

JOB DETAILS

Bulletin # 100152; 06/10/11

ADMINISTRATIVE ANALYST/SPECIALIST II - EXEMPT

Chemical & Radiation Safety Officer, #100152

Risk Management & Environmental, Health and Safety Office

Salary Range: \$4,631 - \$6,946/Monthly

Work Schedule: Full-time, Monday - Friday; 8:00 a.m. to 5:00 p.m.; exempt classification.

Essential Job Functions: Under the general supervision of the RM/EHS Director, the incumbent is responsible for the development, oversight, training and continuous improvement of the chemical and radiation safety programs. The incumbent will assume responsibilities for the hazardous material, hazardous waste, laboratory safety and overall radiation safety programs on campus; serves as the University Chemical Safety Officer and Radiation Safety Officer on campus and system wide committees; maintains documentation related to these programs and handles sensitive compliance-related matters for the institution; performs campus inspections, audits and/or reviews in support of campus activities, initiatives, and compliance; coordinates activities and actions in support of campus activities; ensures conformance to regulatory requirements and stipulations while developing long-term goals and initiatives to enhance the overall effectiveness of the chemical safety and radiation safety programs. The incumbent shall serve as the executive secretary for the campus radiation safety committee, and represents chemical safety and radiation safety in the university risk management & safety committee; and performs other duties and responsibilities as assigned.

Required Qualifications and Experience: A bachelors degree or equivalent from an accredited four-year college or university in chemistry, physics, biology, or a related field and five years of professional experience involving chemical and/or radioactive materials. A graduate degree in a related field may substitute for two-years of the required experience. The incumbent must have completed Radiation Safety Officer (RSO) training and/or served as an active RSO. The incumbent must be able to wear various forms of personal protective equipment, and obtain respirator certification; work independently, within small teams, and with minimal direction; and interpret regulatory guidelines. Must possess excellent organizational, interpersonal communication, and computer skills; have thorough knowledge of California regulations, chemical and radioactive compounds/isotopes and related compatibilities in a laboratory and industrial environment; and must demonstrate an interest or ability in working in a multicultural/multiethnic environment.

Desired Qualifications: Possess a 40-hour HAZWOPER credential. Be proficient in computer software applications, and understand the regulatory requirements related to the purchase, handling, use, monitoring and disposal of radioactive substances.

Closing Date: Review of applications will begin July 1, 2011 and will continue until the position is filled; however, the position may close when an adequate number of qualified applications are received. A CSULA online employment application is required for each desired position.