

RISK MANAGEMENT SPECIALIST

DEFINITION

Under direction of the assigned supervisor/manager, perform complex technical and analytical activities in support of the administration of the District's risk management program. Act as a lead for staff, providing guidance and assistance in problem resolution.

TYPICAL DUTIES

Plan, organize and perform a variety of complex environmental health and safety duties; coordinate and provide technical support for the Injury & Illness Prevention Program (SB 198), Occupational Safety Program, and Hazardous Materials Management Program, including preparation of federal, state, and local reports, and the development of related policies and procedures; provide technical input for related training requirements; maintain current knowledge of and assist 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; assist college and District departments in developing and maintaining the District's environmental safety program; provide guidance for the safe and legal acquisition, use, storage and disposal of all chemicals and hazardous materials in the District, and maintain the Hazardous Materials Management Plan; assist District and college departments in identifying right-to-know (RTK)/hazard communication requirements, including MSDS records and RTK notices; provide technical assistance to college and District Office departments in complying with the requirements of AB 75 (Recycling); conduct safety and environmental risk assessment studies of District areas; provide technical assistance in property and liability insurance, workers' compensation, and property management; review, analyze, and process insurance claims relating to the District's self-insurance and conventional insurance coverage; develop and conduct actuarial studies and other financial analyses relating to District claims and required insurance reserves; process and ensure compliance with all workers' compensation program requirements, and analyze and coordinate all claims with the colleges and third party administrators; develop and maintain financial details, related summaries, and various status reports for the District's self-insurance programs; review, analyze, and maintain District contracts relating to facility leases, lease/purchase agreements and other District contracts; maintain contract files and coordinate the development, review and implementation of contract terms; conduct training sessions/workshops for District employees in area of responsibility. Perform related duties as assigned.

QUALIFICATIONS

EDUCATION AND EXPERIENCE

Completion of a bachelor's degree in business, insurance, biology, environmental management, or safety related field AND three years of 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.

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.

One year of education is equal to 30 semester units. Education must be from an accredited institution.

KNOWLEDGE OF

General and governmental accounting and budget principles; methods and practices of financial and statistical recordkeeping using computerized systems and applications related to financial recordkeeping; basic principles of leadership, oversight and training; applicable federal, state and local laws, policies and regulations, and office processes and procedures; modern office practices, procedures and equipment; administrative and clerical procedures and systems, such as filing and recordkeeping techniques in a complex business environment; effective customer service skills; how to compose effective correspondence; the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar, and rules for letter and report writing; principles and practices of effective communication; how to train others to perform specific tasks; numbers, their operations, and interrelationships, including arithmetic at the level required to effectively perform the duties of the position.

ABILITY TO

Perform the essential functions of the position; sustain regular work attendance; work cooperatively and effectively with the public, students, faculty and staff; exercise initiative and mature judgment; interpret and apply applicable federal, state, and local laws, policies and regulations, and office processes and procedures; work as a member of a team; meet schedules and time lines; manage one's own time and the time of others; correctly follow a given rule or set of rules in order to arrange things or actions in a certain order; understand and effectively carry out oral and written directions; effectively communicate information and ideas orally and in writing based on the needs of the audience; read, write and perform mathematical calculations at the level required for successful job performance; be aware of others' reactions and adjust interpersonal skills accordingly; handle personal and private information with discretion; prepare routine correspondence independently; effectively learn and operate equipment and software related to the duties of the position; use of technology to effectively perform responsibilities, such as word processing, spreadsheets, databases and desktop publishing; adapt to changing technologies; work successfully with diverse populations.

TYPICAL EQUIPMENT USED (May include, but not limited to)

Current office technologies including computers, printers, faxes, telephones and copiers; other equipment common to the field to which the position is assigned.