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| **RISK AND SAFETY MANAGER** | | | |
| **Reports to:** | Vice President, Human Resources |  |  |
| **Dept:** | Risk Management | **Range:** | CM-9 |
| **FLSA:** | Exempt | **EEO:** | Executive, Administrative, and Managerial |

**BASIC FUNCTION:**

Under general direction, oversee the college’s comprehensive risk management and safety programs, implement equitable policies and procedures, assess and identify risks that could impede the reputation, safety, security, or financial success of the college; and ensure a safe and healthy work environment.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.*

**Risk Management**

1. Conducts risk assessments, collects and analyzes documentation, statistics, reports, and market trends, establishes and maintains operation records and reports.
2. Establishes equitable policies and procedures to identify and address risks.
3. Reviews and assesses risk management policies and protocols; makes recommendations and implements modifications and improvements.
4. Recommends and implements risk management solutions such as insurance, safety and security policies, business continuity plans, or recovery measures.
5. Reviews and analyzes metrics and data such as cash flow, inventory, breakage, and employee activity that could uncover fraudulent behavior.
6. Drafts and presents risk reports and proposals to executive leadership and senior staff.
7. Act as the district’s representative at hearings and conferences with limited authority to propose and/or accept settlement offers and attend court proceedings related to liability and property issues.

**Safety**

1. Develops, implements, and monitors compliance with health and safety programs, equitable policies and procedures.
2. Ensures safety programs are maintained and responds to safety complaints.
3. Manage employee occupational injuries/illnesses.
4. Inspects the facility to identify safety, health, and environmental risks.
5. Drafts inspection reports to document inspection findings.
6. Prepares and schedules training to cover workplace safety and other relevant topics.

**Management**

1. Recruits, interviews, hires, and trains new staff in the department.
2. Oversees the daily workflow of the department.
3. Provides constructive and timely performance evaluations.
4. Handles discipline of employees.
5. Develops, approves, and monitors the operation’s budget and expenditures.
6. Collaborates with senior leadership to understand the college’s goals and strategy, and communicates risks, risk mitigation, and safety issues.
7. Provides guidance on risk and safety related topics.

**Other Duties**

1. Serves as the department’s representative on district committees, professional, industry and community groups, regulatory, and other agencies.
2. Perform other duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

1. Thorough knowledge of regulations, policies, and best practices of risk management and safety.
2. Excellent verbal and written communication skills.
3. Excellent analytical and problem-solving skills.
4. Excellent organizational skills and attention to detail.
5. Strong supervisory and leadership skills.
6. Proficient in Microsoft Office Suite or similar software.
7. Excellent mathematical and critical thinking skills.

**EDUCATION AND EXPERIENCE:**

* A bachelor’s degree from an accredited four-year college or university **and** three (3) years of experience in risk management, safety, human resources, or related field; or an equivalent combination of training and experience.
* Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identify, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.

**Preferred**

* Graduation from an accredited four-year college or university in Risk Management and Insurance (RMI), Human Resources, Business or Public Administration, or closely related field.
* Five (5) years of related experience.
* Risk Management (ARM) or Certified Safety Professional (CSP) upon hire.

**LICENSES AND OTHER REQUIREMENTS:**

* A valid California driver’s license and the ability to maintain insurability under the district’s vehicle insurance program.
* Obtain Associate of Risk Management (ARM) or Certified Safety Professional (CSP) certification within two (2) years of hire.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Work direction to support staff and student workers.

**CONTACTS:**

Administrators, governing board members, faculty, staff, legal counsel, insurance carriers and brokers, physicians, government agencies, Chancellor’s office representatives, colleagues at other colleges and universities, and members of the public.

**PHYSICAL EFFORT:**

Primarily sedentary with intermittent standing, walking, bending and stooping; occasional light lifting and carrying of objects weighing up to 25 pounds; ability to work at a computer, including repetitive use of a computer keyboard, mouse and other control devices; ability to travel to a variety of locations on and off campus as needed to conduct district business.

**EMOTIONAL EFFORT:**

Ability to develop and maintain effective working relationships involving interactions and com­munications personally, by phone and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis; ability to work effectively under pressure on a variety of tasks concurrently while meeting established deadlines and changing priorities.

**WORKING CONDITIONS:**

Primarily business office environment; subject to frequent public contact and interruption; inter­mittent exposure to individuals who behave in a disagreeable fashion; occasional evening, weekend and/or holiday hours are required on an as-needed basis.