UNIVERSITY OF SOUTHERN CALIFORNIA

Safety Specialist I

Job Code: 119015

Grade: I
OT Eligible: No
Comp Approval: 9/9/1993

JOB SUMMARY:
Provides broad-based expertise to University clients in areas related to assigned specialized safety/health program(s), e.g. biohazards, laboratory, fire, environmental radiation, chemicals and/or occupational health.

JOB ACCOUNTABILITIES:

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:
Essential: No
In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee's department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:

Minimum Education:
Bachelor's Degree

Minimum Experience:
1 Year

Minimum Field of Expertise:
Science education or directly related experience

Preferred Education:
Related Graduate Study

Preferred Experience:
2 Years

Preferred Field of Expertise:
Additional experience in lieu of Master's degree

Skills: Administrative:
Assemble and organize numerical data
Verify calculations

Skills: Other:
Communication -- written and oral skills
Interpretation of policies/analyses/trends/etc.
Knowledge of applicable laws/policies/principles/etc.
Organization
Planning
Problem identification and resolution

Skills: Machine:
Personal Computer

Supervises: Level:
May oversee student, temporary and/or casual workers.

SIGNATURES:

Employee: ____________________________ Date: ____________________________

Supervisor: ____________________________ Date: ____________________________
The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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