

TITLE: Manager, Human Resources/Employee Health and Safety

CLASSIFICATION: Management Team – Classified Supervisor

SALARY RANGE: 18

SCOPE OF POSITION:

Under the direction of the Vice President, Human Resources coordinate and manage the operations of the Employee Health and Safety program; plan, develop, implement, evaluate and maintain programs and policies necessary to ensure a safe and healthy work and learning environment for faculty and staff and to ensure compliance with applicable employee health and safety related policies, procedures and regulations; train, supervise and evaluate the performance of assigned staff.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Maintain District compliance with a wide variety of applicable employee health and safety regulatory programs including but not limited to Injury Illness Prevention, Cal OSHA Standards, Americans with Disabilities Act (ADA) and standard risk management practices; participate in the development and review of District policies and procedures; ensure that requirements are met related to employee health and safety training including new hire safety orientation, changes in the employee work procedures or materials, and refresher training on both a standard frequency or due to unsafe acts or accidents; prepare and maintain accurate records of trainings.
2. Manage the District's Workers' Compensation and Return-to-Work programs serving as a liaison between the District, the injured employee, Department Employee Supervisors, the District's Workers' Compensation carrier, the medical providers, and legal consultants; monitor and administer claims assisting employees with medical appointments, forms and reports; correspond with and prepare reports for medical providers, the insurance company and the injured employees while the claim is in open status; provide related trainings for faculty and staff; initiate ergonomic recommendations or reasonable accommodations recommended by medical providers; oversee program compliance and reporting requirements with applicable laws and regulations for the District; support development and implementation of associated District policies and procedures to ensure program success.
3. Assist the Americans with Disabilities Act (ADA) Coordinator and District Compliance Officer with duties including administration of the District's Reasonable Accommodation Program to ensure that employees with disabilities are accommodated according to established rules and regulations; serve as a standing member of the District's Access Committee (DAC); assist with investigations and responses to allegations of discrimination regarding employee disability; consult with other to develop solutions to evolving, emerging matters related to equity and access.
4. Intake employee requests for accommodation and conduct meetings with employees to confirm medical necessity and review employee reasonable accommodation applications; conduct meetings with employees and department managers; research, evaluate, and advise on appropriate and reasonable accommodation to support an employee's medical need; determine and coordinate implementation of appropriate and cost effective methods for employee accommodation; work with other District department staff and managers, medical providers, insurance and legal advisors to support and implement employee reasonable accommodations including possible changes in existing facilities, job restructuring, modifying work schedules, transfer to alternate positions, acquiring or modifying equipment or devices, and assigning supporting human resources.

KEY DUTIES AND RESPONSIBILITIES – Continued

5. Plan and advocate for additional departmental funding sources needed to support District employee health and safety including the acquisition and/or modernization of a variety of District-wide systems such as employee learning management systems and training databases, human resources and other assistive technologies and equipment needs.
6. Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.
7. Participate in the District's emergency management efforts.
8. Review and investigate reports of, injuries, illnesses, and near misses; conduct root cause analysis; research solutions, make recommendations and oversee implementation of related programs or procedures; meet with stakeholders and consultants; work with Facilities Operations as appropriate to report and conduct health and safety audits to support employee health and safety compliance with ADA, Cal OSHA and other applicable laws and regulations; conduct employee ergonomic evaluations.
9. Provide technical expertise and assistance to the Vice President, Human Resources regarding assigned functions; assist in the formulation and development of District standards, policies, procedures and programs
10. Communicate health and safety hazards causing potential injury or illness to District employees, for protection from chemical, ergonomic, physical, and other workplace hazards; audit, advise and inform other Departments and programs as required to assure the safety and health of District employees.; set and advise employee health and safety standards; providing training, outreach, and education; establishing partnerships; and encouraging continual process improvement in workplace safety and health.
11. Direct the preparation and maintenance of narrative and statistical reports and records related to personnel, worker safety-required equipment and assigned work activities by various District departments and staff; prepare and maintain records associated with assigned functions.
12. Communicate with faculty, staff, students and external organizations to coordinate activities and programs, resolve issues and exchange information; communicate with external organizations and regulatory agencies to discuss regulation, policy, procedures, inspections, training and other matters related to employee health and safety. Develop and prepare the Employee Health and Safety, Workers' Compensation, Reasonable Accommodation, and Ergonomics budgets; analyze and review budgetary and financial data; authorize expenditures for purchase of technology, equipment and staff in accordance with established policies and procedures.
13. Utilize and manage various industrial hygiene instruments, a computerized fire extinguisher simulator, fall arrest devices, and confined space rescue equipment.
14. Attend and conduct a variety of meetings; serve on a variety of assigned committees, including District Safety and Health Committee (DSHC) and others if assigned; develop and give presentations related to employee health and safety issues.

KNOWLEDGE OF:

1. Health and safety, worker's compensation, Americans with Disabilities Act and Reasonable Accommodation related laws, regulations, industry standards and related management practices.
2. Industrial hygiene principles and implementation including use or ability to learn the function of common direct reading instruments.
3. Budget preparation and control.
4. Oral and written communication skills.
5. Principles and practices of administration, supervision and training.
6. Applicable District policies and procedures.

KNOWLEDGE OF – Continued

7. Collective bargaining agreements and management team guidelines and procedures.
8. Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

1. Train, supervise and evaluate the performance of assigned staff.
2. Lead District Employee Health and Safety efforts; learn new concepts, techniques, regulations, and obtain certifications as required.
3. Maintain confidentiality of privileged and sensitive information.
4. Prepare and conduct effective training sessions.
5. Communicate effectively both orally and in writing.
6. Interpret, apply and explain rules, regulations, policies and procedures.
7. Establish and maintain cooperative and effective working relationships with others.
8. Operate a computer including standard office productivity software, as well as assigned office equipment.
9. Analyze situations accurately and adopt an effective course of action.
10. Meet schedules and time lines.
11. Work independently with little direction.
12. Plan and organize work.
13. Direct the maintenance of a variety of reports, records and files related to assigned activities.
14. Demonstrate sensitivity to, and respect for, a diverse population.

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

Bachelor's degree in environmental health, occupational safety, human resource or related field.

Experience:

Increasingly responsible experience working in one or more of the environmental or employee health and safety, workers' compensation and/or ADA related programs.

LICENSES AND OTHER REQUIREMENTS:

At least one of the following certifications or demonstrated work experience with: Health and Safety Management, ADA, Workers' Compensation, Ergonomics, Certified Safety Professional, Certified Industrial Hygienist, or Certified Hazardous Materials Manager. Must be able to perform physical activities, such as, but not limited to; bending, standing, climbing and/or walking. Must be able to work safely in a hazardous environment using the appropriate personal protective safety measures.