

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

PROGRAM MANAGER OSHA TRAINING INSTITUTE EDUCATION CENTER (OTIEC)

Classified Management Position

*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 Program Manager, OSHA Training Institute Education Center (OTIEC) is a management position designated by the Board of Trustees for the Chabot-Las Positas Community College District (CLPCCD). The incumbent is responsible for the satisfactory completion and/or coordination of the listed duties and responsibilities either directly or through administrative review. The incumbent is charged by the Board of Trustees with the satisfactory implementation of Board Policy and district procedure as applicable to the position. In addition, the incumbent is expected to participate in the formulation of district and college policies by making appropriate recommendations for improvements or additions to policies or procedures through the reporting authority and/or by serving on college and district-wide committees.

SUMMARY DESCRIPTION

Under the direction of the District Executive Director of Economic Development and Contract Education (EDCE), the Program Manager, OSHA Training Institute Education Center (OTIEC) manages and directs the operations, staffing, fiscal, and compliance activities of the OSHA Training Institute Education Center (OTIEC). This position focuses on communication, coordination, and relationship management to ensure high-quality program delivery. The Program Manager works closely with OTIEC staff, instructors, clients, and district partners to support effective instructional delivery, responsive client service, and smooth program operations, while ensuring compliance with district and OSHA-related requirements.

The role emphasizes people-centered program management rather than technical safety expertise, serving as a key liaison among instructors, staff, students, the colleges, contractors, clients, and external partners throughout OSHA's San Francisco Region and works collaboratively with the District Executive Director of EDCE to advance strategic goals, ensure regulatory compliance, and promote sustainable program growth initiatives.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

The OTIEC Program Manager shall be responsible for the following duties and responsibilities:

1. Manage and direct the daily operations of OTIEC programs, ensuring courses, and support services are aligned and effectively delivered.

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2. Identify operational efficiencies and recommend improvements to strengthen service delivery and fiscal sustainability.
3. Collaborate with the District Executive Director of EDCE to support strategic planning, goal-setting, and implementation of initiatives that promote sustainable program growth and responsiveness to workforce and industry needs.
4. Serve as a primary point of contact for OTIEC clients, students, partners, contractors, and instructors, providing clear communication, conveying expectations, resolving concerns, and maintaining strong working relationships.
5. Work collaboratively with OTIEC instructional staff, outreach trainers, and contracted service providers to support communication of expectations and maintain course curriculum and delivery excellence.
6. Oversee and coordinate relationships with contractors and vendors providing instructional, marketing, technology, or operational services, ensuring scope alignment and effective communication.
7. Facilitate coordination between OTIEC and district leadership, EDCE, and the colleges to maximize growth and collaboration for both OTIEC and college program growth.
8. In collaboration with contracted marketing team, support sales, marketing, and outreach activities by coordinating client-facing communications, assisting with lead follow-up, supporting proposal development, and monitoring promotional efforts.
9. Analyze enrollment trends, revenue performance, and workforce demand data to inform program adjustments and growth strategies.
10. Support staff with program planning activities, including course scheduling, logistics, and documentation required for internal and external reporting.
11. Oversee client service contracts and instructor agreements, ensuring timely communication and follow-through.
12. Prepare reports, summaries, and presentations for internal stakeholders, district leadership, federal OSHA Training Institute Education Center leadership, and regional partners.
13. Coordinate instructor trainings and orientations to support consistent communication and program alignment.
14. Develop, administer, monitor, reconcile, and adjust the OTIEC budget; approve expenditures and contracts; and respond to audit findings.
15. Prepare staff assignments, oversee scheduling, complete performance evaluations, approve conference requests, and support staff development activities.
16. Maintain accurate program records and tracking systems to support operational reporting, compliance, and continuous improvement.
17. Attend and participate in regional and national virtual and in-person meetings and conferences, as required by federal OSHA.
18. Represent OTIEC and the district at meetings, conferences, and partner events to strengthen visibility, partnerships, and enrollment growth opportunities.
19. Perform related duties as assigned.

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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. Principles and practices of program coordination and administrative operations.
2. Effective communication strategies for working with diverse staff, instructors, students, clients, contractors, and community partners.
3. Sales support, marketing coordination, and client engagement practices.
4. Basic budget monitoring, contract support, and administrative recordkeeping.
5. Customer service and relationship management

Ability to:

1. Communicate clearly and professionally, both orally and in writing, with internal and external stakeholders.
2. Build and maintain positive, collaborative working relationships with staff, instructors, students, contractors, clients, and partners.
3. Coordinate multiple activities and deadlines with a customer service-forward approach, while maintaining attention to detail.
4. Support instructors, staff, and students by providing timely information, problem-solving assistance, and follow-through.
5. Support sales, outreach, and marketing efforts through effective coordination, follow-up, and documentation.
6. Organize meetings, schedules, events, and program logistics effectively.
7. Represent OTIEC professionally at meetings, conferences, and networking events.
8. Prepare clear reports and documentation for varied audiences.
9. Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and workforce training clients, including those with physical and/or learning disabilities.

MINIMUM EDUCATION & EXPERIENCE:

Any combination of the following would provide a typical way to obtain the required knowledge and abilities.

Education: Bachelor's degree in organizational leadership, education, business, communications, social sciences, or a related field from an accredited institution.

Experience: Three years of experience in program coordination, project management, and/or workplace safety, with demonstrated responsibility for communication, staff coordination, and client or partner interaction.

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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 classification specification is not intended to reflect all duties performed within the job and may be revised as needed.

APPOINTMENT: The Program Manager, OSHA Training Institute Education Center (OTIEC) shall be selected by the Governing Board upon the nomination of the District Chancellor.

Adopted by Board of Trustees on: April 21, 2026
Effective: April 22, 2026
Job Family: Classified Administrator/Management