



## Emergency, Compliance, Risk & Safety Administrator

Management Range: 16

Board Approved: 06/12/2025

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*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

### SUMMARY DESCRIPTION

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Under the general supervision of the appropriate administrator, the Emergency, Compliance, Risk & Safety Administrator plans, organizes, oversees, manages, coordinates, and administers the environmental and occupational health, safety and loss control management programs and activities of the San Bernardino Community College District.

### REPRESENTATIVE DUTIES

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*The following duties are typical for this classification.*

1. Plans, coordinates, and manages the District's comprehensive environmental health, emergency management, risk management, regulatory compliance, and workplace safety programs; ensures alignment with institutional goals and compliance with applicable local, state, and federal regulations; guides program development, implementation, evaluation, and continuous improvement efforts across all related functional areas.
2. In coordination with appropriate administrator, prepares recommends, and manages budgets for equipment, supplies, and services supporting assigned areas and programs; advises on procurement specifications; maintains inventory and monitors the condition and performance of program-related resources to ensure effectiveness and alignment with District standards.
3. Develops and disseminates educational, technical, and promotional materials—including print, digital, and mobile app content—to increase awareness and engagement in assigned programs; maintains relevant websites, communication systems, and mobile applications to ensure timely access to accurate information and resources.
4. Advises District and campus leadership on technical, administrative, and policy matters related to assigned programs; provides recommendations to ensure effective implementation and continuous program improvement.
5. Researches and identifies opportunities for state, federal, and external funding to support assigned programs; prepares and assists in writing grant proposals and required reports.
6. Oversees and manages program-related software systems and service vendors—including those supporting incident management, learning management, safety data sheets, and compliance tracking; coordinates procurement, monitors service delivery, reconciles invoices, and ensures functionality across all program areas.
7. Serves as the liaison with governmental and regulatory agencies; anticipates, prevents, and resolves conflicts and complaints; responds to sensitive inquiries.
8. Participates in District and Campus committees, task forces, and project meetings as assigned.
9. Performs other duties as assigned.

### Emergency Management

10. Develops and implements the District's disaster, emergency preparedness and response program and activities; assists in the development and revision of the District Emergency Operations plan as required.
11. Coordinates, facilitates, and conducts all disaster, emergency preparedness and response



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related training, workshops, and seminars for staff, faculty, and students.

12. Participates in the assignment of campus/District building captains for each site and Office Community Emergency Response Training (CERT) teams if applicable; coordinates and facilitates training and exercises.
13. Collaborates with the Campus Administration to identify external disaster/emergency preparedness resources and builds relationship with external stakeholders and advocates for those resources for the District.

### **Compliance**

14. Develops, coordinates, facilitates, and oversees all environmental and occupational health, safety, and related training, including mandated training programs in compliance with local, state, and federal laws.
15. Supports the campus VPAS with the hazardous materials program including waste minimization procedures; reviews chemicals used by the District as needed; in conjunction with the campus, administrative services, District facilities and District Police, coordinates the first responder clean-up for hazardous waste spills/incidents; provides technical guidance in the clean-up and removal of hazardous materials/waste; ensures hazardous waste and surplus chemicals are disposed of in compliance with local and state regulations; prepares waste regulatory reports as required.
16. Participates in agency-wide department and project meetings and construction meetings to review designs and activities associated with Campus/District facilitates and projects; attends conferences, trainings and seminars to keep abreast of industry practices, trends, health, safety, loss control legislative and regulatory changes; evaluates implications for District policies, programs and operations and recommends changes to ensure compliance.

### **Risk & Safety:**

17. Develops, implements, and promotes the District's environmental and occupational health, safety, and loss control management plans and programs; monitors and evaluates the District's environmental and occupational health, safety management programs to ensure compliance with CAL OSHA/ASHA and related regulations.
18. In collaboration with the campus Vice Presidents of Administrative Services (VPAS) and the Director of Facilities, evaluates working conditions and operational practices and inspects District facilities and equipment to identify environmental, occupational health and safety hazards and other violations follows-up with location administrators regarding the timely correction of noted violations.
19. Performs investigations and responds to all complaints, accidents, and incidents independently and in coordination with other regulatory agencies as required; identifies, reports, and provides solutions to management and/or human resources regarding employee environmental and occupational health, safety, and loss control programs and regulatory compliances.
20. Collaborates with campus and District managers to review accidents, hazard complaints, incidents reports, injuries and near misses and investigates causes; identifies areas of high injury and accident rated and develops safety programs to address them.
21. Assists managers in conducting job hazard analysis and works with managers and employees to correct safety violations and hazards.



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### **MINIMUM QUALIFICATIONS**

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*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

#### **Knowledge of:**

- Operational characteristics, services, and activities of an environmental and occupational health, safety and loss control management program.
- Operational characteristics, services, and activities of a disaster and emergency preparedness program.
- Principles and practices of environmental, occupational health, safety, and loss control management.
- Principles, practices, methods and techniques of training.
- Methods and techniques of accident reporting and investigations.
- Principles and practices of program development and administration.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training, and performance evaluation
- Pertinent federal, state and local laws, codes and regulations relating to environmental, occupational health, safety, and loss control management.

#### **Ability to:**

- Oversee and participate in the management of a comprehensive environmental, occupational health, safety, and loss control management program.
- Oversee, direct, and coordinate the work of lower-level staff.
- Participate in the development and administration of goals, objectives, and procedures for assigned area.
- Gather and analyze data and situations and make appropriate decisions.
- Prepare and present comprehensive, concise, clear oral and written reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions implement recommendations in support of goals.
- Interpret and apply California Education Code, Title 5, federal state, and local policies, laws and regulations related to environmental, occupational health, safety, and loss control management.
- Demonstrate professionalism, fairness and honesty in all aspects of the performance of duties.
- Provide leadership based on ethics and principles as they related to environmental, occupational health, safety, loss control management functions and operations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

### **Education and Experience Guidelines**

#### **Education/Training:**

- A Bachelor's degree from an accredited institution in environmental, occupational health or safety, business, public administration, science, engineering or related field.



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### **Required Experience:**

- Three (3) years of experience in environmental health and safety, emergency management, risk management, regulatory compliance, or a closely related field.

### **Equivalency Provision:**

- In the absence of a Bachelor's degree from an accredited institution in environmental, occupational health or safety, business, public administration, science, engineering or related field, sixty (60) semester units from an accredited institution and five (5) years of experience in environmental health and safety, emergency management, risk management, regulatory compliance, or a closely related field is qualifying.

### **License and Certification:**

- Current and valid California driver's license and ability to maintain insurability under the District's vehicle insurance policy.

### **Preferred Experience:**

- Possession of HAZWOPER certification, OSHA outreach trainer/10 & 30-hour certification in general industries or construction, Associate/Certified Safety Professional (ASP/CSP), Certified Risk/Loss Control Manager (CRM), Certified Asbestos, Site Surveillance Technician (CSST), Certified Asbestos Consultant (CAC), EPA Lead-Paint Renovator, Department of Public Health State Certified Lead-Paint Certifications and/or equivalent certifications or registrations.
- Experience in the California Community College environment.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting. Occasional exposure to risks controlled by safety precautions.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to occasionally lift, carry, push, and/or pull light to moderate amounts of weight up to 30 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.