GENERAL SERVICES SUPERVISOR, RISK MANAGEMENT

DEFINITION

Under the direction of the assigned administrator, supervise, coordinate and implement: a) districtwide environmental, health and safety, worker’s compensation, insurance, and other risk management programs; and b) District Office printing, mail and receiving services.

TYPICAL DUTIES

Supervise, coordinate and implement the districtwide risk management programs and the District Office printing, mail and receiving services; train, supervise, and evaluate assigned employees; ensure accountability and adherence to applicable laws, regulations, policies and procedures; perform related duties as assigned.

Environmental, Health and Safety
Provide guidance for the use, storage and disposal of all hazardous materials; coordinate the development and maintenance of Hazardous Materials Management Plans; coordinate the requirements of recycling (AB75) with district and college departments; coordinate and implement CAL-OSHA and other health and safety programs such as Injury Illness Prevention Program (SB198), District Driver Program, and ergonomic evaluation.

Worker’s Compensation
Ensure compliance with all workers’ compensation program requirements; process, analyze and coordinate all claims with the district and college departments and third party administrators.

Insurance
Provide technical assistance in the areas of property and liability insurance and property management; work with insurance brokers/agents regarding acquisition, maintenance, and implementation of conventional insurance coverage; review, analyze, and process the various insurance claims relating to self-insurance and conventional insurance coverage; conduct or coordinate actuarial studies and other financial analysis relating to claims and required insurance reserves; develop and maintain financial details, related summaries and various status reports for the self-insurance programs; assists in the maintenance and/or development of new or revised operation procedures for new or modified programs and coverages, legislative changes, and District policies and regulations; analyze district procedures to ensure compliance with governing board policies, Education Code provisions, and other state, federal and miscellaneous regulations.

District Office Printing, Mailing & Receiving
Supervise and coordinate activities of printing, mailing and receiving services; supervise the printing and distribution of district forms to district and college departments.

Other Risk Management
Review, analyze, and maintain contracts relating to facility leases, lease/purchase agreements and other contracts; maintain contract files and coordinate the development, review and implementation of contract terms; coordinate inventory requirements for property management activities and functions.
QUALIFICATIONS

EXPERIENCE
One year of experience in a lead or supervisory position in any field. Three years of increasingly responsible experience in risk management (the required lead/supervisory experience may also be used to meet this requirement).

One year of experience is equal to 12 months of experience at 40 hours per week. Applicable part-time experience will be converted to the full-time equivalent for purposes of meeting the experience requirement.

EDUCATION
Bachelor’s degree from an accredited institution in risk management, business or a related field; OR, a Bachelor’s degree from an accredited institution in any area AND one additional year of qualifying experience; OR, an Associate’s degree from an accredited institution in risk management, business or a related field AND two additional years of qualifying experience; OR, an Associate’s degree from an accredited institution in any area AND three additional years of qualifying experience; OR, a certificate in risk management (if deemed equivalent to an Associate’s degree by Los Rios CCD) AND two additional years of qualifying experience. Courses in safety, risk management, business law or management preferred.

KNOWLEDGE OF
Principles and practices of effective leadership, supervision and training; applicable federal, state and local laws and regulations such as Education Code, Labor Code, RCRA, DOHS, EPA, OSHA, CAL-OSHA, FDA and SARA Title III; proper storage, use, handling and disposal of toxic chemicals and other hazardous materials; risk management/claims administration practices; applicable District policies, regulations, collective bargaining agreements, standard operating procedures and objectives of assigned programs; current industry practices; requirements of various funding sources; recordkeeping techniques in a complex business environment; modern office practices, procedures and equipment.

ABILITY TO
Perform the essential functions of the position; supervise and prioritize the work of assigned areas of responsibility; select, train and evaluate employees; accurately apply and explain laws, regulations and policies; maintain effective internal controls; analyze information and situations accurately and adopt an effective course of action; meet schedules and timelines; prepare clear, complete and concise reports; maintain accurate and organized records; communicate information and instructions clearly, concisely and logically to others; prepare and deliver presentations; utilize technology to effectively perform responsibilities; establish and maintain cooperative and effective working relationships with others; use interpersonal skills such as tact, patience, and courtesy; work cooperatively with the public, students and employees; exercise initiative and sound judgment; work well in a group setting as well as independently with little direction or guidance; exercise discretion and confidentiality.

Collaborate and foster inclusion in a diverse organization.

Have sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of individuals.