

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

DIRECTOR, RISK MANAGEMENT & ENVIRONMENTAL HEALTH CMS Salary Range 35

BASIC FUNCTION:

Under the direction of the Vice President of Human Resources, plan, organize, implement and administer a comprehensive risk management program for the district including liability and property insurance programs, safety and loss control programs, and worker's compensation program; coordinate committees and training related to district safety issues; direct regulatory compliance programs; train, assign and evaluate the work of assigned personnel; performs other related duties as may be assigned.

REPRESENTATIVE DUTIES: E = indicates essential duties of the position

- Plan, organize, implement, and administer a comprehensive risk management program for the district; perform research in the areas of risk management to determine means to contain the incidence and cost of losses, insurance and other expenditures. (E)
- Administer the property and liability insurance programs; determine insured and self-insured coverages, place insurance and select third-party administrators; review and investigate accidents and claims; participate in litigation procedures and negotiate district settlements. (E)
- Assure proper documentation and record-keeping of regulated programs and materials, injuries and illnesses; coordinate training of employees in the proper use, control, disposal and documentation of hazardous materials. (E)
- Develop safety programs to comply with federal, State and local safety laws and regulations; analyze current safety programs and revise to improve effectiveness and to comply with changes in applicable laws, regulations and policies. (E)
- Establish procedures for ensuring the timely correction and control of hazards through engineering techniques where feasible, through personal protective equipment and through the safe work procedures that are understood by all district employees. (E)
- Train supervisors regarding their responsibility for occupational and environmental health, including:
 - a) analysis of the work under their supervision to identify unrecognized potential hazards,
 - b) maintenance of physical protection in their work areas, and
 - c) reinforcement of employee training on the nature of potential hazards in their work area and on needed protective measures, through continued performance feedback and through enforcement of safe work practices when necessary. (E)
- Design and coordinate the safety training of all district employees in both general (e.g., workers' right-to-know, MSDS) and specific (e.g., pesticide safety, back injury prevention) areas. (E)
- Inspect district facilities and property for safety issues and to assure compliance with safety laws and regulations; maintain required illness, accident and safety records; assist building and safety inspectors. (E)
- Train, supervise and direct the performance of assigned personnel; evaluate the performance of staff and direct needed training.
- Attend workshops, seminars and conferences; maintain current knowledge of codes, laws and legislation concerning risk management and safety.
- Performs other related responsibilities as may be assigned.

EDUCATION AND EXPERIENCE: Any combination equivalent to: bachelor's degree with major coursework in environmental health or directly related field and five years experience in risk management and environmental health and safety programs.

LICENSES AND OTHER REQUIREMENTS:

Valid driver's license.

KNOWLEDGE OF:

Laws, codes, rules and regulations governing the administration of risk management programs including worker's compensation, school district liability, property, safety, and others.

Analysis of claims data and cost projections.

Principles and practices of insurance and self-insurance including claims adjustment and settlement techniques.

Appropriate rules relating to industrial accidents, injury leaves of absence, safety and employee health standards.

Modern office practices, procedures and equipment.

Methods, practices, terminology and procedures used in risk management.

Oral and written communication skills.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and courtesy.

Applicable sections of State Education Code and other applicable laws.

District organization, operations, policies and objectives.

Principles and practices of administration, supervision and training.

Technical aspects of field of specialty.

Research methods and report writing techniques.

Claims negotiation and settlement.

Health and safety regulations.

ABILITY TO:

Coordinate the district's risk management programs including worker's compensation, liability, safety and loss prevention.

Analyze district insurance and safety needs.

Read, interpret, apply and explain laws, rules, regulations, policies and procedures related to risk management.

Learn district organization, operations, policies and objectives.

Learn and apply applicable sections of State Education Code and other applicable laws.

Analyze situations accurately and adopt an effective course of action.

Develop plans and programs to reduce claims and cost losses to the District.

Negotiate and deal effectively with lawyers, insurance representatives, medical personnel, claims agents and others.

Communicate effectively both orally and in writing.

Organize and direct group trainings and workshops.

Establish and maintain cooperative and effective working relationships with others.

Plan and organize work.

Meet schedules and timelines.

Work independently with little direction.

Train, supervise and evaluate personnel.

Observe legal and defensive driving practices.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES: Not applicable – no permanent full-time staff to supervise.

CONTACTS:**PHYSICAL EFFORT:****WORKING CONDITIONS:**

Normal office environment.