

Director, Risk and Safety
District Office
Kern Community College District
JOB DESCRIPTION

Definition

Under the direction of assigned supervisor, perform a variety of complex technical duties in support of District-wide safety and disability programs including safety regulations, worker's compensation, disability management and return to work programs.

Examples of Duties

1. Manage the worker's compensation program for the district. Perform worker's compensation case management duties, prepare, and file worker's compensation claims, conduct statistical analyses of claims experience. Counsel employees regarding worker's compensation procedures. Perform follow-ups on worker's compensation claims as necessary. Assist with accident investigations.
2. Assist EDRAM in developing and implementing District-wide training programs concerning safety and health matters including CAL/OSHA and related requirements. Provide health and safety related training for managers and staff.
3. Manage, plan, prioritize, assign, supervise, and evaluate the work of staff assigned to the District Risk Management Office.
4. Manage the return-to-work program for ill or injured employees.
5. Provide technical assistance regarding disability retirement and long-term disability benefits applications for individuals.
6. Provide information to administrators, employees, employee representatives and government agencies on matters relating to disability retirement benefits.
7. Assist with safety audits identifying occupational health risks and develop appropriate course of action based on audit results.
8. Review and monitor reports of hazardous or unsafe conditions. Conduct facility safety assessments.
9. Assist Americans with Disability Act (ADA) reasonable accommodation practices.
10. Coordinate and conduct interactive process meetings.
11. Act as a liaison with workers compensation insurance provider.
12. Assist with Risk Management Office budget development and monitoring.

Examples of Duties (continued):

13. Coordinate and monitor Automated External Defibrillator (AED) program.
14. Promote a work culture that values diversity and demonstrates the delivery of exemplary customer service, innovation, and quality services to employees and the community.
15. Establish and maintain strong, cooperative, and effective working relationships with faculty, staff, students, and community partnerships.
16. Perform related duties as required.

Minimum Qualifications

- A Bachelor's degree from an accredited college or university with major course work in human resources management, personnel administration, business or public administration, industrial/labor relation, or a related field AND three years of increasingly responsible human resources experience.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.

Preferred qualifications:

- Two years of administrative or supervisory responsibility.

Knowledge and Abilities

Knowledge of:

- State and federal codes and statutes as they relate to Worker's Compensation compliance issues; principles of supervision and practices; and principles and procedures of record keeping and report writing.
- Policies and procedures related to health and safety programs.
- Regulations, policies, and procedures related to worker's compensation, disability, and related programs.
- Disability and return-to-work programs.
- Modern human resources office functions, practices, and procedures.
- Computer applications for word processing, spreadsheets, and electronic communications.
- Practices and techniques relating to developing and presenting training programs.
- General payroll practices and procedures.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.

Ability to:

- Perform a variety of complex technical duties in support of the district’s health and safety and worker’s compensation programs.
- Interpret appropriate laws and regulations; work cooperatively within a team environment; work effectively with local, state, and federal public service and regulatory agencies; and work effectively and harmoniously with colleagues, students, and others.
- Learn and comprehend District organization, operations, policies, and objectives.
- Interpret District Board policy and applicable laws and regulations to health and safety and worker’s compensation programs.
- Operate a computer terminal to enter data, maintain records, and generate reports.
- Listen, speak, read, write, compose, analyze, and comprehend, with discretion and tact, to perform the essential functions.
- Work confidentially with discretion.
- Work cooperatively as part of a team.
- Establish and maintain effective and efficient working relationships with staff at all levels of the organization.
- Prepare and maintain accurate employee records and reports.
- Complete assignments within specified deadlines accurately and efficiently.
- Communicate effectively and respectfully with individuals at all levels, both to internal Kern Community College District populations and external customers.
- Demonstrate sensitivity to diversity, equity, inclusion, and accessibility.

Working Conditions

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom—Less than 25 percent = 1

Often—51-75 percent = 3

Occasional—25-50 percent = 2

Very Frequent—76 percent and above = 4

Ratings	Essential Physical Requirements
4	Ability to work at a desk, conference table or in meetings of various configurations.
2	Ability to stand for extended periods.
4	Ability to sit for extended periods.
4	Ability to see for purposes of reading printed matter

3	Ability to hear and understand speech at normal levels.
4	Ability to communicate so others will be able to clearly understand a normal conversation.
2	Ability to lift 10 pounds.
2	Ability to carry 10 pounds.
4	Ability to operate office equipment.

Status/Rationale

This is a classified administrator position.

Signatures/Approval

(Employee's Signature) (Date)

(Supervisor's Signature) (Date)

R 12/13/2023