



NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT



Job Description

Job Title:	District Director, Risk Management and Environmental Health and Safety	Salary Range:	26
Date Revised:	4/2/2026	Date Approved:	6/23/2026
THIS IS A DESIGNATED CLASSIFIED MANAGEMENT POSITION SUBJECT TO A SIX-MONTH PROBATIONARY PERIOD			

PRIMARY PURPOSE

Under the general direction of an administrator or manager, the District Director, Risk Management and Environmental Health and Safety (EHS) plans, organizes, and directs the District's comprehensive risk management, environmental health and safety, workers' compensation, insurance, and emergency preparedness programs. The District Director ensures institutional compliance with all applicable federal, state, and local laws and regulations while safeguarding the District's personnel, property, and financial resources.

The District Director, Risk Management serves as the District's ADA Coordinator and provides strategic leadership in advancing equity, accessibility, and safe learning and working environments across all campuses.

DISTINGUISHING CHARACTERISTICS

The District Director, Risk Management and EHS is distinguished from other management positions by its broad oversight of multiple, highly regulated risk domains, including but not limited to liability, property, workers' compensation, and safety, and its integration of compliance, emergency preparedness, and accessibility coordination functions. The District Director exercises substantial independent judgment in designing, implementing, and evaluating complex programs that minimize risk exposure, ensure regulatory compliance, and promote a culture of safety and accountability.

The District Director, Risk Management and EHS differs from lower-level management classifications by its responsibility for strategic leadership, policy development, supervision of professional staff and coordination with executive leadership, Joint Powers Authorities, and regulatory agencies.

The District Director, Risk Management and EHS serves as a key advisor on legal and operational risk matters and ensures institutional alignment with compliance mandates and equity-driven objectives.

ESSENTIAL FUNCTIONS

Examples of essential functions are descriptive and not restrictive in nature.

Risk Management and Insurance Administration

1. Plans, directs, and administers the District's self-insured property, liability, and workers' compensation programs.
2. Reviews and analyzes claims to determine coverage, eligibility, and potential liability exposure; monitors status, evaluates settlement value, and obtains settlement authority, and coordinates with third-party administrators, defense counsel, and medical providers.



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3. Evaluates performance of external service providers (claims administrators, legal counsel, medical providers) to ensure cost-effective and compliant outcomes.
4. Compiles and submits data for program renewals and risk exposure assessments; determines deductibles, self-insured retentions, and coverage limits.
5. Represents the District in communications with Joint Powers Authorities, insurance pools, and regulatory agencies.
6. Recommends and implements strategies to eliminate, reduce, transfer, or retain potential risks.

Workers' Compensation and Claims Oversight

7. Oversees claim intake, conducts investigations, and recommends resolutions for workers' compensation cases.
8. Advises employees and managers on policies and procedures to ensure compliance with state and federal workers' compensation laws.
9. Tracks program trends and costs to identify areas for loss reduction and process improvement.
10. Ensures timely, accurate reporting and documentation of workplace injuries and related incidents.
11. Reviews contracts to ensure proper risk transfer and adequate insurance coverage. Investigates and processes claims filed against the District and represents the District at depositions, hearings, and trials as required.

Environmental Health, Safety, and Emergency Preparedness

12. Oversees environmental health compliance, hazardous materials management, and safety inspections.
13. Oversees the District's emergency preparedness programs and coordinates the District Emergency Management Planning Committee.
14. Participates in local, regional, and state emergency preparedness networks to strengthen response capabilities.
15. Reviews incident and accident reports to identify unsafe conditions and recommends corrective actions.

ADA Coordination and Accessibility Compliance

16. Serves as the District's ADA Coordinator, ensuring compliance with Title II of the Americans with Disabilities Act; promotes accessibility awareness and inclusive practices across departments and programs.
17. Collaborates with campus administrators and staff to address accessibility concerns in facilities, digital environments, and employment practices.
18. Oversees intake, tracking, and resolution of ADA-related accommodation requests and grievances.
19. Chairs the District's ADA Committee and participates in campus committee meetings.

Policy Development and Compliance

20. Develops, recommends, and implements policies and procedures to enhance compliance, reduce risk exposure, and improve operational efficiency.
21. Assists campuses in implementing mandated compliance and safety programs.



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- 22. Reviews liability, workers' compensation, and student accident reports to identify unsafe conditions or practices, and oversees corrective actions as necessary.
- 23. Conducts on-site inspections of campus facilities to ensure compliance with safety standards and participates in campus safety committee meetings, providing information, guidance, and resources to prevent accidents and reduce injuries.
- 24. Ensures alignment of risk management programs with institutional, legal, and insurance standards.
- 25. Conducts periodic audits and prepares reports summarizing risk trends, claims activity, and compliance status.

Data Analysis, Reporting, and Program Evaluation

- 26. Develops, prepares, updates, and maintains a wide range of detailed, comprehensive, and statistical reports, records, and files related to assigned programs, operations, and activities; ensures the accuracy, completeness, and timely submission of all required documentation and reports.
- 27. Prepares reports for executive management, the Board of Trustees, and external agencies.
- 28. Oversees data integrity, reporting accuracy, and the integration of department analytics for decision-making; identifies emerging risks and recommends corrective measures or insurance coverage adjustments.

Collaboration, Communication, and Representation

- 29. Serves as the District liaison to external partners, including insurance carriers, third-party administrators (TPAs), regulatory bodies, and legal counsel.
- 30. Communicates effectively with District and campus leaders, administrators, employees, and external agencies and/or organizations to exchange information and coordinate activities.
- 31. Represents the District at meetings, hearings, and conferences concerning risk management, safety, and compliance matters.
- 32. Researches, analyzes, and provides information related to risk management, insurance programs, and associated policies and procedures.

Leadership, Training, and Staff Development

- 33. Directs and supervises assigned staff with the day-to-day activities that support the District's Risk Management operations.
- 34. Develops, organizes, and implements District-wide safety and accident prevention training programs to ensure staff awareness of current risk management, emergency response, reporting, and EHS regulations.
- 35. Selects, trains, supervises, and evaluates assigned staff; promotes professional growth and ongoing development in risk management, compliance, and customer service.

Technology and Process Improvement

- 36. Manages and enhances databases and enterprise resource planning (ERP) tools to improve operational efficiency and transparency.
- 37. Leads efforts to implement and optimize new technologies to enhance District risk management and EHS programs and services.



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38. Analyzes and streamlines workflow processes to enhance efficiency, accuracy, and customer service.

Diversity, Equity, and Inclusion

39. Participates in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; actively assists in the creation of a welcoming and inclusive work and educational environment; attends and participates in diversity, equity, and inclusion trainings and events.

General

40. Plans, organizes, attends, participates in, and or chairs a variety of committees, meetings, and task forces.
41. Performs other duties that support the overall objective of the position

WORKING RELATIONSHIPS

The incumbent engages and maintains contact with various District administrators, management, faculty, staff, students, vendors, government agencies and organizations, higher education institutions, the California State Chancellor's Office, and the public.

MINIMUM QUALIFICATIONS

Education and Experience:

- Bachelor's Degree from a regionally accredited institution in Risk Management, Business Administration, Public Administration, or related discipline; **AND**
- Five (5) years of progressively responsible experience in the administration of risk management services, insurance, and environmental health and safety for a large public sector or private organization; **WITH**
- Experience in the management, investigation, and adjustment of California Workers' Compensation Claims and general liability claims; **AND**
- Supervisory experience in a related environment.
- **Or**, any combination of education and experience which would provide the required equivalent qualifications of the position; **AND**
- Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

DESIRABLE QUALIFICATIONS

- Master's Degree in Business Administration, Public Administration, or related discipline.
- Industry certifications:
 - Associate in Risk Management for Public Entity (ARM-P).
 - Chartered Property and Casualty Underwriter (CPCU).
 - Certified Safety Professional (CSP).
 - Certified Industrial Hygienist (CIH).
- Experience in Risk Management in a higher education environment.



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- Administrator or supervisory experience in a higher education environment or similar designation.
- Demonstrated experience fostering an inclusive and welcoming work or educational environment.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge:

- Knowledge and understanding of District, college, division, department, and/or program organizations, operations, policies, procedures, rules, laws, regulations, goals, and objectives related to the area of assignment.
- Knowledge of and familiarity with the California Education Code and other applicable laws and regulations related to the area of assignment.
- Knowledge of principles, practices, and techniques of risk management, insurance administration, and occupational safety.
- Knowledge of applicable laws, codes, and regulations, including Cal/OSHA, ADA, Title II, Title IX, and California Education Code provisions.
- Knowledge of Workers' Compensation best practices in accordance with federal, state, and District regulations, policies, and procedures.
- Knowledge of contract administration and negotiation principles.
- Knowledge of public administration, fiscal management, and organizational leadership.
- Knowledge of risk management, legal compliance, and internal control procedures.
- Knowledge and understanding of student services operations, including student advising, retention strategies, and support services.
- Knowledge of federal and state regulations related to student services, such as FERPA.
- Knowledge of student information systems, management information systems, databases, and data management practices.
- Knowledge and awareness of equity and inclusion principles, particularly in the context of student support services.
- General knowledge of community college structures, processes, and student demographics.

Skills:

- Analyzing claims, evaluating liability exposure, and negotiating settlements.
- Leadership, communication, and organizational skills.
- Contract negotiation, conflict resolution, and vendor relationship management.
- Interpreting, applying, and communicating complex regulations and policies.
- Critical thinking, problem solving, and analytical skills.
- Strong organizational skills with the ability to prioritize and manage multiple tasks efficiently.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other relevant software applications.
- Excellent written and verbal communication skills, with the ability to draft clear and concise reports, correspondence, and presentations.
- Data collection, analysis, and reporting, particularly in relation to program outcomes and student participation.



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- Computer software programs, applications, databases, and Enterprise Resource Planning Systems (ERP) systems; computer hardware and peripheral equipment related to the area of assignment.

Abilities:

- Ability to work independently and collaboratively within a team environment.
- Ability to interact positively and professionally with a diverse student population, faculty, and staff.
- Ability to plan, direct, and evaluate staff and operations in a high-volume, deadline-driven environment.
- Ability to interpret and apply complex regulations and policies.
- Ability to collaborate effectively across departments and stakeholder groups.
- Ability to lead, supervise, train, evaluate, and motivate staff while fostering a culture of safety, compliance, and accountability.
- Ability to exercise sound judgment and ethical decision-making in high-stakes negotiations.
- Ability to plan, organize, and prioritize workload to meet schedules and timelines.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Ability to learn and adapt to new software, systems, and processes as required.
- Ability to provide empathetic and effective support to students, addressing their needs and concerns with professionalism.
- Ability to attend and participate in diversity, equity, and inclusion trainings and events.
- Ability to provide an inclusive and welcoming work/educational environment.
- Ability to demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.
- Ability to establish and maintain effective and cooperative working relationships with those encountered in the course of work.

SPECIAL REQUIREMENTS, LICENSES, and/or CERTIFICATIONS

- Possession of or ability to possess a valid driver license based on the need related to the area of assignment if and when travel is required in the course of work.
- Travel may be required for various off-site meetings, trainings, conferences, and/or events in support of the overall objective of the position.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



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Physical Demands:

While performing the duties of this classification, the incumbent is regularly required to sit, walk, and/or stand, speak, or hear, both in person and by telephone. Use hands repetitively to perform fine/gross finger manipulation, handle, feel or operate standard office equipment; reach with hands and arms; and occasionally lift and carry up to 25 pounds, unassisted. Must frequently sit and/or stand for long periods of time; dexterity of hands and fingers to operate a variety of computer and office equipment. The incumbent may be required to bend at the waist, kneel, and/or crouch; move about the college or District site(s).

Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions.

The incumbent may be required to work a flexible and varying work schedule based on the needs of the department, including evenings and weekends, as needed.

Mental Demands:

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; use math/mathematical reasoning; perform highly detailed work under changing priorities and deadlines on multiple concurrent tasks; work with frequent interruptions, and interact with District and/or college faculty, staff, management, administrators, students, educational institutions, and others encountered the course of work.

WORK ENVIRONMENT AND CONDITIONS

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The incumbent works under typical office conditions, and the noise level is usually quiet.

Working Conditions:

Work is performed primarily indoors where minimal safety considerations exist. The incumbent may be subject to constant interruptions and frequent interaction with District and college personnel and the public. Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions.

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions of the position.

North Orange County Community College District (NOCCCD) is committed to creating a diverse academic and workforce environment that encourages and fosters diversity, equity, inclusion, and equal opportunities for everyone. NOCCCD is focused on creating a welcoming culture to ensure students, faculty, management, and staff feel included, supported, and safe.



NORTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT



Cypress College



Fullerton College

NOCE
NORTH ORANGE
CONTINUING EDUCATION

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NOCCCD looks for likeminded and inclusive individuals who represent the community's diversity and demonstrate a sensitivity to the understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of those we represent. Our District community of professionals is devoted to enriching our students' lives by bringing a variety of ways to engage and discover their individual and collective paths through education.