

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.