

Occupational, Environmental Health & Safety Coordinator
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=239409>

Downloaded On: Jul. 24, 2024 11:29am

Posted Jul. 18, 2024, set to expire Jul. 26, 2024

Job Title	Occupational, Environmental Health & Safety Coordinator
Department	Administrative/Personnel Services
Institution	San Diego Community College District San Diego, California
Date Posted	Jul. 18, 2024
Application Deadline	07/26/2024
Position Start Date	Available immediately
Job Categories	Coordinator Professional Staff
Academic Field(s)	Facilities/Maintenance/Transportation
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Apply By Email

Job Description

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Occupational, Environmental Health & Safety Coordinator

San Diego Community College District

Closing Date: 7/26/2024

Position Number: 00120384

Location:



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San Diego City College

Position Type: Classified

The Position:

Posting Details (Default Section)

Closing Date: 07/26/2024

Open Until Filled: No

Classification Title: Occupational, Environmental Health & Safety Coordinator

Location: San Diego City College

Pay Information

Range 32 (\$5,873.61- \$9,375.62) per month based on the 2024 Classified salary schedule. New employees will begin on Step A (\$5,873.61), Step B (\$6,167.29) with 18 months of verified, paid, full-time equivalent related job experience or up to Step C (\$6,475.66) with 36 months of verified, paid, full-time equivalent related job experience. For purposes of salary placement, 7.5 semester units (or equivalent quarter units) of directly related coursework from a regularly accredited institution will be equivalent to one (1) year of job experience. Step C is the maximum step placement for a new hire, and this is non-negotiable at this time. Promoted or transferred employees will be placed as specified in the CBA. This position is FLSA Non-exempt (may accrue overtime). Excellent Benefits are provided to all Contract employees with assignments greater than, or equal to, 50% (0.50 FTE) and all eligible dependents. A temporary probationary period will apply to the employee entering this assignment. The SDCCD Employment Web Page provides a link to employee collective bargaining agreements/handbooks and more information about terms and conditions of employment to include salary and benefits.

Position Equivalent FTE: 1.0 FTE

No. Months: 12 Months

Position Number: 00120384

FLSA Status: Non-Exempt (accrues overtime)

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Position Type: Classified

Bargaining Unit: AFT - Classified Professionals

Range: 32

Department: Administrative/Personnel Services

The Position

Applications are currently being accepted for Occupational, Environmental Health & Safety Coordinator in the Business Services, located at City College/Business Service Office. Hours are Monday-Friday 8:00-4:30. Selected candidate must be willing to adjust work days/hours based on the department's needs.

Please note that an employee may be transferred to any site at the option of the Chancellor.

Classification Description: Click [here](#) for description.

If you would like to open the link in a different tab or window, right click and select the option.

Desired Qualifications

Knowledge:

Budget preparation and expenditure control. California Community College organization, operations, policies, and objectives. County, State, and federal OEHS regulations and reporting systems. Development and deployment of training materials utilizing current methods. English usage, grammar, spelling, punctuation, and vocabulary. Hazardous materials inventory, waste management, and reporting. Methods, techniques, and practices used in determining and eliminating health hazards in occupational and environmental settings. Modern office practices, procedures, equipment, systems, and applications. OSHA, Cal/OSHA, USEPA, and other related occupational and environmental health and safety laws. Practices and principles of occupational, environmental health and safety. Principles of industrial hygiene, environmental and public health, and State and federal laws, rules, and regulations on the health of industrial workers. Risk management practices and policies.

Skills and Abilities: Analyze problems and take corrective action in a professional manner. Communicate clearly and effectively both orally and in writing. Coordinate projects, goals, and work

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assignments. Create and manage investigation and inspection programs. Develop standards for occupational, environmental health and safety processes. Establish and maintain effective working relationships with others. Evaluate Safety Data Sheets in accordance with the Hazard Communication Standard (HCS). Interpret and apply procedures, requirements, and regulations. Maintain records and prepare reports. Work collaboratively and influence those with whom no formal hierarchical relationship exists. Work independently and set priorities.

License Valid California Driver's License Training and Experience: Any combination of training and experience equivalent to: a bachelor's degree in environmental science, occupational safety and health, physical science, biology, chemistry, industrial hygiene, healthcare, or related field and five years of directly-related experience. Specialized training or certificates in Occupational Health and Safety (OSHA) or Hazardous Waste Operations & Emergency Response preferred.

Foreign Degree: Applicants with foreign degrees from colleges or universities outside of the United States must have their coursework evaluated by a professional association that is a member of the National Association of Credential Evaluation Services ([NACES](#)) or Academic Credentials Evaluation Institute, INC. ([ACEI](#)). A copy of the evaluation must be submitted with your online application.

Commitment to Diversity: All applicants must have demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and classified professionals.

Special Instructions to Applicants: To ensure **full** consideration, qualified candidates must submit a **complete** online application that includes the items listed (extraneous material will not be reviewed). References to resumes or other uploaded documents within the online application will be considered an "incomplete" application; please enter "N/A" if any section does not apply.

1. Complete online application;
2. Cover Letter;
3. Resume; AND,
4. Three (3) References listed within the online application.
5. Licenses/Certificates/Credentials. (Optional).

Important: To ensure consistency and fairness to all candidates, please do not submit materials other than those requested (i.e., personal photo, articles you've written, etc). Please only upload requested documents using respective document name labels. Uploading extraneous materials, unless specifically requested within this posting, may result in your application not being reviewed. Only

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complete application packets will be forwarded to the committee.

- Application materials sent via mail, fax, or email will **not** be accepted.
- Note that correspondence, including interview invitations, will be sent to you via email.
- All inquiries, nominations and applications will be held in the strictest confidence.

Conditions of Employment:

SELECTED CANDIDATE IS REQUIRED TO COMPLETE THE FOLLOWING PRIOR TO EMPLOYMENT:

- Submit "official" college transcripts as stated on application (even if a degree is not a requirement for this position);
- Provide a Certificate of Tuberculosis Exam for initial appointment (Note: The certificate must be renewed every 4 years as a condition of continuing employment);
- Have fingerprints taken by a Live Scan computer at the District's expense (Clearance must be received prior to first day of employment);
- Present original documents for proof of eligibility to work in the United States as required by the I9 Employment Eligibility Verification form; AND
- Attend a new hire processing appointment in People, Culture, and Technology Services located at the District Administrative Offices.

EMPLOYMENT AFTER RETIREMENT

If you accept a contract (permanent) position with SDCCD and are a retired annuitant with CalPERS or CalSTRS, you must reinstate from your retirement system. Please reference the CalPERS or CalSTRS website for further information.

EMPLOYEE BENEFITS

SDCCD provides a comprehensive fringe benefit package for its full-time classified employees. The District contributes toward the cost of the premium (including dependent coverage) for the medical insurance plan options. Additional benefits include dental, vision, sick leave, vacation and opportunities for professional development. Contract employees become members of the California Public Employees' Retirement System (CalPERS) upon appointment.

Posting Number: CL01674

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Major Responsibilities:

Qualifications:

Desired Qualifications:

Knowledge: Budget preparation and expenditure control. California Community College organization, operations, policies, and objectives. County, State, and federal OEHS regulations and reporting systems. Development and deployment of training materials utilizing current methods. English usage, grammar, spelling, punctuation, and vocabulary. Hazardous materials inventory, waste management, and reporting. Methods, techniques, and practices used in determining and eliminating health hazards in occupational and environmental settings. Modern office practices, procedures, equipment, systems, and applications. OSHA, Cal/OSHA, USEPA, and other related occupational and environmental health and safety laws. Practices and principles of occupational, environmental health and safety. Principles of industrial hygiene, environmental and public health, and State and federal laws, rules, and regulations on the health of industrial workers. Risk management practices and policies.

Skills and Abilities: Analyze problems and take corrective action in a professional manner. Communicate clearly and effectively both orally and in writing. Coordinate projects, goals, and work assignments. Create and manage investigation and inspection programs. Develop standards for occupational, environmental health and safety processes. Establish and maintain effective working relationships with others. Evaluate Safety Data Sheets in accordance with the Hazard Communication Standard (HCS). Interpret and apply procedures, requirements, and regulations. Maintain records and prepare reports. Work collaboratively and influence those with whom no formal hierarchical relationship exists. Work independently and set priorities.

License Valid California Drivers License Training and Experience: Any combination of training and experience equivalent to: a bachelors degree in environmental science, occupational safety and health, physical science, biology, chemistry, industrial hygiene, healthcare, or related field and five years of directly-related experience. Specialized training or certificates in Occupational Health and Safety (OSHA) or Hazardous Waste Operations & Emergency Response preferred.

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To apply, visit: <https://www.sdccdjobs.com>

All applicants must have demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students and staff.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Administrative/Personnel Services
San Diego Community College District

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