RISK MANAGEMENT SPECIALIST

DEFINITION

Under direction of the General Services Supervisor for Risk Management, assists in the administration of the District’s risk management program. Plans, organizes and performs a variety of complex environmental health and safety duties; provides ongoing support of the Injury & Illness Prevention Program, Occupational Safety Program, and Hazardous Materials Management Program including preparation of federal, state, and local reports. Applies sound business and risk management practices in the development and analysis of contracts, insurance programs and related claims, and special projects, as assigned.

TYPICAL DUTIES

Assists college and district departments in developing and maintaining the District’s environmental safety program. Provides guidance for the safe and legal acquisition, use, storage and disposal of all chemicals and hazardous materials by all departments that operate in the District. Assists district and college departments in identifying right-to-know (RTK)/hazard communication requirements, including MSDS records and RTK notices. Provides technical assistance to college and district office departments in complying with the requirements of AB 75 (Recycling). Assists in the development of and maintains Hazardous Materials Management Plans for the District, including inventory and storage sites of hazardous substances. Assists colleges in developing policies and procedures for the prevention and cleanup of spills, leaks and improper handling of toxic materials. Assists in reviewing and updating of the District’s Injury and Illness Prevention Program (SB 198) Plan. Provides technical input to the District Training Office on training requirements for the program. Maintains current knowledge of and assists colleges in complying with federal, state, and local laws, which regulate chemical use, such as: RCRA, DOHS, EPA, OSHA, CAL-OSHA, FDA, SARA Title III, and other regulatory agencies. Provides training resources and technical advice to district office and college departments on environmental health and safety programs and issues. Conducts safety and environmental risk assessment studies of college, facilities management, and district office areas. Provides technical assistance in property and liability insurance, workers’ compensation, and property management. Reviews, analyzes, and processes insurance claims relating to the District’s self-insurance and conventional insurance coverage. Conducts or develops actuarial studies and other financial analyses relating to District claims and required insurance reserves. Processes and ensures compliance with all workers’ compensation program requirements and analyzes and coordinates all claims with the colleges and third party administrators. Develops and maintains financial details, related summaries, and various status reports for the District’s self-insurance programs. Reviews, analyzes, and maintains District contracts relating to facility leases, lease/purchase agreements and other District contracts. Maintains contract files and coordinates the development, review and implementation of contract terms. May conduct training sessions/workshops for District employees in area of responsibility. Performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Characterized by the wide latitude given for independent judgment and initiative for resolving problems within a major area of responsibility
QUALIFICATIONS

EDUCATION AND EXPERIENCE
Completion of a Bachelor’s degree preferably in business, insurance, biology, environmental management, or safety related field from an accredited college or university; supplemented with three years experience in occupational health and safety, environmental management and/or risk management; or any combination of education and experience that would provide the required qualifications.

SPECIAL REQUIREMENT
Possess and maintain a valid California Driver’s License in compliance with Los Rios Board Regulation R-8343; employment is contingent upon meeting the requirements of Los Rios Board Regulation R-8343. This position may require operating a District or personal vehicle in order to complete assigned work within the scope of the position duties.

KNOWLEDGE OF
Federal, state, and local environmental and safety regulations and standards and demonstrate the ability to comply with the policies, procedures, and regulations; environmental health and safety issues; toxic materials and hazardous waste management; laboratory safety and chemical hygiene principles; preparation of reports and various plans. Sound business and risk management/claims administration practices, business law, practices of financial and statistical calculations, and personal computer applications in a business environment.

ABILITY TO (ESSENTIAL FUNCTIONS)
Perform the basic functions of the position; analyze data and interpret laws, rules and other regulations; prepare clear, complete and concise reports and plans; provide sound advice and organize the District’s environmental/safety programs; administer workers’ compensation, liability, and property claims; analyze and monitor contractual agreements and insurance policy matters; operate a microcomputer and apply personal computer applications; develop and present risk management issues to a variety of audiences; communicate effectively both orally and in writing with a variety of people at all organizational levels in an academic environment; meet schedules and time lines; work independently with little supervision; analyze situations accurately and adopt an effective course of action.

Physical And Environmental Factors: Be able to stoop down and bend at the waist on an as needed basis. Be able to work in confined spaces on an as needed basis.