

KERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: COORDINATOR, RISK MANAGEMENT AND SAFETY

BASIC FUNCTION:

Under the direction of assigned supervisor, perform a variety of complex technical duties in support of District-wide safety and disability programs including safety regulations, worker's compensation, disability management and return to work programs.

REPRESENTATIVE DUTIES:

Assist in developing and implementing District-wide training programs concerning safety and health matters including CAL/OSHA and related requirements. Ensure appropriate response to safety incidents and collaboration with applicable outside agencies. Provide health and safety related training for managers and staff. *E*

Coordinate the worker's compensation program for the District. Perform worker's compensation case management duties, prepare and file worker's compensation claims, conduct statistical analyses of claims experience. Counsel employees on worker's compensation procedures. Perform follow-ups on worker's compensation claims as necessary. Assist with accident investigations. *E*

Coordinate the return-to-work program for ill or injured employees. *E*

Provide technical assistance regarding individual disability retirement and long-term disability benefits applications. Provide information to administrators, employees, employee representatives and government agencies on matters relating to disability retirement benefits. *E*

Assist with safety audits identifying occupational health risks and develop appropriate course of action based on audit results. Review and monitor reports of hazardous or unsafe conditions. Conduct facility safety assessments. *E*

Implement Americans with Disability Act reasonable accommodation practices. *E*

Conduct interactive process meetings. *E*

May act as liaison with workers compensation insurance provider. *E*

Assist with budget development and monitoring. *E*

Coordinate and monitor Automated External Defibrillator (AED) program. *E*

Other related tasks as assigned or directed.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Knowledge of policies and procedures related to health and safety programs.
- Knowledge of regulations, policies and procedures related to worker's compensation, disability and related programs
- Knowledge of disability and return-to-work programs.
- Knowledge of modern human resources office functions, practices, and procedures.
- Knowledge of computer applications for word processing, spreadsheets, and electronic communications.
- Knowledge of practices and techniques relating to developing and presenting training programs.
- Knowledge general payroll practices and procedures.
- Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary.

ABILITY TO:

- Ability to perform a variety of complex technical duties in support of the District's health and safety and worker's compensation programs
- Ability to learn and comprehend District organization, operations, policies, and objectives.
- Ability to interpret District Board policy and applicable laws and regulation to health and safety and worker's compensation programs
- Ability to operate a computer terminal to enter data, maintain records, and generate reports.
- Ability to listen, speak, read, write, compose, analyze, and comprehend, with discretion and tact, in order to perform the essential functions.
- Ability to work confidentially with discretion.
- Ability to work cooperatively as part of a team.
- Ability to establish and maintain effective and efficient working relationships with staff at all levels of the organization.
- Ability to prepare and maintain accurate employee records and reports.
- Ability to complete assignments within specified deadlines accurately and efficiently.
- Ability to communicate effectively and respectfully with individuals at all levels, both to internal Kern Community College District populations and external customers.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree in business or related field and three years increasingly responsible experience in the areas of health, safety and worker's compensation.

WORKING CONDITIONS:

ENVIRONMENT:

- Office environment.
- Constant interruptions.

PHYSICAL DEMANDS:

Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time

spent on each of the following essential physical requirements.

- | | | | |
|----------|-------------------------------|--|---|
| 1. | Seldom = Less than 25 percent | 3. | Often = 51-75 percent |
| 2. | Occasional = 25-50 percent | 4. | Very Frequent = 76 percent
and above |
| <u>4</u> | a. | Ability to work at a desk, conference table or in meetings of various configurations. | |
| <u>1</u> | b. | Ability to stand for extended periods of time. | |
| <u>4</u> | c. | Ability to sit for extended periods of time. | |
| <u>4</u> | d. | Ability to see for purposes of reading printed matter. | |
| <u>4</u> | e. | Ability to hear and understand speech at normal levels. | |
| <u>4</u> | f. | Ability to communicate so others will be able to clearly understand a normal conversation. | |
| <u>1</u> | g. | Ability to bend and twist. | |
| <u>1</u> | h. | Ability to lift <u>10</u> lbs. | |
| <u>1</u> | i. | Ability to carry <u>10</u> lbs. | |
| <u>3</u> | j. | Ability to operate office equipment. | |
| <u>1</u> | k. | Ability to reach in all directions. | |

This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified.