

## College of the Redwoods

## Position Description

Position: Environmental Health and Risk Management	Position Number:
Department: Public Safety	FSLA: Exempt
Reports to: Vice President of Student Services	Salary Grade: 124

### **Summary**

Under the Direction of the Vice President of Student Services, and in coordination with the Manager, Public Safety and the Vice President of Administration, plans, coordinates, communicates, supervises and otherwise implements the district's COVID-19 Prevention Plan in accordance with applicable public health guidelines and rules, the latest scientifically sound methods of prevention of transmission, CalOSHA standards, and all other applicable rules and laws.

### **Essential Duties and Responsibilities**

- Monitors and reports on management, faculty, staff, and student compliance with vaccination, testing, and daily health screening requirements.
- Facilitates and performs contact tracing and exposure notifications.
- Oversees, coordinates, and performs COVID-19 testing for all district locations.
- Coordinates the hiring and staffing of temporary employees through an external personnel staffing agency; identifies and communicates district staffing needs, number of temporary personnel needed, daily and weekly schedules, locations of temporary employees, and other related logistics; supervises, trains, and otherwise ensures the effectiveness of temporary employees and their adherence to district COVID-19 health screening, testing, and prevention protocols; works with external staffing agency to make recommendations on continued employment of temporary workers.
- Coordinates and communicates with external agencies as necessary or required, including County Public Health Departments, personnel staffing agencies, software vendors, COVID-19 test vendors, shipping vendors, and personal protective equipment (PPE) suppliers.
- Oversees, designs, configures, and manages the successful configuration, implementation, and ongoing utilization of the CR Campus App for purposes of daily health screening, uploading vaccination records, monitoring weekly testing requirements, and evaluating and approving vaccination and test records; reports on app utilization and compliance with district vaccination, testing, and health screening requirements; coordinates with IS on technology projects.
- Makes recommendations on modifications to the district's COVID-19 Prevention Plan (CPP); edits the CPP as needed or required; maintains current knowledge on service area COVID-19 statistics; stays current with local, national, and global disease trends; maintains current knowledge on effective strategies for the

prevention, mitigation of spread, and best practices to maintain the health and safety for students, faculty, staff, and managers at all district locations and facilities.

- Communicates clearly both verbally and in writing; presents to various district constituency groups; coordinates communications with Executive Cabinet, Director of Marketing and Communications, Manager of Public Safety, Director of Athletics, Student Health Clinic, Director of Facilities and Planning, and various other individuals and entities.
- Oversees allocated budget; makes recommendations on, and coordinates services with, vendors; provides updates on budget status; makes requests for supplementary allocations, cost saving measures, and other efficiencies; prepares contracts for approval per district processing guidelines.
- Provides training on the CPP and other COVID-19 related matters to various constituencies and locations within the district.
- Collects and maintains data; ensures the accuracy and integrity of data; creates, maintains, and communicates statistical data and reports.
- Performs other duties as assigned that support the overall objective of the position.

## **Qualifications**

### **Knowledge and Skills**

Knowledge of:

- Sensitivity to cultural diversity, persons with disabilities and varied socio-economic backgrounds.
- Understanding of the community college mission and college health and safety programs and protocols.
- Current knowledge of appropriate education codes, California state statutes, federal rules, local board policies and administrative regulations related to COVID-19.
- Understanding of a wide range of college services, operations, and functions.
- Knowledge of common computer programs used for communication, budgets, and databases.
- Current knowledge of COVID-19 safety protocols, prevention practices, and mitigation strategies.
- Knowledge of cultural, economic and academic needs of students who are low income or the first in their families to attend college, especially in rural areas.
- Strong leadership skills and abilities, including participatory management skills and budget management.

### **Abilities**

Ability to:

- Establish and maintain cooperative relationships with local agencies.
- Develop a strong team that contributes to an increase in district health and safety.
- Contribute positively to the leadership team.
- Maintain effective working relationships with students, faculty, staff,

administrators, and community agencies, and ability to provide direction and motivation to staff.

- Model a positive, student-centered philosophy and attitude toward service delivery.
- Identify, analyze, initiate and complete tasks with a minimum of supervision.
- Evaluate programs and services.
- Select, supervise, train and evaluate temporary staff.
- Adapt to change.

### **Physical Abilities**

Requires ordinary ambulatory skills to travel to outside offices and locations. Requires sufficient visual acuity to recognize words and numbers. Requires sufficient auditory skills to carry on conversations in person and over the phone and project voice to a large audience. Requires sufficient hand-arm-eye coordination to use a personal computer keyboard.

### **Education and Experience**

Associate's degree in health occupations field, public safety, social behavioral science, education, communication, or similar field. Bachelor's degree is preferred. Two years of experience with an institution of higher education, public safety agency, public health agency, or similar. Experience in a health clinic or health occupations environment at a California Community College, or experience in a public health setting, is highly desired.

### **Licenses and Certificates**

Requires a valid driver's license.