

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

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<b>TITLE:</b>	Manager, Safety, Training, Personnel, and Environmental Compliance	<b>REPORTS TO:</b>	Executive Director, Auxiliary Services
<b>DEPARTMENT:</b>	Auxiliary Services	<b>CLASSIFICATION:</b>	Classified Management
<b>FLSA:</b>	Exempt	<b>SALARY GRADE:</b>	028
<b>ISSUED:</b>	June 28, 2011		AASD Classified

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**BASIC FUNCTION:**

Develop, implement, and manage comprehensive programs of job-specific district, safety, skill, technical and compliance-based training and quality assurance initiatives for all personnel in the Auxiliary Services Division; plan, organize, budget, and manage the functions of the district's energy/utilities management program; supervise and evaluate the performance of assigned staff.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

**E = Essential Functions**

Develop, implement, and manage comprehensive programs of job-specific district, safety, skill, technical and compliance-based training and quality assurance initiatives for all personnel in the Auxiliary Services Division by working in conjunction with management and supervisory staff. **E**

Establish goals and objectives for job-specific district, safety, skill, technical, and compliance-based training and quality assurance programs and projects based on identified district requirements, competencies, technical skills, quality measurements, and employee/departmental needs. **E**

Collaborate with each manager to ensure the appropriate skill, safety, compliance, or development program is implemented to meet the assessed, district, or compliance-based need. **E**

Implement and administer formal and on-the-job employee training programs; monitor implementation and measure the effectiveness of training programs, quality improvement initiatives and human resource development activities. **E**

Maintain a systematic career development program to help employees assess personal competencies, evaluate career goals, and identify, plan, and implement development and career actions. **E**

Organize and manage labor management activities, including employee selection, assignment, leaves and transfers, record keeping, substitute coverage, and tracking staffing levels, vacancies, and timeliness of filling positions. **E**

Ensure compliance with district policy, department procedures, and collective negotiations contracts; coordinate the development of department employment procedures in accordance with district, state, and federal rules and regulations. *E*

Develop, in cooperation with the Human Resource Services Division, testing instruments and selection criteria for Auxiliary Services Division employees. *E*

Develop and implement procedures and work practices for identifying, reporting, and pursuing reductions in the district energy consumption and to solicit alternative funding. *E*

Review and analyze reports and data to track efficiency, recognize potential problems, and maximize program effectiveness. *E*

Coordinate district compliance with enforcement agencies, including Cal/OSHA and the San Diego County Department of Environmental Health. *E*

Oversee the management of hazardous materials; select vendors to analyze, collect, and support site management of hazardous materials. *E*

Coordinate district compliance with legal requirements pertaining to industrial hygiene, hazardous waste and environmental compliance. *E*

Receive and evaluate complaints regarding safety hazards and environmental conditions; work with site administrators, staff, parents and the public to resolve health and safety issues. *E*

Provide district-wide environmental health and safety training. *E*

Supervise program activities to measure and evaluate performance and results of customer service and compliance with district policies and goals. *E*

Plan, organize, control, and direct the day-to-day operations of the assigned department in the areas of communication, technology, record management, workflow monitoring, and productivity assessment. *E*

Develop short- and long-range plans for increasing efficiency through the use of technology and human resources. *E*

Conduct research, analyze data, and prepare and maintain a variety of statistical reports, records, and files; compose reports, procedures, and correspondence covering a wide variety of matters; write and design brochures, flyers, presentations, and other documents. *E*

Conduct and facilitate meetings, resolve problems, provide direction for department staff members, district personnel, and others as required; serve on district-wide committees, task forces, and panels. *E*

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

A combination of training, experience and/or education equivalent to a bachelor's degree in business administration, public administration, engineering, or related field and seven years of progressively responsible experience, including experience in safety, training, and personnel administration and environmental compliance. A master's degree is highly desirable.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

**KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:

Safety, training, and personnel administration and environmental compliance.  
Methods of statistical analysis and report writing techniques.  
Principles and practices of employment, management, and effective supervision.  
Computer software, including Word, Power Point, Excel, Windows, and desktop publishing.  
Interpersonal skills using tact, patience, and courtesy.  
Oral and written communication skills.

ABILITY TO:

Develop, implement, and manage comprehensive programs of job-specific district, safety, skill, technical and compliance-based training and quality assurance initiatives.  
Plan, organize, budget, and manage the functions of the district's energy/utilities management program. Organize and manage labor management activities.  
Plan and organize work to meet schedules and time lines.  
Understand and follow oral and written directions.  
Communicate effectively verbally and in writing.  
Establish and maintain cooperative and effective working relationships with all levels of district staff, outside agencies, and the public.  
Work effectively with computer software programs including Word, Power Point, Excel, Windows, and the Internet.  
Prepare presentations; provide training and use facilitation skills.  
Maintain statistical records and prepare comprehensive, highly complex reports.  
Analyze situations accurately and adopt an effective course of action.  
Work independently with little direction.  
Read, interpret, and explain district policies, procedures, rules, and regulations.

**WORKING CONDITIONS:**

ENVIRONMENT:

Indoor, office setting.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Job Code 1622

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