

JUNE 2020
FLSA: EXEMPT
SALARY: GRADE Y
CBA DESIGNATION: CLASSIFIED MANAGEMENT

RIVERSIDE COMMUNITY COLLEGE DISTRICT
DIRECTOR, RISK MANAGEMENT

BASIC FUNCTION: Under the direction of the Vice Chancellor of Business and Financial Services, the Director, Risk Management is responsible for planning, organizing, evaluating, and directing the District's risk management program and activities, including police operations, property and liability, workers' compensation, environmental health and safety, and loss control, to ensure the safety and protection of students, faculty, staff and administrators.

SUPERVISORY RESPONSIBILITIES: Assigned District personnel.

REPRESENTATIVE DUTIES (Illustrative Only): The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Plans, organizes, and directs risk management operations and activities including: safety and police; 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 coordination with the District's Chief of Police, plans, organizes and oversees police operations and activities including development of policies and procedures, staffing, training, contracts, equipment, annual budget, critical event planning and communications, and parking administration.
3. 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.
4. 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.
5. 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.
6. Coordinates and conducts risk management training programs concerning risk management programs, issues and related standards, practices, techniques and procedures.
7. Analyzes, oversees, reviews and prepares a variety of reports and files related to risk management, police, and safety programs, personnel, accidents, claims, and financial activity; assures mandated records and reports are completed according to established time lines.
8. Directs, supervises and evaluates assigned staff to ensure a high performance environment; establishes performance requirements and personal development targets.
9. 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.
10. 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.

11. Coordinates the Department's involvement with disaster preparedness and inter-agency Emergency Operations Plans.
12. Performs other related responsibilities as may be assigned.

EDUCATION AND EXPERIENCE: A master's degree from an accredited institution 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 background/experience in law enforcement and/or law enforcement administration is highly desirable.

LICENSES/CERTIFICATIONS REQUIRED: Valid California driver's license.

KNOWLEDGE OF:

1. Principles, practices, types, requirements and contract management of insurance policies;
2. Principles of leadership, management and supervision;
3. Current police practices, protocols and procedures;
4. The workings of the California criminal justice system;
5. Local, state and federal laws applicable to police functions generally and to community college district police functions specifically;
6. The principles, procedures and legal constraints for conducting background and internal investigations.
7. California Workers' Compensation laws, CalOSHA regulations, and pertinent health/safety and fire laws;
8. Safety inspection and accident investigation practices and procedures and related corrective actions;
9. Accounting principles, specifically cash flow, financing and reserving practices;
10. Pertinent federal and state legislation and District rules, regulations and policies;
11. Applicable sections of the State Education Code, Government Code, Vehicle Code and Title 5;
12. 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.

OTHER: Must demonstrate evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students (E.C. 87360a).

CONTACTS: Staff, administrators, local and state organizations, legal counsel, EDD, OSHA, insurance companies and claims administrator contractors.

PHYSICAL DEMANDS: Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds. Will require occasional travel.

ENVIRONMENTAL ELEMENTS: 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.

OTHER: Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

EXEMPT POSITION: This is an exempt position and is not subject to overtime.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.