UNIVERSITY OF SOUTHERN CALIFORNIA

Safety Director

Job Code: 119025

Grade: M
OT Eligible: No
Comp Approval: 5/3/1995

JOB SUMMARY:
Directs the staff and operations of a major safety, health and/or environmental program. Develops and administers comprehensive programs in their areas of specialty.

JOB ACCOUNTABILITIES:
*E/M/NA  % TIME
- Defines and manages required safety, health and/or environmental programs and establishes corresponding personnel and resource requirements.
- Hires, trains, develops and supervises staff. Sets goals and priorities. Assesses performance and provides feedback. Counsels or disciplines, as required.
- Evaluates existing programs and directs enhancements or modifications, as required.
- Directs client training programs.
- Participates in departmental short and long-term planning, policy formation and major decision-making. Develops specific program strategies and goals which can be integrated with departmental plans.
- Develops and manages budget(s).
- Maintains currency on existing and pending legislation to ensure overall compliance with regulatory requirements. Analyzes, interprets and communicates regulations, policies and procedures.
- Interacts with regulatory agencies on behalf of the University. Interacts with University management to provide technical guidance and expertise.
- Provides management information reporting, as required. Prepares memoranda and detailed reports regarding pertinent safety issues.

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

EMERGENCY RESPONSE/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:
   Master's Degree

Minimum Experience:
   5 Years

Minimum Field of Expertise:
   Direct experience with program managed.

Preferred Experience:
   7 Years

Skills: Other:
   Analysis
   Assessment/evaluation
   Budget control
   Budget development
   Communication -- written and oral skills
   Conceptualization and design
   Conflict resolution
   Interpretation of policies/analyses/trends/etc.
   Knowledge of applicable laws/policies/principles/etc.
   Managerial Skills
   Networking
   Organization
   Planning
   Problem identification and resolution
   Public relations
   Research
   Staff development
   Teaching/Training

Skills: Machine:
   Personal Computer

Supervises: Level:
   Manages through subordinate supervisors

Supervises: Nature of Work:
   Administrative
   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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