

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

DIRECTOR OF OSHA TRAINING INSTITUTE EDUCATION CENTER

CLASSIFIED MANAGEMENT CLASS SPECIFICATION

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

MANAGEMENT RESPONSIBILITY

The Director of OSHA Training Institution Education Center is a district management position designated by the Board of Trustees of the Chabot-Las Positas Community College District. The position, under supervision of the District Executive Director of Economic Development and Contract Education (EDCE), is responsible to strategically plan and implement the safety training program for OSHA Training Institute Education Center's federal Region IX (California, Arizona, Nevada, Hawaii, Guam and American Samoa). The incumbent is charged by the Board of Trustees with the satisfactory implementation of Board policy and District procedure as applicable to the position.

Chabot-Las Positas Community College District's (CLPCCD) OSHA Training Institute Education Center (OTIEC) is authorized by the U.S. Department of Labor's Occupational Safety and Health Administration (OSHA) to deliver occupational safety and health training on behalf of Federal OSHA. The OSHA Training Institute Education Center specializes in delivering safety training courses in construction, maritime, disaster site and general industry throughout Region IX. The Director exercises leadership and collaboratively works across Region IX to deliver courses and programs that will directly impact safety and welfare of workers, employers and other outside stakeholders throughout CLPCCD's service area and beyond; connect to district-wide and statewide (Vision for Success) priorities; coordinate with the Colleges to expand curriculum offerings and credit for prior learning opportunities and contribute to revenue generation for the District

GENERAL DESCRIPTION

Under general direction, performs a wide variety of program and leadership activities while creating and pursuing a strategy for recruiting, leading and overseeing the ongoing success and growth of the OTIEC. Works closely with the Colleges to develop continuous improvement practices with existing and new curriculum and areas of study; facilitates procedures and systems to improve operations to enable expansion of the OTIEC; designs, tracks and ensures compliance with all internal and external standards meeting federal, state, regional and District regulations, requirements and benchmarks with regard to curriculum design and development, instructor credentials and instructional delivery.

The Director organizes, designs, and implements various objectives and activities related to growing the OTIEC program by engaging business and industry partners, trade organizations and public and private agencies to develop strategic partnerships; tracks workforce development trends; reviews, refines and adds to existing course inventory; develops additional workforce training opportunities; oversees scheduling and delivery of all OTIEC courses and subsequent evaluation and reporting for all courses in a systematic approach, supporting academic quality and student success in a diverse and inclusive higher education culture. The incumbent works across the District to identify opportunities for collaboration to better serve CLPCCD students; leverages public and private resources; hires, supervises, trains and evaluates instructional staff and monitors credential attainment and sustainment as well as OTIEC staff; identifies target-specific promotional and marketing opportunities and oversees delivery of those programs; maintains positive partnerships with the communities OTIEC serves to deliver high-quality services and maintains CLPCCD's excellent reputation throughout Region IX.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES

The following duties are typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform additional duties not listed, but within classification.

The Director of OSHA Training Institute Education Center shall:

1. Provide leadership to plan, organize, manage, and direct the operations and activities of the OSHA Training Institute Education Center, guide and support OTIEC staff and perform administrative and coordination oversight.
2. Coordinate the identification and prioritization of current and future educational services and program needs and solutions for OTIEC with the District Executive Director of EDCE, other EDCE managers, Colleges and region-wide stakeholders including other Region IX Education Centers; develop strategic goals and direction, analyze gaps and opportunities, and recommend solutions for closing gaps and pursuing opportunities for growth.
3. Stay current with all new and existing state, regional and federal legislation and regulations that impact safety training in California and throughout the Region, and maintain compliance with CLPCCD college course and program guidelines.
4. Attend national, regional, state and local meetings and events to gather updated information and regulations that will affect OTIEC courses and programs, and foster collaboration with other programs; co-host conferences and other events.
5. Develop and manage OTIEC budget; administer and oversee all related fiscal activities; monitor revenue and expenditures.
6. Research, market, and solicit new OTIEC clients and Outreach Trainers. Work with community-based organizations and governmental agencies to attract and partner, serving as a resource for those programs and the public.
7. Collaborate with academic departments and curriculum committees, as well as other institutions of higher education to create and gain approval of converting current OTIEC course offerings into for-credit and non-credit offerings and creating career pathways in the safety industry for students.
8. Assist with securing credit for prior learning for students who have completed OTIEC courses, by working with College faculty and administrators to gain approval at the college level, regional and the California Community Colleges Chancellor's Office levels.
9. Provide project management for assigned projects; develop project plans in coordination with EDCE and Fed OSHA committees and administration; recruit and manage instructor and consultant contracts; facilitate planning and design with marketing and outreach vendors; provide regular program/project status reports to internal and external stakeholders.
10. Assess the effectiveness of the OTIEC programs to optimize student completion of OTIEC professional certificate programs and other student educational goals with special attention to ensure equity populations and disproportionate impacts as key considerations in analysis.
11. Plan, design, and consult with others on a variety of projects relating to workflow efficiencies across the OTIEC in regards to processes and procedures producing regular reports; work with online registration and Outreach card processing system vendor, provide feedback as needed; and collaborate with ITS staff to resolve technical issues as they arise.
12. Manage and oversee the recruitment, vetting and approval process of new OTIEC instructors, support incumbent OTIEC instructors, track professional development requirements in adherence with Fed OSHA regulations and credentialing status for all OTIEC instructors.
13. Develop, produce, and maintain a repository of curriculum for all OTIEC courses reflecting current regulations and requirements; assure instructors are informed of all regulation changes affiliated with their areas of instruction; solicit low- or no-cost safety training materials, supplies and tools from vendors for instructional support; assure that instructors are knowledgeable about and incorporate them as interactive learning resources for their classes.

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14. Collaborate with the CLPCCD public information department and EDCE managers to create and direct marketing strategy and communications using multimedia tools including social media and traditional marketing tools.
15. Prepare reports and presentations for various audiences including Board members, administrators, faculty, staff, Federal OSHA and Region IX audiences and members of the public.
16. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

1. OSHA occupational safety and health training programs, planning, and state and federal reporting guidelines.
2. Methods and techniques of effective technical, administrative, financial record keeping, report preparation and presentation.
3. Principles of communicating and collaborating effectively with diverse students, faculty, staff, and administration.
4. Principles and practices of budget preparation and administration.

Ability to:

1. Create and deliver safety training and demonstrate successful experience with workforce safety programs that incorporate safety education including private or governmental organizations;
2. Facilitate collaboration and teamwork while leading to foster and maintain positive working relationships among staff, instructors, students, public and private business partners, and government leadership and other stakeholders;
3. Implement shared and individual goals, objectives, procedures and policies for the OTIEC, EDCE, District and OSHA agencies;
4. Communicate effectively both orally and in writing internally and with outside organizations to acquire and provide information and coordinate activities and reporting;
5. Plan and communicate strategic marketing goals and delivery;
6. Negotiate and prepare contracts for client organizations, governmental agencies and individuals to offer contracted safety training courses;
7. Represent the District and OTIEC in community, regional, state and federal government, and professional organizations as appropriate;
8. Ensure compliance with federal and state requirements and standards; and, coordinate with staff, instructors and support consultants to produce outcomes that ensure applicable requirements are met;
9. Develop, monitor, and maintain the OTIEC budget in collaboration with the District Executive Director of EDCE and prepare related reports; anticipate required revenue and expenses to address current needs and future growth;
10. Provide assistance and technical problem solving to staff and instructors as needed;
11. Make presentations to large and small groups;
12. Maintain current knowledge of state and federal safety regulations and requirements and safety training trends and incorporate new requirements;
13. Perform a full range of general administrative responsibilities in overseeing operations;
14. Demonstrate sensitivity to and an understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of community college students, including those with physical and/or learning disabilities.

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Minimum Education & Experience – *An equivalent combination of education and experience which indicates possession of knowledge and skills required to perform the duties of this position.*

Education:

A Bachelor's degree in health and safety, organizational leadership or other related field from an accredited college or university. A Master's degree in a related field is desirable.

Experience:

Four years of related work experience with safety education programs, preferably federal and California OSHA programs, with minimum of two years of management or supervisory experience. Teaching experience in the safety field and/or oversight of curriculum development and training program delivery, report, proposal and/or grant writing experience. Community college or other higher education work experience is desirable.

PHYSICAL ACTIVITIES AND WORKING ENVIRONMENT:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with some travel to different sites and locations.

Physical: Primary functions require standing, walking, stooping, reaching and manipulating (lifting, carrying, moving) light to medium weights of 10-30 pounds, sitting for prolonged periods of time; visual acuity for reading numerical figures; good hand-eye coordination; arm, hand and finger dexterity, including ability to grasp; and visual acuity to use a keyboard, operate equipment, and read application information. Performance of the duties of this job frequently involves sitting, reaching with hands and arms, talking, and hearing. This position also involves regular travel to various locations.

NOTE: This administrative class specification is not necessarily all-inclusive in terms of duties and responsibilities.

APPOINTMENT: The Director of OSHA Training Institution Education Center shall be selected by the Governing Board upon the nomination of the District Chancellor.

Adopted by Board of Trustees on: 6/17/2014
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Job Family: Classified Administrator/Management