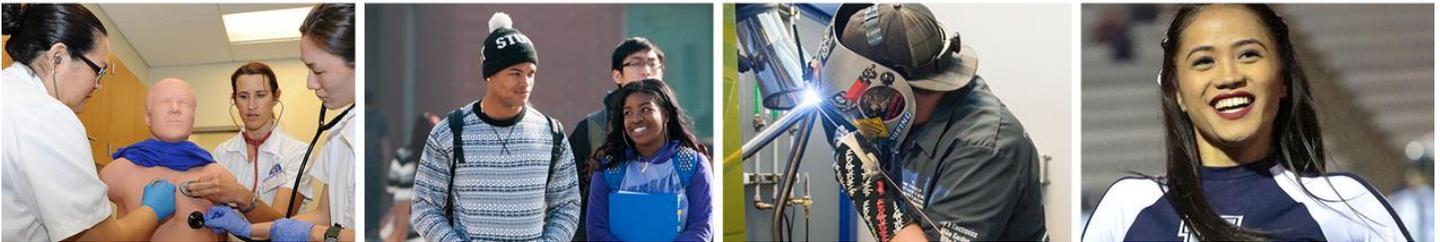




El Camino College Director, Workplace Safety & Risk Management



BASIC FUNCTION

Under the direction of the Vice President of Administrative Services, the Director of Workplace Safety & Risk Management administers and oversees the District's risk management programs and workers' compensation insurance program. Oversees general liability and property insurance, claims management, return-to-work program, employee safety, the District's Injury and Illness Prevention Program (IIPP), emergency preparedness, and loss control.

ABOUT EL CAMINO COLLEGE

El Camino College (ECC) is situated on a beautiful and spacious 126-acre campus near Torrance, California. We are located in Los Angeles County, just minutes from South Bay beaches. Our community serves a diverse student population including new and re-entering students and those pursuing certificate, degree, and transfer goals.

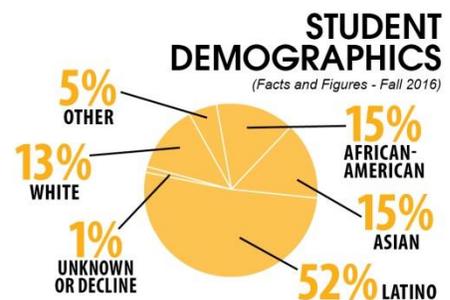
As a comprehensive two-year college, El Camino College serves approximately 25,000 students each semester, the majority of whom are from diverse populations. The ideal candidate will share ECC's commitment to educating its racially and socio-economically diverse student population including students with disabilities.

El Camino College provides many opportunities for students to succeed. Through the Honors Transfer Program, El Camino College transfers hundreds of students each year to four-year universities around the country. Top transfer institutions include UCLA, USC, and UC Davis. El Camino College is regularly among the top five community colleges in Southern California for students admitted to CSUs, and the top ten for UCs. Students are also supported by an extensive scholarship program, with approximately \$600,000 awarded annually.

With the passage of general obligation bond measures in 2002 and 2012, the District has undergone a substantial transformation campus-wide. Over the next 10 years, capital construction projects, as well as new initiatives to support student success, will strengthen El Camino College as a premier institution for teaching and learning.

MISSION STATEMENT

El Camino College makes a positive difference in people's lives. We provide excellent comprehensive educational programs and services that promote student learning, equity and success in collaboration with our diverse communities.



DIRECTOR, WORKPLACE SAFETY & RISK MANAGEMENT

Division: Workplace Safety & Risk Management

Posting Closing Date: December 13, 2021

Req: C2122-033

Location: El Camino College

Position Type: Classified Administrator

REPRESENTATIVE DUTIES

The duties of the Director of Workplace Safety & Risk Management may include, but not be limited to, the following:

- Develops, organizes, implements, and evaluates the District's risk management programs (i.e., workers' compensation and general property and liability insurance) and the District's environmental, occupational, and health/safety programs. Ensures compliance with Cal/OSHA, ADA, and other related federal, state, and local laws and regulations.
- Manages workers' compensation claims and the District's property and liability claims. Reviews, directs, and coordinates efforts of District personnel and third-party administrators to resolve claims in the best interest of parties involved. Reviews and takes appropriate action on claims.
- Performs insurance needs assessments and recommends coverage levels. Negotiates terms of coverage and purchase of insurance plans in consultation with supervisor.
- Ensures proper handling, storage, and disposal of hazardous chemicals and biological materials across all District facilities and during construction of new facilities. Continuously monitors for safety code compliance with local, state, and federal regulations. Responds to and resolves problems, issues, and inquiries regarding District hazardous materials management. Prepares and updates mandated regulatory reports and ensures availability of appropriate records.
- Conducts safety inspections of District facilities and construction sites. Enforces adherence to regulations governing the health and safety of individuals and protection of the environment.
- Oversees the District's Injury and Illness Prevention Program (IIPP) as well as the ergonomics program. Investigates workplace injuries, illnesses, accidents, and incidents. Determines causal factors and remedial measures. Advises supervisor and relevant departments of ramifications and liabilities related to District facilities, equipment, and procedures. Takes corrective actions to resolve compliance issues. Supervises and/or coordinates ongoing safety inspections, emergency procedures, and related training. Evaluates program effectiveness. Recommends modifications as appropriate.
- Prepares for litigated claims in consultation with legal counsel and policyholders. Assembles documents, signs interrogatories, arranges for witness statements, gathers evidence, and conducts independent investigations, as appropriate. Serves as the District's defense witness.
- Represents the District in small claims court. Recommends, in consultation with supervisor, disposition and/or claim settlement amounts for the Board's review and approval.
- Assists in the planning and coordination of District-wide emergency response plans, natural disaster preparedness, and other risk-mitigation plans in collaboration with Campus Police and other appropriate Area Units. Implements appropriate trainings in safety and security protocols.
- Serves as the primary point of contact with regulatory agencies such as Cal/OSHA, Department of Public Health, the EPA, fire departments, and other government agencies. Provides technical

guidance, information/data, and expertise. Prepares and compiles statistical reports and other required data.

- Develops and evaluates insurance policy proposals. Renews and maintains insurance policies as needed. Responds to provider surveys. Develops ad hoc reports for surveys. Selects providers. Requests and maintains certificates of insurance.
- Participates on the Joint Powers Agency Board of Directors and the Statewide Association of Community Colleges (SWACC). Attends safety and risk management workshops, conferences, and training sessions. Researches issues raised at meetings, as needed.
- Hires, trains, and develops staff. Schedules, assigns, and prioritizes workloads. Sets appropriate goals, priorities, and deadlines. Ensures timely completion of unit work. Evaluates employee performance and provides guidance and feedback.
- Develops and manages unit budget. Authorizes expenditures. Prepares budget projections.
- Maintains current knowledge of codes, laws, and regulations related to risk management, health and safety, and workers compensation. Reviews, analyzes, and monitors the District's compliance with legislation impacting assigned programs.
- Reviews College contracts as needed.
- Performs other related duties as assigned or requested.

REQUIRED QUALIFICATIONS

Education and Experience:

Bachelor's degree and five (5) years of experience in risk management, loss prevention, and/or managing environmental or occupational health and safety programs. Three (3) years of experience directly supervising personnel.

OTHER QUALIFICATIONS

Knowledge/Areas of Expertise:

Experienced in promoting a positive safety culture and collaboration across campus.

Knowledge of regulations pertinent to environmental health, safety, and risk management.

Knowledge of ergonomic principles, hazardous materials handling and disposal, and emergency preparedness practices.

Knowledge of insurance principles and practices, including claims adjustment and settlements.

Knowledge of applicable federal, state, and local codes, laws, and regulations pertinent to environmental health, workplace safety, and risk management.

Abilities/Skills:

Ability to communicate clearly and effectively both orally and in writing.

Ability to prepare clear, comprehensive correspondence, reports, and other written materials.

Ability to present proposals and recommendations clearly, logistically, and persuasively.

Ability to establish and maintain effective working relationships.

Skilled at exercising tact and diplomacy in dealing with complex and/or escalating situations.

Skilled at supervising, training, and directing the work of others.

Skilled at negotiating and resolving difficult and complex issues.

Skilled in maintaining accurate and detailed records.

Licenses or Other Requirements:

Valid California driver's license required.

Associate in Risk Management (ARM) certificate desirable.

WORKING CONDITIONS

Exposure to chemicals and/or hazardous materials on occasion.

Lift, carry, push, or pull up to 25 pounds.

Reach with hands and arms.

Stand, walk, and travel around campus or satellite locations to perform fieldwork.

Indoor/outdoor environment with exposure to computer screens, noise, and electrical energy.

May be exposed to extreme weather conditions.

CONDITIONS OF EMPLOYMENT

Full-time, twelve-month classified administrative position subject to a probationary period. Working hours are Monday through Friday 7:45 a.m. until 4:30 p.m.; may work some evenings and weekends. Excellent fringe benefits including eight 32-hour work weeks during the summer.

Offer and acceptance of employment is subject to verification of all information provided on the employment application, credential(s), and transcripts. Candidates selected for employment must agree to be fingerprinted, submit proof of COVID Vaccination, submit Certificate of Completion of the Tuberculosis Risk Assessment and/or Examination, provide proof of eligibility for employment in the United States, and present a valid Social Security card upon hire.

SALARY: \$119,009 Annually

TO APPLY

An applicant must submit the following by the closing date:

1. Online application: <http://www.elcamino.edu/jobs>
2. Cover letter describing how applicant meets the qualifications.
3. Résumé including educational background, professional experience, and related personal development and accomplishments.
4. Pertinent transcripts as stated in the required qualifications. (Unofficial computer-generated academic records/transcripts must include the name of the institution and degrees awarded to be acceptable.) Multiple page transcripts must be loaded as **ONE** PDF document.

Foreign Transcripts: Transcripts issued outside the United States of America require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. For information on transcript evaluation services, please visit: <http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>

Applicants with disabilities requiring special accommodations must contact the ADA Compliance Officer at least five (5) working days prior to the final filing date: [ADA Job Applicant Accommodation Request \(maxient.com\)](#)

Please Note: Documents submitted or uploaded for a previous position cannot be reused for other positions. You must submit the required documents for each position you apply for by the closing date. Failure to do so will result in an incomplete application. Applications with an incomplete status will not receive consideration. You may check the status of your application online.

If you need assistance you may call 310-660-3593 Ext. 3807 between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday or by email at hr@elcamino.edu.

Due to the large volume of calls received on closing dates, we highly recommend that you **do not** wait until the last day to apply so that we may assist you with questions or technical matters that may arise. Give yourself sufficient time to complete the profile, which may take 45 minutes or more. Positions close promptly at 3:00 p.m. PST (pacific standard time).

Closing Date: Monday, December 13, 2021 at 3:00 p.m.

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.

BENEFITS

The College provides a diversified insured benefit program for all full-time employees, including medical, dental, vision and life insurance. Dependent medical, dental and vision insurance is available, toward which both the College and the employee contribute.

- Paid sick leave is granted equal to one day for each month of service. Sick leave may be accumulated indefinitely. Rather than State Disability Insurance, limited sick leave benefits are available for days beyond the earned sick leave days and are paid at 50 percent.
- Full-time employees contribute a percentage of their regular salary to either the State Teachers Retirement System (STRS) or to the Public Employees Retirement System (PERS) and Social Security.

INTERVIEW EXPENSES

Only individuals identified for FINAL interviews are eligible to have their expenses paid. Reimbursement will be limited to economy airfare (to and from point of origin) and for meals and lodging. The maximum allocated for meals, lodging and transportation is \$600. Candidate must complete a Travel Request and Reimbursement Form and submit it together with all supporting documentation to the Human Resources Department.

FOR FURTHER INQUIRIES AND APPLICATION MATERIAL SUBMISSION, CONTACT:

El Camino College Human Resources

Mark Rogers
310-660-3593, Ext. 3479
mrogers@elcamino.edu
16007 Crenshaw Boulevard
Torrance, CA 90506

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, El Camino College has published Annual Security Reports and all required statistical data, which can be found on the Police Department webpage at www.elcamino.edu/about/depts/police/cleryact/index.aspx. These publications include Clery crime statistics for the previous three years relevant to El Camino College classes and activities, in addition to institutional policies concerning campus safety and security. The information is also available in printed form in the lobby of the Police Department and in select locations on campus. Upon request, the Campus Police Department can provide or mail out copies of this publication. Contact them at 310-660-3100.

El Camino College is an Equal Opportunity Employer

The El Camino Community College District is committed to providing an educational and employment environment in which no person is subjected to discrimination on the basis of actual or perceived race, color, ancestry, national origin, religion, creed, age (over 40), disability (mental or physical), sex, gender (including pregnancy and childbirth), sexual orientation, gender identity, gender expression, medical condition, genetic information, marital status, military and veteran status, or retaliation; or on any other basis as required by state and federal law.