

RIVERSIDE COMMUNITY COLLEGE DISTRICT
DIRECTOR, RISK MANAGEMENT

BASIC FUNCTION

Plans, organizes, evaluates, and directs the District's risk management program and activities, including property and liability, workers' compensation, environmental health and safety, and loss control, to ensure the safety and protection of students, faculty, staff, and administrators.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Vice Chancellor, Business and Financial Service, and oversees directs the work of assigned personnel.

CLASS CHARACTERISTICS

This classification is responsible for directing the District's risk management function under the direction of the Vice Chancellor, Business and Financial Services. The incumbent regularly works on tasks and assignments which are varied, complex, sensitive, and which may have a direct financial impact to the District. The incumbent also works with administrators and committees across the District in the performance of risk management functions.

EXAMPLES OF TYPICAL JOB FUNCTIONS

1. Plans, organizes, and directs risk management operations and activities including: insurance programs such as property and liability, workers' compensation; safety compliance; loss control; and assures compliance with related laws, codes, regulations, policies, and procedures.
2. In consultation with the Vice Chancellor, analyzes and evaluates liability claims against the District and coordinates the adjustment, defense, or settlement of claims with appropriate legal representation in litigation cases.
3. Designs and administers systems and procedures to prevent or minimize loss and exposure of property or assets, casualty loss, and workers' compensation; and serves as the liaison with insurance company and/or claims administration contractors on all claims.
4. Coordinates with college safety committees to develop safety programs that assure compliance with local, state, and federal standards and requirements; recommends mandated safety compliance programs as required.
5. Coordinates and conducts risk management training programs concerning risk management programs, issues and related standards, practices, techniques, and procedures.
6. Analyzes, oversees, reviews, and prepares a variety of reports and files related to risk management and safety programs, personnel, accidents, claims, and financial activity; assures mandated records and reports are completed according to established time lines.
7. Directs, supervises, and evaluates assigned staff to ensure a high-performance environment; establishes performance requirements and personal development targets.
8. Prepares, administers and monitors assigned budgets; arranges for the development of annual self-insurance actuarial reports; develops and presents data relative to area fiscal performance, efficiency, and effectiveness.
9. Manages the Department's adherence to the District's Injury & Illness Prevention Program (I&IPP) to include proactive security initiatives in the areas of active shooter preparedness, mass notification, security system operability and interoperability, and compliance with District security system standards.

10. Coordinates the Department's involvement with disaster preparedness and inter-agency Emergency Operations Plans.
11. Performs other related duties as assigned; specific duties not listed does not exclude them for this classification if the work is similar or related.

QUALIFICATIONS

Knowledge of:

1. Principles, practices, types, requirements, and contract management of insurance policies.
2. Principles of leadership, management, and supervision.
3. California Workers' Compensation laws, CalOSHA regulations, and pertinent health/safety and fire laws.
4. Safety inspection and accident investigation practices and procedures and related corrective actions.
5. Accounting principles, specifically cash flow, financing and reserving practices.
6. Pertinent federal and state legislation and District rules, regulations, and policies.
7. Applicable sections of the State Education Code, Government Code, Vehicle Code and Title 5.
8. Applicable spreadsheet and database computer software.

Ability to:

1. Exercise judgment and initiative.
2. Work independently.
3. Work under the pressure of recurrent deadlines within an environment of frequent interruptions.
4. Work effectively with faculty, administrators, staff, and representatives from outside organizations.
5. Communicate effectively, both orally and in writing.
6. Demonstrate clear evidence of sensitivity and understanding of the diverse academic, socioeconomic, disability, and ethnic backgrounds of students, staff, and the community.

Education and Experience:

A bachelor's degree in business, public administration, or a related field and five (5) years of progressively responsible experience in the administration of risk management programs for large public or private organizations, including experience in the management, investigation, and adjustment of California workers' compensation claims, general liability claims, and health and safety issues, including three (3) years of experience in a supervisory position; or an equivalent combination of education, training, and/or experience.

A master's degree in business or public administration, or a related field is desired.

Licenses and Certifications:

A valid driver's license and proof of insurability may be required to drive a District or personal vehicle.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This classification primarily works in an office and standing in and walking between work areas is occasionally required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Employees in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

Additionally, occasional travel will be required in the performance of the job functions. Employees must possess the ability to lift, carry, push, and/or pull materials and objects up to 25 pounds.

The essential functions of this classification must be performed by the incumbents with or without reasonable accommodations.

ENVIRONMENTAL CONDITIONS

Employee works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employee may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.