures.
- Ensures that all liability claims are forwarded to the District's liability adjuster for investigation and handling, and coordinates the collection of information from the Colleges/Departments.
- Collaborates with outside Counsel on the management and final disposition of liability claims.
- Prepares Board reports as needed.
- Manages the Colleges' and District's Hazardous Waste Disposal Program.
- Ensures that hazardous waste and surplus chemicals are disposed of pursuant to local and State regulations.
- Prepares semi-annual and annual hazardous materials/hazardous waste regulatory reports.
- Identifies and analyzes District's loss exposures.
- Makes inspections of all District facilities to identify loss exposures.
- Reviews hold harmless and indemnity provisions and insurance clauses of all contracts.
- Analyzes historic loss and claim data.
- Communicates Risk & Insurance Information.
- Prepares frequent reports to management on the District's cost of risk, and on progress in controlling losses and other costs.
- Communicates with College Presidents and other managers on loss trends and causes.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Bachelor's Degree from an accredited college or university in Business Administration, Human Resources Administration, Occupational Safety Management, Risk Management or a related field, or Bachelor's Degree in any field, and completion of relevant study programs, such as Chartered Property & Casualty Underwriter (CPCU) or Certified Safety Professional (CSP), or Associate in Risk Management (ARM), or an equivalent combination of training, education, and qualifying experience which demonstrates the skills and abilities necessary to perform the duties for this position.
2. Minimum of three (3) years of progressively responsible management-level experience in risk management
3. Excellent oral and written communication skills.
4. Effective communication and conflict-resolution skills.
5. Excellent problem-solving ability, planning and project management skills, and strong customer service orientation.
6. Possession of a valid, current California Department of Motor Vehicles Driver's License.
7. Knowledge and proficiency in the operation and use of personal computers utilizing various software applications (i.e., word processing, spreadsheet, and database management software), including the Internet.
8. Commitment to participatory governance.
9. Ability to work effectively as a team member with top-level management.
10. Must have demonstrated cultural competency, sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college staff, faculty, and students.

DESIRABLE QUALIFICATIONS

- Possession of a Master's Degree from an accredited college or university.
- Five years of related administrative experience in an educational or public sector environment.

ENVIRONMENTAL DEMANDS

Occasional work performed alone. Constant work around and with other people.

PHYSICAL ABILITIES

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Typical physical abilities for this position are:

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- Prolonged and frequent sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping
- Moderate to heavy usage of hands in grasping, repetitive hand movement and finger coordination in keeping records and preparing reports using a computer keyboard.
- Speech and hearing to communicate effectively in group settings and by telephone to students, faculty, staff, and others.

Revised: October 21, 2016