

PERALTA COMMUNITY COLLEGE DISTRICT - October 5, 2018

CLASSIFIED CONFIDENTIAL JOB DESCRIPTION

COORDINATOR/RISK MANAGEMENT

Confidential Salary Range 31

Job Code: 1057

CLASS PURPOSE

Under the general direction of the Risk and Safety Program Manager and provides administrative and programmatic support position within the Risk Management Department.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Monitor the Department's budget.
- Primary contact working directly with the District's third party administrator (TPA) regarding workers' compensation, liability claim processing, and insurance certification.
- Provide information and assistance to employees with filing of workers' compensation claims; work with TPA, treating physician, and employee's supervisor to facilitate the
- Modified Duty/Return to Work program; calculate industrial leave and monitor sick leave used.
- Provide information to employees regarding risk matters; investigate, respond to, and resolve complaints from employees; coordinate any ergonomic review necessary.
- Coordinate regular and ad hoc training activities, e.g. monthly tail-gate training, first-aid and CPR training, ergonomic training.
- Research safety equipment and make recommendations for new or replacement items.
- Conduct inspections as needed, e.g. complaints received regarding unusual odors or safety issues.
- Participate in District Safety Meetings chaired by Risk Manager; follow-up on items generated by these meeting.
- Coordinate regular hazardous materials collections each semester.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Equivalent to graduation from an accredited college or university with a Bachelors degree in one of the social sciences, business or related field and one year of para-professional or professional experience involving planning, organizing, administering, coordinating, or promoting of programs or projects in the designated area; or any combination of training and/or experience that could likely provide the desired knowledge and abilities.

Job Description: Coordinator/Risk Management

2. Applicant must have demonstrated cultural competency, sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college staff, faculty, and students.

ENVIRONMENTAL DEMANDS

- Occasional work performed alone
- Constant work around and with people

PHYSICAL REQUIREMENTS

- Occasional standing, walking, stooping, kneeling, squatting, and climbing stairs
- Occasional lifting and carrying up to 15 lbs.
- Occasional pushing and pulling up to 20 lbs.
- Occasional twisting of body
- Occasional use of manual dexterity
- Occasional use of tactile acuity
- Occasional use of visual acuity from a distance, with depth, and for color
- Frequent work at a rapid pace
- Frequent reaching, high, low, and level
- Frequent audio acuity at all ranges, including speech
- Frequent visual acuity for reading
- Constant sitting
- Constant use of clear oral communication

TOOLS AND EQUIPMENT USED

- Standard Office Equipment.

Revised: N/A