



Position: Covid-19 Program Supervisor	Position Number:
Department/Site: Administrative Services	FLSA: Non-Exempt
Reports to: Director of Public Safety and Emergency Management or assigned administrator	Salary Range: 27

DEFINITION

Under general direction, responsible for leading and participating in the planning, updating, and oversight of the District’s COVID-19 plan. Performs advanced administrative coordination with multiple departments and centers ensuring that students, faculty, and staff adhere to federal, state, and local infection disease control regulations and guidelines. Coordinates and monitors the District’s screening/testing program for students, faculty, and staff. The Coordinator will work in partnership with District leadership to manage exposure communications, oversee the day-to-day operations of multiple COVID-19 testing sites and associated activities.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Public Safety and Emergency Management. Exercises direct and general supervision over technical and administrative support staff.

CLASS CHARACTERISTICS

This is a supervisory-level classification that oversees the District’s COVID-19 program compliance requirements and related risk management activities. The incumbent organizes, oversees, and participates in the day-to-day compliance requirements, reporting, and record keeping activities and required reporting in accordance with federal, state, and local laws, rules, and regulations. Successful performance of the work requires the use of independent judgment, initiative, and discretion within established guidelines. This class is distinguished from the Director of Public Safety and Risk Management in that the latter is a management classification with responsibility for directing and overseeing all public safety and risk management operations.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

The District reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Administrators can be assigned to work at any district location or learning site and in some cases can be assigned to multiple locations and learning sites.

- Responds and reviews online health assessment questionnaires, facilitates and performs contact tracing and exposure notifications.
- Works with appropriate departments regarding requests for religious and medical vaccination exemptions. Communicates and monitors required testing for individuals granted a vaccination exemption.
- Contacts individuals with positive questionnaire responses and coordinates necessary quarantine requirements, provides pertinent information about individuals with positive COVID-19 exposure to designated campus officials and managers.
- Oversees and monitors compliance with district vaccination, testing, and health screening requirements. Organizes, coordinates and provides COVID-19 operational support to human resources, instructional, student services and operational divisions and departments.

- Oversees and coordinates campus-wide COVID response, providing updates for various constituent groups such as management, board of trustees or other ad hoc committees/meetings. Communicates with internal and external constituents regarding questions and concerns.
- Monitors and documents the effectiveness of COVID protocol measures. Analyzes and recommends improvements for safe work practices, policies and training programs.
- Communicates and enforces site policies and procedures regarding COVID-19 and safety.
- Coordinates and works closely with Campus Security to identify and correct any unsafe practices.
- Creates training materials; conducts training; distributes and interprets COVID-19 training materials and safety policies (faculty, staff, students, visitors, vendors, events, civic center rental, etc.)
- Assists in maintaining current information on the District's COVID information web page.
- Keeps abreast of latest directives and trends as promulgated by the Center for Disease Control (CDC), California Department of Public Health (CDPH) and Monterey County Department of Public Health.
- Conducts assessment of various areas, including, but not limited to, work areas, classrooms, offices, conference rooms, lobbies, study halls, lockers, athletic facilities, etc. pertaining to COVID-19 unsafe conditions; assists in creation of mitigation measures.
- Conducts research and stays current on latest virus testing protocols, screening practices and student/staff/faculty/visitors access and entry/exit flow to buildings and spaces, and provides appropriate recommendations.
- Ensures signage (social distancing, persona protective equipment (PPE), handwashing) are appropriately displayed throughout campus (offices, dining areas, entrances, public spaces)
- Ensures that plans for staff and student movement, safety, and social distancing are implemented according to minimum standards
- Reports COVID-19 statistics to county health officials, as required.
- Creates checklists/forms for use by campus personnel; serve as centralized records repository of all documentation and reports pertaining to COVID-19.
- Coordinates communication as directed regarding campus wide notifications on COVID-19 cases.
- Assists Director with other risk management related duties.

QUALIFICATIONS

Knowledge of:

- Understanding of, and ability to explain, the medical terms associated with COVID-19 and principles of exposure, infection, infectious period, potentially infectious interactions, symptoms of disease, pre-symptomatic and asymptomatic infection, types of tests used to diagnose infection, and available prevention and control interventions (e.g., isolation/quarantine, social distancing, environmental surface cleaning).
- Effective communications including active listening, empathy, cultural humility, and compassion.
- Proficiency in basic computing and ability to access and navigate various databases and software programs following training.
- Excellent interpersonal, cultural sensitivity, and interviewing skills such that they can build and maintain trust with patients and contacts.

- Must have excellent organizational skills, be detail-oriented, and able to communicate with culturally diverse community members clearly and with sensitivity to the challenging circumstances they may be experiencing.

Ability to:

- Demonstrate sensitivity to and understanding of diverse academic, socio-economic, cultural, disability, and ethnic backgrounds of community college students.
- Establish and maintain cooperative and effective working relationships with others.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Work independently with little direction.
- Use critical thinking skills; sound judgment and demonstrate attention to detail.
- Plan and organize programs in a highly collaborative, multi-stakeholder environment.
- Confidentially refer individuals for further care, if needed.
- Perform data analysis and prepare comprehensive reports and records.
- Maintain confidential information and accurate records.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.

EDUCATION AND EXPERIENCE:

- An associate's degree from a college or university accredited by a regional accrediting agency recognized by the United States Department of Education, and
- Three (3) years of professional work experience with a focus on operational experience and/or project management experience and track record of successfully meeting established expectations.

Preferred:

- Bachelor's Degree preferred in Public Health, Social Work or a health-related field
- OSHA Health & Safety Experience
- CPR/First Aid Certification

LICENSES AND OTHER REQUIREMENTS

Valid California driver's license as required by position.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and waling between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment or adaptive equivalent. Position may be required to drive a vehicle to conduct work, traveling to off-site district locations. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push and pull materials and objects up to 25 pounds with the use of proper equipment. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels and controlled temperature conditions. Occasional local travel may be required. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing district policies and procedures.