UNIVERSITY OF SOUTHERN CALIFORNIA

Safety Specialist II
Job Code: 119019

Grade: J
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:

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<th>E/M/NA</th>
<th>% TIME</th>
<th>DESCRIPTION</th>
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<td>Develops and implements safety program(s) to meet University and regulatory requirements. Establishes, documents and communicates standards, guidelines and procedures.</td>
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<td>Assesses existing program(s) for adequacy and regulatory compliance and recommends enhancements or modifications, as required. Maintains current knowledge on existing and pending legislation relating to safety and health. Ensures that program design(s) reflect the most recent standards and regulations.</td>
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<td>Conducts field audits for compliance to program regulations. Documents results and recommends corrective action where non-compliance is found. Follows-up, as required.</td>
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<td>Develops and coordinates emergency response procedures. Responds to emergency calls or events and ensures that proper safety methods and procedures are followed. Prepares report(s), as required.</td>
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<td>Assists clients in planning and implementing tailored safety programs.</td>
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<td>Develops and delivers client training for assigned safety program(s).</td>
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<td>Maintains program-specific statistical records and administrative paperwork. Prepares reports, as requested or required.</td>
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<td>Liaises with regulatory agencies and professional organizations.</td>
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<td>Assists with shipping, receipt, storage and control of radioactive materials.</td>
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<td>Assists with removal of hazardous wastes.</td>
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Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*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
- Combined experience/education as substitute for minimum education

**Minimum Experience:**
- 3 Years
- Combined education/experience as substitute for minimum experience

**Minimum Field of Expertise:**
- Science education/Directly related experience

**Preferred Education:**
- Master's Degree

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

**Skills: Administrative:**
- Compute totals
- Verify calculations

**Skills: Other:**
- Analysis
- Assessment/evaluation
- Communication -- written and oral skills
- Conceptualization and design
- Interpretation of policies/analyses/trends/etc.
- Knowledge of applicable laws/policies/principles/etc.
- Lead/Guidance Skills
- Planning
- Research
- Teaching/Training

**Skills: Machine:**
- Personal Computer

**Supervises: Level:**
- Leads one or more employees performing similar work

**Supervises: Nature of Work:**
- Technical
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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