

**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

BOARD CONSENT X BOARD ACTION ____ BOARD INFORMATION (no action required) ____

TOPIC: MANAGEMENT NEW POSITION, JOB DESCRIPTION

SUBMITTED BY: Rocio Chavez, on behalf of the Classification Committee

RECOMMENDED BY: Marion Boenheim 

APPROVED BY: Robert Silverman 

Description/Background:

The district proposes a new position of risk manager; the job description is attached and is recommended for board approval.

The Classification and Salary Committee has reviewed the job description and recommended salary placement of Level 15 on the management salary schedule.

Need: This position is needed to maintain a safe campus environment for faculty, staff, and students and to meet accreditation requirements.

Fiscal Impact: \$5127-\$6548/month

Recommended Action: It is recommended that the Board of Trustees approve the new job description and placement on the management salary schedule as listed.

Legal Review: YES ____ NOT APPLICABLE ____

Reference for Agenda: YES X NO ____

- 5.21 Agreement – Independent Contractor – Ronald J. Gordon
Ratification of the agreement with Ronald Gordon for presenting at the Bridge Program Conference that was held November 2, 2007. Fiscal Impact: \$2,250.00 funded by the Title V Independent Grant.
- 5.22 Board of Trustees Budget Transfer Request Report
Approval of the budget transfers as submitted. Fiscal Impact: None
- 5.23 Agreement – Galaxy Moving Company, LLC
Ratification of the agreement with Galaxy Moving Company, LLC to move boxes and/or furniture from various locations on campus into the Advanced Technology Center and Speech/Drama additional projects. Fiscal Impact: \$7,000.00 – Fund 71 expenditure, budgeted item.
- 5.24 Agreement – Apple Valley Communications
Ratification of the agreement with Apple Valley Communications to supply and install fire alarm systems into the Performing Arts Center, bring the old system up-to-date to meet new building standards. Fiscal Impact: \$5,578.51 – Fund 71 expenditure
- 5.25 Agreement – Gale/Jordan Associates, Inc.
Ratification of the agreement with Gale/Jordan Associates, Inc. to monitor the asbestos abatement process of the Auxiliary Gymnasium. Fiscal Impact: \$958.00 – Fund 71 expenditure (The work is tied to the Auxiliary Gymnasium Replacement project which is a State funded project and is 100% reimbursable.)
- 5.26 Agreement – Hi Desert Alarm & Fire Sprinklers
Ratification of the agreement with Hi Desert Alarm & Fire Sprinklers to supply and monitor fire alarm systems for the Advanced Technology Center and Speech/Drama Addition projects. Fiscal impact: \$970.00 + \$35.00 per month per building.
- 5.27 Agreements – Independent Contractor
Ratification of the Independent Contractor Agreements between Victor Valley Community College District and Nancy Noyer, Teresa Reuter, Michael Ray, Karen Greer, JoNell Larsen, and Johanna Black from February 7 through March 10, 2008. Fiscal Impact: \$3,420.00 funded by the CAHSEE grant.
- 5.28 Legal Fees
Approval of payment to Atkinson, Andelson, Loya, Ruud & Romo for legal services provided. Fiscal Impact: \$131.60, budgeted item.
- 5.29 Management New Position, Job Description – Risk Manager
Approval of the new job description and placement on the salary schedule. Fiscal Impact: \$5127-\$6548/month.
- 5.30 Academic First Year Contract Recommendations
Approval to enter into a contract for the following academic year with the first year contract employee Russell McCord. Fiscal Impact: Budgeted
- 5.31 Academic Second Year Contract Recommendations
Approval to enter into a contract for the following two academic years with the second year contract employees Dino Bozonelos, Jessica Gibbs, Greg Jones, Renate Longoria, Said Ngobi, David Olsen, Jeanine Speakman, and Michael Visser.

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: RISK MANAGER

BASIC FUNCTION:

Under the direction of an area administrator, develop, direct, implement, plan and evaluate the operation and effectiveness of the district's risk management programs including property, casualty, liability, safety and loss control and student insurance. Plan, organize, communicate and serve as the staff resource in implementing activities necessary to satisfy the rules and regulations of the enforcing governmental agencies, including disaster preparedness, safety and compliance programs. Coordinate committees and training related to district safety issues. Direct regulatory compliance programs for assigned areas of responsibility. Serve as the district's representative to joint powers insurance authorities and related organizations; may train, supervise, and evaluate the work of assigned staff.

REPRESENTATIVE DUTIES:

Develop, direct, implement evaluate and plan a comprehensive and effective risk management program for the district, including property, casualty, liability, student insurance, safety and loss control; identify and evaluate risk exposures arising from district operations; research and recommend suitable risk avoidance strategies, coverage and acceptable levels of risk assumption. *E*

Coordinate with other administrators functions related, but not limited to safety issues and workers' compensation. *E*

Review and investigate accidents and claims; participate in related litigation procedures and negotiate district settlements. Responsible for loss control including development, revision and implementation of new and existing policies, procedures and practices and enforcement of said rules. Receive process and maintain records related to claims for damages; place insurance; communicate with and select third-party administrators and legal counsel handling claims and legal actions related to the district. *E*

Plan, organize, communicate and serve as the staff resource in implementing activities necessary to satisfy the rules and regulations of the enforcing governmental agencies, including the district's safety programs; serve as a member of the districts safety committee; provide counseling and assistance to departments and staff on matters related to risk management; assist departments with resources for departmental safety meetings. Track and interpret local, state, and federal regulations; determine their applicability to the district; devise strategies and procedures to ensure compliance. *E*

Risk Manager- Continued

Create, update and maintain the district's Disaster Plan to ensure compliance with NIMS/SEMS, and Chancellor's Office mandates. Direct and coordinate planning, implementation and training activities related to disaster preparedness programs in cooperation with Campus Police, to ensure compliance with federal, state and local regulations; serve as a district liaison with other community college, local agency and community groups and organizations regarding disaster preparedness activities. *E*

Conduct ergonomic assessments; recommend equipment, procedures, assignments or other actions to alleviate identified problems or concerns; coordinate loss control activities, identify and correct hazardous conditions and develop safety programs and procedures to eliminate/reduce exposures where appropriate. *E*

Establish procedures for ensuring the timely correction and control of hazards through administrative controls, engineering techniques where feasible, personal protective equipment and safe work procedures that are understood by all district employees

Assist in the coordination of documenting, record-keeping and training in the proper use, control, and disposal of hazardous materials. *E*

Facilitate the development of coordinated policies and resolution to problems for the prevention and reduction of accidents and injuries. Investigate occupational injuries and illnesses; analyze accident/injury reports; study data to discover trends and causes; and develop recommendations for eliminating or mitigating the hazards detected. *E*

Develop safety programs and materials to comply with federal, State and local safety laws and regulations; analyze current safety programs and revise to improve effectiveness; plan, develop, and conduct training, in conjunction with others, on specific safety topics for district employees regarding their responsibility for occupational and environmental health; track safety training attendance by employees. *E*

Inspect district facilities and property for safety issues and to assure compliance with safety laws and regulations; assist CalOSHA, building and safety inspectors. *E*

Evaluate the liability and risk aspects of contracts with outside organizations/vendors and the adjustment of all insured property and liability insurance claims with insurance companies, claims adjusters, and insurance brokers; review proposed contracts to determine insurance coverage requirements to assure adequate protection of the district. *E*

Prepare, administer and monitor annual budgets for insured or self-insured property, liability, safety and student insurance programs; Assist in forecasting

Risk Manager- Continued

short and long-range district costs involved in risk management. Establish budgetary requirements for appropriate coverage, deductibles, mandated and recommended training programs. *E*

May train, assign, lead or supervise and evaluate the work of assigned staff; may complete or provide input into performance evaluations and participate in selection of assigned staff. *E*

Monitor and stay abreast of regulatory and legislative developments impacting district operations, programs and costs; recommend changes to ensure compliance with all legal requirements; analyze and recommend legislative positions on pending bills which would seriously impact the district and its programs.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, practices, methods and techniques of developing and administering risk management, emergency management and loss control programs.

Practices and procedures for managing, administering, analyzing, adjudicating and litigating claims.

Administration of safety, health, risk management and loss prevention.

Principles, practices and techniques of insurance underwriting, industrial safety & security and accident investigation and prevention methods.

Methods and techniques of accident reporting and investigation; identifying risk exposure, prioritizing risks and investigating and correcting industrial and environmental hazards.

Hazards associated with equipment utilized by various occupational groups.

Principles of workers' compensation claims handling and investigation.

Principles and practices of public administration, including budget preparation and control, contracting and maintenance of public records.

Federal and state laws, codes, regulations, policies and procedures governing risk management, environmental and occupational health and safety, building and fire regulations, and emergency management programs, including but not limited to OSHA, Cal-OSHA, EPA, AQMD.

Research methods and report writing techniques, including methods and techniques for conducting statistical and financial analysis.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

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

Principles and practices of administration, supervision and training.

ABILITY TO:

Plan, direct, manage, organize, and integrate a diverse range of risk management, contracts management, occupational health and safety and emergency

Risk Manager- Continued

management programs to meet the district objectives, professional standards and legal requirements.

Identify and analyze present and potential risk management and safety problems and hazards.

Train others in prevention and emergency procedures.

Communicate effectively both orally and in writing, including presentations, proposals and recommendations in public meetings.

Represent the district effectively on a variety of difficult, complex, sensitive and confidential issues related to risk management functions.

Analyze claims data, process claims and negotiate settlements.

Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.

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

Define complex risk management issues, perform difficult analyses and research, evaluate alternatives and develop sound conclusions and recommendations.

Conduct research of loss prevention and control issues, evaluate alternatives and reach sound conclusions and recommendations for improvement.

Understand, explain and apply federal, state and local policy, law, and regulations applicable to areas of responsibility.

Exercise sound, expert independent judgment within general policy guidelines.

Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.

Supervise and evaluate the performance of assigned staff.

Serve as a resource for district staff.

Work effectively and cooperatively with peers, faculty, staff, students, representatives of other governmental agencies, brokers, attorneys and community members from multicultural, diverse backgrounds.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

Direct the maintenance of a variety of reports and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree in business administration, environmental engineering, environmental health & safety, or risk management, and 5 years of increasingly responsible experience in business, insurance, environmental safety & health, workers compensation, risk management, or other related field. Experience in a public agency environment, preferably community college, is highly desirable.

LICENSES AND OTHER REQUIREMENTS:

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A valid California driver's license

A certification as an Associate Risk Manager (ARM), Certified Safety Professional (CPS), or other professional industry designation. Certification must be obtained within nine months of employment.

WORKING CONDITIONS:

Indoor, outdoor and office environment; Physical demands: reach, bend, stand, walk, look down (frequently), sit, drive, stoop, squat, kneel, climb (to roof), push, pull, twist (occasionally), lay down (infrequently); grasp and manipulate tools and supplies; viewing of a computer monitor for extended periods of time, standing or sitting for long periods of time; use hearing/speaking ability to conduct meetings/training for individuals/groups; frequent travel from site to site as well as overnight. Incumbents are exposed to seasonal outside temperatures (30 F to 120 F), dust & wind, sun, insects and noise; and occasional contact with dissatisfied or abusive individuals.