Pasadena Area Community College District Employment Opportunity

RISK MANAGER
Classified Management
100% - 12 Months
#029

Exempt Position: This is an exempt position and is not subject to overtime pay.
Management earn 22 vacation days per fiscal year.
Closing Date: May 4, 2016 by 5:00 p.m.

DEFINITION:
Develop and implement the District’s risk management program in a manner that fulfills the mission and strategic goals while complying with federal, state, and District policy. Develops and implements systems, policies and procedures for the identification, collection and analysis of risk related information. Educates and trains the leadership and staff as to the Risk Management Program, and their respective responsibilities in carrying out the Risk Management Program. Collects, evaluates, and maintains data concerning injuries, claims, and other risk related data. Investigates and analyzes root causes, patterns, or trends that could result in compensatory events. Identify and implement corrective action where appropriate. Provides a monthly summary to the Executive Director of Business Services, Assistant Superintendents’, and/or the Executive Management Team on incidents, claims, and claim payments. Serves as the organization’s primary liaison to the District’s Third Party Administrator. Works in conjunction with the District’s various offices on summonses and claims against the District by working to coordinate the investigation, processing, and defense of claims against the District. Actively participates in or facilitates committees related to risk management, safety, and quality improvement.

REPRESENTATIVE DUTIES (ILLUSTRATIVE ONLY):
- Directs, controls, and plans the work of the Risk Management Department, which includes but is not limited to; Workers’ Compensation, Title II – ADA Facilities Accessibility, General Liability & Loss Prevention, and Business Continuity.
- Works closely with Facilities Services Department on matters of safety and risk prevention.
- Direct the implementation of a loss control and prevention program and policies to control fiscal losses from liability claims, including but not limited to; workers compensation, vehicle liability, general liability, etc.
- Develops and maintains an Industrial Injury and Prevention Program and all elements that are required under law.
- Analyze and develop strategies around District liability exposures and losses, and implement an effective loss control and prevention program to mitigate those exposures and losses.
- Directs and formulates general liability, loss prevention, and business continuity plans, policies and procedures, tasks, standards, and protocols for loss control, and related aspects of risk management.
- Manages and mentors subordinate supervisory and line staff responsible for the day-to-day operations of Title II (ADA), general liability, and business continuity to Administrative and Academic Offices.
REPRESENTATIVE DUTIES (CONTINUED):

- Oversees various training programs in relation to loss prevention, safe driving, and business continuity to include hazard communications, workforce deployment, etc.

- Directs investigations of claims to correct causes. Enforce Corrective Action Plans and coordinate with other District Departments/Divisions to ensure relationships and productive alliances that develop a cohesive strategy to reduce loss.

- Maintains current knowledge of codes, laws and regulations related to risk management, safety, health and worker's Compensation; reviews, analyzes and monitors the District’s compliance with legislation impacting the District’s Risk Management Program.

- Attend and conduct with the Third Party Administrator worker’s compensation claims reviews and recommend authorization settlement of claims and lawsuits.

- Other duties as assigned.

KNOWLEDGE OF:

- Applicable state and federal laws and regulations related to risk management.

- Federal, state, and local laws and regulations pertaining to risk management claims adjustment, investigation, and management.

- Applicable sections of state labor code, education code, related legislation and case law.

- Record-keeping and report preparation techniques.

- Budget preparation and control.

- Oral and written communication skills.

- Correct English usage, grammar, spelling, punctuation and vocabulary.

- District organizational structure, operations, programs, policies, procedures, philosophy, mission, goals and objectives.

- Principles and practices of effective administration, supervision and training.

- Interpersonal skills, use of tact, patience and courtesy.

- Problem solving and conflict resolution in an academic environment.

- Modern office practices, procedures, equipment, and software applications.

ABILITY TO:

- Plan, organize, and develop risk management and loss prevention programs.

- Administer the District’s workers’ compensation insurance and risk management programs according to District policies and procedures, contract rules, and state and federal laws.

- Plan and organize work.

- Maintain confidentiality of information.

- Work independently with minimum supervision.

- Meet schedules and time lines.

- Prepare comprehensive narrative and statistical reports.

- Supervise the administration of a budget.

- Communicate effectively both orally and in writing.

- Operate a computer and assigned office equipment.

- Interpret, apply, and explain rules, regulations, policies, and procedures.

- Analyze situations accurately and adopt an effective course of action.

- Ensure compliance with local, state and federal guidelines, policies, rules, and regulations.

- Select, supervise, train, and evaluate staff; prioritize and assign work to meet deadlines.

- Establish and maintain positive and effective working relationships with others.

- Demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, faculty, staff, and community.
EDUCATION AND EXPERIENCE:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

• Graduation from an accredited college or university with a Bachelor's degree in Business or Public Administration, Finance, Economics, Risk Management, Safety Management OR a closely related field

AND

• Five years of recent and progressively responsible experience in risk management, loss control, industrial safety, workers' compensation, and/or commercial insurance. At least two years of the recent work experience must have included supervisory and management responsibilities.

LICENSES AND OTHER REQUIREMENTS:
• Possession of, or ability to obtain, a valid California Driver’s License by time of appointment.

• Ability to travel to meetings, workshops, seminars, etc.

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, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds. May 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 and district policies and procedures.

SALARY AND BENEFITS:
This position is an M-4 on the District Management Association Salary Schedule which is available online at www.pasadena.edu. Salary and other terms of employment are competitive.

Generous fringe benefits include fully paid medical, dental, and vision for employees and their families, and life insurance for the employee.

CONDITIONS OF EMPLOYMENT:
• Successful completion of background and fingerprint clearance and TB screening.

• Proof of eligibility to work in the United States and signing of loyalty oath per government codes 3100-3109.

• Meeting applicable eligibility requirements under CalPERS or CalSTRS if you are a current or former member.

• Board of Trustees approval.

APPLICATION AND SELECTION PROCESS:
Pasadena City College utilizes an online application process. Hard copy, e-mailed, or faxed resumes are not accepted. You can apply for a position from any computer with Internet access. All materials are submitted electronically through PCC’s Talent Applicant System (ATS) at www.pasadena.edu/hr. Applications completed and received by 5:00 p.m. on May 4, 2016 will receive full consideration.

Please keep in mind the following:
• If you do not follow the process or your application/resume is incomplete, your information will not be processed.

• The hiring committee will review, evaluate, and consider applications and supporting materials received by the deadline. Meeting the minimum qualifications for a particular position does not assure the applicant an interview. It is, therefore, important that the application be thorough and detailed. The District may re-advertise, delay, choose not to fill the position, or choose to fill more than one position.

• While the acceptance of the application packet is done through PCC’s Talent Applicant System (ATS), all hiring decisions are made by a hiring committee.

• Positions are full-time (100%) and “open until filled,” unless otherwise stated.

• The college president will conduct a final interview and recommend a candidate to the Board of Trustees.

Once applications are submitted they are final. Please carefully review your application and the documents which you are attaching to make sure that they are free from errors and complete.

If you require assistance, please contact the Human Resources office at 626.585.7388. Applicants may expect to be notified approximately 4 – 5 weeks following the closing date as to the status of their application.

SUPPORTING DOCUMENTS:
For full consideration, applications MUST include all items in the order listed below. An incomplete application packet will not be accepted. An incomplete application packet will not be forwarded to the hiring committee for review.

1. A list of at least five references (name, address, phone number, email address and position), including your last supervisor, and at least one of each of the following: peer, direct report, and faculty.
SUPPORTING DOCUMENTS (CONTINUED):

2. A letter of interest addressing the selection criteria and extent of experience listed under “The Representative Duties,” “Knowledge of,” “Ability to,” and “Education and Experience.”

3. Professional resume.

4. Transcripts (unofficial copies are acceptable). **Official transcripts are required upon offer of employment.** Foreign transcripts and degrees require official certification of equivalency to U.S. transcripts and degrees by a certified U.S. review service at the time of application.

Note: It is the applicant’s responsibility to ensure that all application materials are fully and correctly submitted. All supporting documentation should include position name and/or position number. All materials submitted are for this position only and become the property of the District. Materials, including USB flash drives, compact disks and slides, will NOT be returned, copied or considered for other openings.

ABOUT THE DISTRICT:

Established in 1924, Pasadena City College has been serving the San Gabriel Valley for more than 87 years. PCC enrolls more than 30,000 students each semester and offers 60 academic and 76 Career and Technical Education programs. The main college campus occupies an idyllic 53-acre site, while the Community Education Center and Child Development Center are located in separate facilities. The college is renowned for its high student transfer rate, national mathematics and forensic honors, and extensive study abroad offerings. PCC is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges. For more information, go to www.pasadena.edu.

MISSION:

The mission of Pasadena City College is to provide a high quality, academically robust learning environment that encourages, supports and facilitates student learning and success. The College provides an academically rigorous and comprehensive curriculum for students pursuing educational and career goals as well as learning opportunities designed for individual development. The College is committed to providing access to higher education for members of the diverse communities within the District service area and to offering courses, programs, and other activities to enhance the economic conditions and the quality of life in these communities.

ADDITIONAL INFORMATION:

The Immigration Reform & Control Act of 1987, Public Law 99-603 requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country. This requirement applies to both United States citizens and aliens. Any employee who is unwilling/unable to fulfill this requirement will not be employed.

If accommodations are needed for the application process in compliance with the Americans with Disabilities Act, please inform Human Resources.

**It is the policy of the PACCD that all candidates for employment need to be cleared for employment through the process of background check and verification of prior employment, references and credentials.**

Crime awareness and campus security information are available from Campus Police and Safety. (Public Law 101-542)

The Pasadena Area Community College District does not discriminate in the educational programs and activities operated by the District, or in employment procedures and practices of the District. The Policies of Title IX as developed to date are available for inspection during normal business hours at the District Office at 1570 E. Colorado Blvd., Pasadena, CA 91106.

The Board of Trustees reserves the right to extend time limits or reinstate the search process at any time. The Pasadena Area Community College District is an equal opportunity employer. The District encourages applications from underrepresented minorities and the disabled.

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Equal Opportunity, Title IX, Section 504 Employer