

July 1, 2013

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASS TITLE: ADMINISTRATIVE SERVICES COORDINATOR

BASIC FUNCTION:

Under the direction of the Director of Administrative Services and Emergency Response, plan, organize and direct a variety of activities for the College including Workers' Compensation, safety and loss control programs and functions; review, analyze, process and relay appropriate response to related claims filed against the College District; coordinate the reservation, rental and use of District facilities by College and community groups; oversee the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan and organize a variety of activities for the College including Workers' Compensation, safety and loss control programs and functions; establish and maintain related time lines and priorities; assure related activities comply with established standards, requirements, laws, codes, regulations, policies and procedures.

Review, analyze, investigate and coordinate response to Workers' Compensation claims filed against the College; evaluate claims, confer with claims examiners, determine legitimacy and recommend or approve settlement or litigation options based on interpretation and application of established laws and investigative results.

Develop and implement mandated safety programs including injury and illness prevention, exposure control, disaster preparedness and ergonomics by contracting and coordinating efforts with contractors and consultants; recommend adjustment to programs in response to efficiency, organizational needs and cost effectiveness.

Coordinate the reservation, rental and use of District facilities by College and community groups; process requests for the rental of campus rooms and athletic facilities; coordinate services and employee work assignments for related campus events; maintain reservation systems and schedules; assure facility usage and related activities comply with District policies and procedures.

Process property and liability claims to contracted claims adjusters; create reports for the Board of Trustees as appropriate.

Coordinate extended absences and related accommodations for employees due to workplace injuries with the Human Resources department; review and recommend permanent disability awards as directed; follow up on disability status as needed.

Plan and organize training sessions and in-services for staff concerning safety programs, issues and related standards, practices, techniques and procedures; prepare and deliver oral presentations; advise staff concerning liability exposure as needed.

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Participate in the preparation and maintenance of a variety of narrative and statistical records, reports and files related to safety programs, claims, loss experience, insurance, OSHA, injuries, personnel and assigned activities; prepare insurance certificates, facility use requests and safety work orders as needed; prepare, process and evaluate various forms and applications.

Provide technical information and assistance to the Director of Administrative Services and Emergency Response concerning risk management, safety and facility use functions, activities, needs and issues; assist in the formulation and development of policies, procedures and programs.

Communicate with personnel, administrators and various outside organizations to exchange information, coordinate activities and resolve issues or concerns.

Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work.

Attend and conduct various meetings as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of risk management activities including Workers' Compensation, property and liability, safety and loss control programs and functions.

Principles, practices, procedures, strategies, terminology and techniques involved in the processing, evaluation, investigation and resolution of Workers' Compensation and property and liability claims.

Risk management, exposure identification and loss control principles.

Principles, practices and procedures of claims management and risk financing.

Safety inspection and accident investigation practices and procedures and related corrective actions.

Applicable laws, codes, regulations, policies and procedures.

Policies and objectives of assigned programs and activities.

Principles and practices of administration, supervision and training.

Budget preparation and control.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Public speaking techniques.

ABILITY TO:

Plan, organize and direct a variety of risk management activities for the College including Workers' Compensation, property and liability, safety and loss control programs and functions.

Process and draft appropriate response to Workers' Compensation and property and liability claims filed against the College District.

Coordinate the reservation, rental and use of District facilities by College and community groups.

Work with the Director-Security to develop and implement mandated safety programs including injury and illness prevention, exposure control, disaster preparedness and ergonomics.

Prepare and deliver oral presentations.

Communicate effectively both orally and in writing.

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

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and recommend an effective course of action.

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Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

Direct and participate in preparation and maintenance of a variety of reports, records and files.

EDUCATION AND PAID EXPERIENCE:

Any combination equivalent to: a Bachelor's degree and 2 years increasingly responsible related paid experience (i.e. working with risk management, safety programs, workers compensation claims processing, evaluation and investigation).

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS OF EMPLOYMENT:

The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Regular operation of a computer keyboard, calculator, and other normal office equipment.

Reading a variety of complex materials.

Ability to remain in a stationary position for extended periods of time.

Communicating and expressing oneself clearly on a variety of educational topics in conversation with and presentations to others.

Mobility necessary to conduct inspections.