El Camino College

Director of Risk Management & Workplace Safety






KEY ROLES/RESPONSIBILITIES

Under the general direction of the Vice President of Administrative Services, plans, organizes, and directs comprehensive, District-wide programs encompassing risk management, environmental health and safety, workers' compensation insurance, general liability and property insurance, claims management, ADA and return-to-work processes, employee safety, Injury and Illness Prevention Program (IIPP), emergency preparedness, and loss control.

Foster a culture of collaboration, mutual respect, innovation, and continuous improvement throughout the assigned unit, department, and Administrative Services Area; lead by example; actively participate in and support College-wide shared governance components and activities and other collaborative processes; encourage professional excellence among assigned staff; and promote, foster, and facilitate an organizational culture of customer service, teamwork, and innovation.

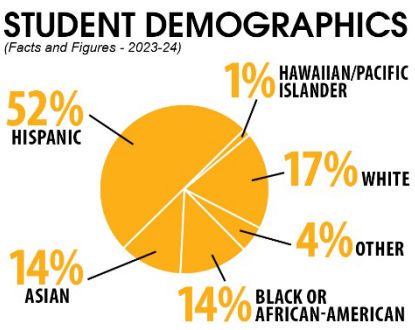
ABOUT EL CAMINO COLLEGE

El Camino College (ECC) is located on the ancestral lands of the Gabrielino-Tongva people, the traditional caretakers of Tongvaangar (the Los Angeles basin, Southern Channel Islands) and occupies 126-acres 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 thousands of 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, veterans, working parents, and evening students. El Camino College provides many opportunities for students to succeed with hundreds of students transferring 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.

MISSION STATEMENT

El Camino College is equity-focused and partners with its diverse communities to provide student-centered learning, career development, and lifelong enrichment.



DIRECTOR OF RISK MANAGEMENT & WORKPLACE SAFETY

Division: Risk Management & Workplace Safety
Posting Closing Date: 01/04/2027
Req: C2627-018
Position Type: Classified Administrator

REPRESENTATIVE DUTIES

The following duties and responsibilities are typical for this position. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

For a full listing of duties and work expectations, please refer to the job description located at:

Job Description

1. Develop, organize, implement, and evaluate comprehensive, District-wide programs encompassing risk management, environmental health and safety, workers' compensation insurance, general liability and property insurance, claims management, ADA and return-to-work processes, employee safety, Injury and Illness Prevention Program (IIPP), emergency preparedness, and loss control. Ensure compliance with Cal/OSHA, ADA requirements, and other related federal, state, and local laws and regulations.
2. Serve as the District's first point-of-contact for ADA-related coordination efforts and provide strategic leadership in advancing equity, accessibility, and safe learning and working environments across campus. Coordinate institutional efforts related to ADA compliance and accessibility. Provide guidance to departments regarding applicable requirements and responsibilities.
3. Integrate risk management, workplace safety, emergency preparedness, accessibility, and loss prevention into College-wide planning and operations. Identify potential risks, recommend mitigation strategies, and coordinate related training and awareness activities.
4. Manage workers' compensation claims and the College's property and liability claims. Coordinate efforts with College personnel, third-party administrators, insurance providers, and legal counsel to investigate, evaluate, and resolve claims and litigated matters. Recommend claim disposition and settlement amounts, as appropriate, for administrative and Board review.
5. Assess the College's insurance needs and recommend appropriate coverage levels. Coordinate the solicitation, evaluation, renewal, and administration insurance policies and programs. Maintain certificates of insurance and related documentation. Participate in Joint Powers of Authority (JPA) and SWACC activities.
6. Oversee the College's Injury and Illness Prevention Program (IIPP), ergonomics program, safety inspection activities, and related workplace safety initiatives. Investigate workplace injuries, illnesses, accidents, and incidents. Identify causal factors. Recommend corrective actions. Monitor program effectiveness.
7. Oversee compliance related to hazardous materials, including the proper handling, storage, and disposal of hazardous chemicals and biological materials. Conduct or coordinate inspections of College facilities and construction sites. Ensure compliance with applicable health, safety, and environmental requirements.
8. Plan and coordinate College-wide emergency preparedness, emergency response, business continuity, and other risk-mitigation activities in collaboration with Campus Police and other appropriate departments. Coordinate related drills, training, and emergency procedures.
9. Serve as the primary point of contact with regulatory and governmental agencies on matters related to workplace safety, environmental health, accessibility, risk management, and emergency preparedness.

Recommend and implement policies, procedures, and operational changes necessary to maintain compliance and reduce institutional risk.

10. Maintain current knowledge of codes, laws, regulations, and industry practices related to risk management, workers compensation and insurance, workplace safety, accessibility, and emergency preparedness. Recommend and implement policies, procedures, and operational changes necessary to maintain compliance and reduce institutional risk.
11. Lead the annual review and evaluation of the College's insurance programs in relation to property and liability, workers compensation, and other applicable coverage. Assess coverage adequacy, limits, deductibles, exclusions, claims experience, market conditions, and emerging institutional risks. Work with insurance brokers, carriers, JPA, and other providers to negotiate and renew insurance programs; secure competitive pricing, appropriate coverage terms, and favorable conditions for the College. Recommend changes to coverage, program structure, and risk-financing strategies as appropriate.
12. Review College contracts and agreements for insurance, indemnification, liability, accessibility, and other risk-related provisions. Provide technical guidance and recommendations to College administrators regarding risk exposure and mitigation.
13. Hire, train, supervise, and evaluate assigned staff. Establish priorities, assign work, monitor performance, and support professional development and effective service delivery.
14. Develop and administer the department's budget and maintain required records, reports, and documentation. Prepare reports, analyses, and information for College leadership, the Board of Trustees, governmental agencies, insurance providers, and other external entities as needed.

ORGANIZATION MANAGEMENT

- Maintain up-to-date knowledge of the regulations, policies, requirements, and eligibility criteria for assigned programs and ensure compliance with the College's policies, procedures, and practices.
- Strengthen processes, programs, and services through the effective and efficient use of assessment, program review, planning, and resource allocation. Implement priorities in conjunction with the College's comprehensive planning and budgeting guidelines. Implement an organizational structure that maximizes utilization of resources and ensures effective and efficient delivery of services.
- Train, supervise, motivate, and evaluate the performance of assigned managerial, professional, operational, technical, and support personnel; recommend transfers, reassignment, termination, and disciplinary actions as needed; delegate and review assignments; evaluate work products and results, implement appropriate procedures to accommodate need for information and assistance; establish and monitor timelines and prioritize work. Monitor employee performance on a regular basis and provide coaching for performance improvement and/or development as needed. Anticipate, prevent, and resolve conflicts under areas of supervision.
- Implement plans for efficient and appropriate use and security of assigned facilities; ensure compliance with health and safety regulations.
- Work with Information Technology personnel on a continual basis to enhance and improve relevant computer systems. Learn and apply emerging technologies to perform duties and provide services in an efficient, organized, and timely manner. Work to modernize infrastructure and technological resources to facilitate a positive learning and working environment and promote student success.
- Perform other duties as assigned

MINIMUM QUALIFICATIONS

Education: Bachelor's degree from an accredited college or university with major in risk management, business administration, public administration, environmental health, or a related field.

Experience: At least five (5) years of increasingly responsible experience in risk management, loss prevention, insurance, and/or managing environmental or occupational health and safety programs, including two (2) years of direct supervisory experience.

DESIRED QUALIFICATIONS

Desirable Education or Credential: Associate in Risk Management for Public Entities (ARM-P) Chartered Property and Casualty Underwrite (CPCU)

Desirable Certifications: Certified Safety Professional (CSP) Certified Industrial Hygienist (CIH)

Desirable Experience: Experience working in risk management in a higher education environment.

Knowledge/Areas of Expertise:

- Proficient level knowledge of federal, state, and local codes, laws, and regulations pertinent to environmental health, workplace safety, and risk management.
- Thorough knowledge of ergonomic principles, hazardous materials handling and disposal, and emergency preparedness practices
- Expertise in promoting a positive safety culture and collaboration across campus.
- Comprehensive knowledge of insurance principles and practices, including claims adjustment and settlements.

Abilities/Skills:

- Effectively identify operational issues and opportunities within areas assigned and make sound recommendations to improve outcomes within areas of responsibility.
- Work independently on complex issues and processes. Plan and implement innovative, effective, efficient, and productive environmental health and workplace safety programs.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job successfully.

Note: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

Standard office setting. Duties are performed primarily in an office environment while sitting at a desk or computer workstation. Incumbents are subject to extensive contact with students, faculty, and staff with frequent interruptions, noise, and demanding timelines. At least minimal environmental controls to assure health and comfort. May involve working non-standard, evening, and weekend hours.

Physical Demands

Incumbents regularly sit or stand for long periods, travel short distances on campus on a regular basis, travel to various locations to attend meetings and conduct work, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, speak clearly and distinctly to answer telephones and to provide

information; see to read fine print and operate computer; hear and understand voices over telephone and in person; and lift, carry, and/or move objects weighing up to 25 pounds.

CLOSING DATE: JANUARY 4, 2027 at 3:00 P.M.

SALARY: **Starting salary is $154,491 annually.**

Generally, new employees start at the first step on the salary schedule. Advanced salary placement may be considered on a case-by-case basis. Salary increases are granted on the first day of the month following each year of service, until Step F is reached ($179,115 annually).

Employees contribute 8% of their earnings toward the Public Employees Retirement System (PERS).

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

CONDITIONS OF EMPLOYMENT

This is a full-time, twelve-month classified administrator position. The standard work week is 40 hours of scheduled duty per week of not more than five consecutive workdays. Work schedule may include weekends, evenings, and/or holidays based on business needs.

Administrators may work all or a portion of the workdays that fall between December 25 and January 1. Administrators may also use their accrued vacation days to cover all or a portion of the workdays that fall between December 25 and January 1.

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 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.

ADA ACCOMMODATIONS

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)

INTERVIEW EXPENSES

Individuals identified for FINAL interviews are eligible to have 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. Finalists must complete and submit a W-9 Form and Human Resource's "Interview Expense Reimbursement Form" and include appropriate support documentation to receive the allowable reimbursement amount.

BENEFIT HIGHLIGHTS

Health, Life, Dental and Vision Insurance

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.

Sick Leave and Disability

Paid sick leave is granted equal to one day for each month of service. Sick leave days may be accumulated indefinitely.

Retirement
Public Employees Retirement System (PERS) and Social Security. Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.

Summer Work Hours
During the summer, employees work eight 32-hour work weeks with full pay.

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.

IMPORTANT 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).

FOR FURTHER INQUIRIES OR APPLICATION MATERIAL SUBMISSION QUESTIONS, CONTACT:

El Camino College
HR Service Partner
Pamela Jones
310-660-3593, Ext. 3478
pjones@elcamino.edu
16007 Crenshaw Boulevard
Torrance, CA 90506

JEANNE CLERY CAMPUS SAFETY ACT

In accordance with the Jeanne Clery Campus Safety Act, El Camino College has published an Annual Security Report and all required statistical data. This publication includes 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 paper 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.