

Manager, 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 on 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, and supervise 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 individual disability retirement and long-term disability benefits applications.
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 reasonable accommodation practices.
10. Coordinate and conduct interactive process meetings.
11. May act as liaison with workers compensation insurance provider.

Examples of Duties (continued)

12. Assist with Risk Management Office budget development and monitoring.
13. Coordinate and monitor Automated External Defibrillator (AED) program.
14. Other related tasks as assigned or directed.

Minimum Qualifications

Education and Experience Guidelines – Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- 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:

- 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.
- Knowledge of policies and procedures related to health and safety programs.
- Knowledge of regulations, policies and procedures related to worker's compensation, disability and related programs
- Knowledge of disability and return-to-work programs.
- Knowledge of modern human resources office functions, practices, and procedures.
- Knowledge of computer applications for word processing, spreadsheets, and electronic communications.
- Knowledge of practices and techniques relating to developing and presenting training programs.
- Knowledge general payroll practices and procedures.
- Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary.

Ability to:

- Ability to perform a variety of complex technical duties in support of the District’s health and safety and worker’s compensation programs
- Ability to 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.
- Ability to learn and comprehend District organization, operations, policies, and objectives.
- Ability to interpret District Board policy and applicable laws and regulation to health and safety and worker’s compensation programs
- Ability to operate a computer terminal to enter data, maintain records, and generate reports.
- Ability to listen, speak, read, write, compose, analyze, and comprehend, with discretion and tact, in order to perform the essential functions.
- Ability to work confidentially with discretion.
- Ability to work cooperatively as part of a team.
- Ability to establish and maintain effective and efficient working relationships with staff at all levels of the organization.
- Ability to prepare and maintain accurate employee records and reports.
- Ability to complete assignments within specified deadlines accurately and efficiently.
- Ability to communicate effectively and respectfully with individuals at all levels, both to internal Kern Community College District populations and external customers.

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)