UNIVERSITY OF SOUTHERN CALIFORNIA

Occupational Health Manager

Job Code: 119024

Grade: 00
OT Eligible: No
Comp Approval: 2/23/2015

JOB SUMMARY:
Oversees, develops, manages, implements and administers all aspects of the occupational health program operation of the university including injury prevention, industrial hygiene, shop safety and ergonomics. Collaborates with senior management in the strategic planning and implementation of program goals, objectives, content and performance standards. Oversees identification of hazardous work conditions and practices. Observes and analyzes work environments and designs programs to control, prevent and eliminate disease or injury caused by chemical, physical, radiological and biological agents and/or ergonomic factors that involves the impact of equipment design. Provides expertise of occupational health programs, e.g., injury prevention, industrial hygiene, shop safety and ergonomics to university clients/community. Reviews, evaluates, assesses and implements program policies. Plans and conducts training and inspections. Responds to concerns related to program areas.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

Oversees, develops, manages, implements and administers all aspects of the occupational health program operation of the university including injury prevention, industrial hygiene, shop safety and ergonomics. Ensures it meets university and regulatory requirements. Collaborates with senior management in the strategic planning and implementation of program goals, objectives, content and performance standards.

Has responsibility for developing and implementing all illness and injury prevention programs in full compliance with CAL/OSHA Title 8 requirements. Oversees investigations for incidents, accidents, indoor air quality complaints, etc.

Manages the delivery of occupation health services to schools/departments. Sets and communicates program priorities and performance standards and assesses operations using these criteria.

Has responsibility for quality assurance of the occupational health programs. Reviews, evaluates and assesses existing programs for risks, effectiveness, adequacy, regulatory compliance and methods. Provides recommendation of modification or revision to the programs, policies, procedures and methods, as required. Develops and implements incident investigation procedures. Maintains current knowledge on existing and pending legislation relating to safety and health. Ensures that program designs reflect the most recent standards and regulations.

Manages staff assigned to program. Recommends organizational structure, reporting relationships and staffing needs based on program goals. Makes hiring, promotional and salary decisions in accordance with university policy. Provides performance appraisals for staff and determines need for disciplinary actions.

Develops and manages program budgets and recommends or makes budgetary operations and resource allocations. Recommends purchasing of supplies, equipment and/or training supplies/materials that may impact department budget(s). Provides forecasts and projections, as required.
Provides expertise to the university clients/community in the area of occupational health programs and safety activities. Advises client groups on hazard control initiatives. Provides support to the Workers Compensation Office. Liaises with various departments within the university, regulatory agencies and professional organizations.

Establishes and communicates standards, guidelines and procedures. Acts as a liaison between staff, supervisors and physicians.

Observes and analyzes work environments to control, prevent and eliminate disease or injury caused by chemical, physical, radiological and biological agents and/or ergonomic factors that involves the impact of equipment design. Recommends corrective action where risk hazard is found.

Develops, facilitates and conducts effective occupational health and safety training to university clients. Develops effective outreach and training materials.

Develops, coordinates and maintains injury reports, incident investigation procedures and coordinates emergency response procedures. Develops and maintains associated infrastructure. Responds to concerns or emergency calls related to program areas.

Maintains confidentiality of occupational injury cases. Prepares and maintains program-specific statistical records and documentations. Prepares reports, as requested or required.

Serves as a permanent member of university safety committee and other committees as assigned. Works in coordination with senior management, other division managers and outside business partners.

Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with university Public Safety Department. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of university's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff. 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 REPSONSE/RECOVERY:**

**Essential:**

| No |

**Yes**

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:**

5 years

**Minimum Field of Expertise:**
Directly related occupational health experience. Related education and training. Demonstrated abilities in occupational safety, environmental science/engineering or related discipline. Working knowledge of regulatory requirements, including Workers Compensation laws, Health Insurance Portability and Accountability Act (HIPAA) and Occupational Safety and Health Act (OSHA) regulations.

Preferred Education:
Bachelor’s degree

Preferred Field of Expertise:
Occupational health experience in a university, research environment or similar setting. Working knowledge of Center for Disease Control and National Institutes for Health guidelines.

Skills: Other:
Analysis
Assessment/evaluation
Budget control
Budget development
Conceptualization and design
Conflict resolution
Consulting
Counseling
Crisis management
Documentation and technical writing skills
Facilitation
Human resource process and employment knowledge
Interpersonal skills
Interpretation of policies/analyses/trends/etc.
Interviewing
Knowledge of applicable laws/policies/principles/etc.
Managerial skills
Networking
Organization
Planning
Problem identification and resolution
Project management
Research
Risk management
Scheduling
Staff development
Statistical analysis
Teaching/training

Skills: Machine/Equipment:
Calculator
Computer network (department or school)
Computer network (university)
Computer peripheral equipment
Fax
Personal computer
Photocopier

**Supervises:** **Level:**
Supervises employees and/or student workers.

**Supervises:** **Nature of Work:**
Administrative
Professional/Paraprofessional

**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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