Executive Director,
Executive Director, Risk Management & Safety
District Office
Kern Community College District
JOB DESCRIPTION

Definition

Under the direction of the assigned supervisor, provide executive leadership and oversight for District-wide risk management, loss prevention, occupational and environmental health and safety programs. Establish consistent standards, procedures, and systems across all District colleges, centers, and locations; identify and mitigate institutional risks; oversee insurance and liability risk coordination; and promote safe learning and working environments in collaboration with responsible departments.

Example of Duties

1. Plan, organize, direct, and evaluate District-wide risk management, loss prevention, and occupational and environmental health and safety programs.

2. Develop and maintain District-wide risk management and safety policies, procedures, program standards, reporting systems, and long-range priorities.

3. Lead the identification, assessment, prioritization, mitigation, and monitoring of risks affecting employees, students, visitors, property, facilities, and District operations.

4. Oversee the District's Injury and Illness Prevention Program and other applicable workplace safety programs, coordinating implementation with colleges, Facilities, Human Resources, and operational departments.

5. Provide executive oversight of compliance with occupational and environmental health and safety requirements, including applicable Cal/OSHA standards, hazard assessments, inspections, corrective actions, and required training and records.

6. Establish consistent processes for reporting, investigating, and reviewing workplace safety hazards, accidents, near misses, unsafe conditions, and property losses; analyze trends and coordinate corrective measures.

7. Coordinate inspections and risk assessments of facilities, operations, activities, and special events and recommend hazard reduction and loss prevention measures.

8. Oversee insurance and risk financing activities, including coverage reviews, renewals, certificates of insurance, loss history, and coordination with insurance brokers, carriers, risk pools, and legal counsel, as assigned.

9. Coordinate institutional liability and property-related claims, insurance reporting, and loss prevention with carriers, third-party administrators, legal counsel, and District departments; coordinate employee-related claims matters with Human Resources.

10. Review contracts, facilities use agreements, and other institutional activities for risk allocation, insurance, indemnification, and safety requirements in coordination with Purchasing, Facilities, and legal counsel.

11. Oversee environmental health and safety coordination, including hazardous materials, exposure prevention, and fire and life safety compliance in collaboration with responsible departments and regulatory agencies.

12. Develop and coordinate District-wide safety education and training related to injury prevention, hazard recognition, incident reporting, workplace safety, and regulatory obligations.

13. Coordinate with Human Resources regarding workplace violence prevention and employee safety while maintaining Human Resources responsibility for reasonable accommodations, disability management, and workers' compensation administration.

14. Collaborate with Facilities and college leadership on emergency preparedness and continuity planning as they relate to occupational safety, hazard mitigation, and institutional risk, without directing campus policing or security operations.

15. Develop and administer program budgets, contracts, consulting services, training resources, and safety-related equipment as assigned.

16. Select, supervise, evaluate, and support the professional development of assigned management and staff.

17. Prepare risk analyses, compliance reports, recommendations, and presentations for District leadership, college leadership, the Board of Trustees, and other stakeholders.

18. Build effective working relationships with employees, students, bargaining-unit representatives, regulatory agencies, insurance partners, and community stakeholders.

19. Recommend organizational and operational improvements to strengthen consistency, accountability, compliance, loss prevention, and safety outcomes across the District.

20. Represent the District at local, regional, and statewide meetings related to risk management, insurance, and occupational and environmental health and safety.

21. Perform related duties as required.

Minimum Qualifications

- Bachelor's degree from an accredited college or university in risk management, occupational health and safety, environmental health, public administration, business administration, or a closely related field; and

- Ten (10) years of progressively responsible professional experience in institutional risk management, insurance and claims administration, occupational or environmental health and safety, loss prevention, or a closely related field, including responsibility for developing and administering organization-wide programs; and

- Five (5) years of senior-level management experience directing programs, budgets, compliance, and professional or management staff, including leadership of complex programs serving multiple locations or operating units.

OR

- An equivalent combination of education and experience may be considered if it demonstrates comparable executive-level preparation and the knowledge and abilities necessary to perform the duties of the position. Equivalent experience must include substantial senior-level management responsibility.

- Valid California driver's license.

- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.

Preferred Qualifications

- Master's degree in risk management, occupational or environmental health and safety, public administration, business administration, or a closely related field.

- Three (3) or more years of executive or senior-level responsibility leading enterprise-wide risk management, insurance, or occupational safety programs across multiple sites.

- Experience in higher education or a California community college district.

- Experience with Cal/OSHA compliance, institutional risk assessment, insurance programs, and liability or property claims.

- Professional certification in risk management or occupational safety, such as ARM, CRM, CSP, or equivalent.

Knowledge and Abilities

Knowledge of:

- Enterprise and operational risk management, insurance, liability and property claims, loss prevention, and contractual risk allocation.

- Cal/OSHA standards, Injury and Illness Prevention Programs, workplace inspections, hazard recognition, and incident investigation.

- Environmental health and safety, hazardous materials coordination, exposure prevention, and fire and life safety.

- Workplace violence prevention and the division of responsibilities among Risk and Safety, Human Resources, Facilities, and college operations.

- Strategic planning, budgeting, contract administration, supervision, and program evaluation.

- Community college organization, governance, policies, procedures, and collective bargaining environments.

Ability to:

- Direct and coordinate multi-site risk management and occupational safety programs.

- Establish consistent District-wide standards while supporting college-level implementation.

- Assess institutional exposure, identify hazards, and develop practical prevention and corrective action strategies.

- Interpret and apply laws, regulations, policies, procedures, and collective bargaining agreements.

- Evaluate insurance and contractual risk requirements and coordinate with insurers, risk pools, regulators, and legal counsel.

- Analyze loss and incident data and recommend improvements.
- Manage personnel, budgets, contracts, and program resources.
- Communicate effectively with executive leadership, college administrators, employees, students, and community partners.
- Work collaboratively across multiple colleges and departments.
- Maintain confidentiality and exercise discretion and tact.
- 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
Occasional—25-50 percent = 2
Often—51-75 percent = 3
Very Frequent—76 percent and above = 4

Ratings	Essential Physical Requirements
3	Ability to work at a desk, conference table or in meetings of various configurations.
1	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter.
4	Ability to hear and understand speech at normal levels.
3	Ability to communicate so others will be able to clearly understand a normal conversation.
1 or 2	Ability to lift 10 pounds.
1 or 2	Ability to carry 10 pounds.
4	Ability to operate office equipment.

Status/Rationale

This is a Classified Management position.

Signatures / Approval

_____	_____
(Employee's Signature)	(Date)
_____	_____
(Supervisor's Signature)	(Date)