



The Los Angeles County Office of Education

Is dedicated to equal employment opportunity and fosters a workforce that embraces and reflects the rich diversity of Los Angeles County.

Position: **Risk Management Coordinator**

Salary: \$7264 to \$8999 Monthly

Insurance: Your choice of several medical, dental, vision, and life insurance plans

To learn more, visit: www.lacoe.edu

Retirement: Public Employee's Retirement System

PERS Defined Benefit Plan

Paid Time Off: 24 days vacation

14 holidays

12 illness days

Online applications must be submitted by: 12/04/2014 at 5:00 PM (PST)

ONLY ONLINE APPLICATIONS WILL BE ACCEPTED AT WWW.PERSONNELCOMMISSION.COM

Are you a Certified Safety Professional or Certified Industrial Hygienist?

Do you have extensive professional experience in Risk Management administration?

The Los Angeles County Office of Education (LACOE) is looking for independent, hard-working, experienced candidates for the position of Risk Management Coordinator in the Risk Management Office. The Risk Management Office is responsible for establishing and administering LACOE's risk management program by enforcing policies and procedures that ensure workplace and school safety for all its facilities.

The Risk Management Coordinator is responsible for the organization's Illness and Injury Prevention Program, safety training, and loss-control programs. The Coordinator will travel extensively throughout Los Angeles County to investigate incidents and claims, make recommendations to improve workplace and school safety, and reduce risks for the organization. Additionally, the Risk Management Coordinator develops and trains employees on procedures to ensure a safe work and school environment during normal and emergency situations. The coordinator will also serve as the ADA Title II Coordinator to ensure the organization's compliance with the Americans with Disabilities Act. An ideal candidate will be technology-savvy and familiar with computer applications commonly used in the risk management field.

The Well Qualified Candidate...

Has knowledge of:

- California Education Code, Administrative Code, Government Code, Labor Code, Health and Safety Code, California Code of Regulations, Code of Federal Regulations and other codes pertaining to risk management
- Principles, practices, methods and techniques of risk management, insurance, self-insurance, claims administration, safety and loss-prevention/control and workers' compensation

- Fundamental employment laws, codes, and regulations including EEO, FLSA, FMLA, and Cal/OSHA and applicable provisions of collective bargaining agreements

Has the ability to:

- Research, analyze and interpret complex quantitative and qualitative information and effectively present facts, conclusions and recommendations
- Analytically and logically evaluate information, issues, and problems to generate a range of alternative solutions and courses of action
- Be clear and focused on what is expected or needs to be accomplished
- Understand, interpret and apply laws, codes, regulations, policies and procedures
- Formally deliver clear, organized and persuasive messages to groups
- Recognize and addresses potential hazards in the workplace, and encourages and supports others to be safe in their work activities
- Utilize and apply industry-related technology to tasks to increase speed, quality, or create new capabilities
- Continuously maintain effective working relationships with others
- Identify sources of defects, variation, and opportunities for improvement
- Develop novel, resource, creative, or imaginative approaches to problems or opportunities
- Promote the goal and create positive work environment in which all are motivated to do their best
- Maintain focus and emotional control in stressful interpersonal situations and in unpleasant or extreme environments
- Handle complaints and disputes with composure and tact
- Communicate effectively, both orally and in writing

For a complete job description go to www.personnelcommission.com

Required Education and Experience (must be met by 12/04/2013)

Education: A bachelor’s degree in business administration, public administration, risk management, safety administration, industrial relations, industrial engineering, or other field closely related to the knowledge and ability requirements of this classification from an institution of higher learning recognized by the Council for Higher Education Accreditation.

Experience: Three years of experience in the administration or coordination of risk management programs, safety programs or life safety regulations. Experience working in the public sector is desirable.

Additional Requirements: A valid California driver’s license and the availability of private transportation or the ability to provide transportation between job sites may be required. Certified Safety Professional (CSP) or Certified Industrial Hygienist (CIH) certification is highly desirable.

This examination is authorized as: Open to the Public

Recruitment ID: 15-792

This announcement does not constitute an implied contract. Any part of this announcement is subject to change.