

MPP / Staff Position Description

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| **HUMAN RESOURCES USE ONLY** | |
| **Conflict of Interest (COI) Designated:**  Yes  No  **Mandated Reporter:**  Limited  General  N/A  **Review Date:** | ***MPP Positions Only***  **MPP Job Code: E019**  **Job Family: Environmental Health & Safety**  **Job Function: General Administration**  **Job Category: Professional** |

**Mandated Reporter Per CANRA**   **YES**   **NO**

The person holding this position is considered a ‘mandated reporter,’ under the California Child Abuse and Neglect Reporting Act (CANRA) and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

**Please Note**: A current and accurate signed Position Description is required for each MPP / Staff position and must be on file in the Center for Human Resources. After completion, the Position Description should be reviewed, signed and dated by the employee, the supervisor and the Center for Human Resources - Classification and Compensation.

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| --- | --- | --- |
| **Please check one:** | New Position | Existing Position Update |

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| --- | --- |
| **Date:** |  |
| **Department & Division:** | Environment Health and Safety |
| **Employee Name**  *(leave blank if vacant)***:** |  |
| **Current Classification & Grade:** | Administrator I |
| **FLSA Status:**  *(exempt or non-exempt)* | Exempt |
| **Working Title:** | Biosafety Officer |
| **Position Number & Job Code:** | 10002641 |
| **Working Title & Position Number of HEERA Designated Appropriate Administrator:** | Chemical Hygiene Officer / 10005516 |

**I. FUNCTION OF THE EMPLOYING UNIT:**

*State the basic purpose of the Department/Unit in one brief paragraph. Include the division’s DEI statement here.*

The Department of Environmental Health and Safety is responsible for development and implementation of programs aimed at protecting the campus community and providing compliance with numerous federal, state and local regulatory statutes. This department reports to the Associate Vice President for Administration in the Division of Business and Financial Affairs.

The department consists of (16) full time staff members consisting of (14) Administrators (MPP)/Program Managers, two (2) Administrative Analysts and an Office Manager. The department may employ part time student assistants. For additional information, please visit SDSU's Website at: **https://www.sdsu.edu/**

**II. PURPOSE OF POSITION**:

*State the basic purpose of the position in one to three specific statements.*

The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 Revised July 21, 2017 as a condition of employment.

Under the general supervision of the Senior Director of EH&S, the Biosafety Officer (BSO) will develop, implement, and maintain programs and procedures required to fully support activities associated with the Biosafety Program. The BSO will be a member of the Institutional Biosafety Committee (IBC) and the Institutional Animal Care & Use Committee (IACUC). The BSO will provide compliance guidance and technical consultation to Principal Investigators, Students, Laboratory Staff, Department of Research and Innovation, SDSU Research Foundation, Student Health Services and Facilities Services. The BSO is expected to take a lead role with the Division of Research and Innovation to assist in planning as new research areas are proposed.

The BSO will review research protocols, perform risk assessments and evaluate risk mitigation methods, conduct inspections, audits, and investigations as required; will provide correspondence, reports, safety protocols and other documents as needed, will develop and conduct training as needed; will represent the EHS department at various campus-wide committees and may be asked to serve as a member of the campus emergency response team. In addition, the BSO will assist in other program areas, as needed, such as: laboratory safety, and environmental health.

**III. CHANGES IN RESPONSIBILITIES:**

**IV. MAJOR RESPONSIBILITIES**:

*Clearly list the major responsibilities/essential functions in descending order from the most important to the least important. Indicate the approximate percentage of time spent in each (percentages should not be less than 5%). The percentage must total 100%.*

| **Description of Responsibilities:** | **(%) Percent of Time** |
| --- | --- |
| **Compliance and Oversight**   * Serves as the Campus Biosafety Officer (BSO), ensuring the safe use of campus bioagents and biohazards. * Develops, implements, and monitors campus environmental and safety programs, systems, procedures, and training in biosafety. * Work with researchers/principal investigators to prepare Biological Use Authorizations (BUAs) for laboratories that work with toxins and/or human or nonhuman blood, body fluids, tissues, cell or cell lines, recombinant DNA, plant and animal pathogens, and transgenic species to ensure compliance with CDC, NIH and other applicable university, federal and state regulations and requirements. * Conducts periodic audits of agent inventory to verify BUA accuracy. * Maintains knowledge/expertise on existing/proposed changes in all regulations; interprets and applies relevant laws, regulations, codes and standards, including making recommendations for work environment changes based on interpretations and principles of professional practices. | 40% |
| **Communication and Documentation Management**   * Serves as the primary point person for communications and documentation of the biosafety program including, but not limited to, ensuring the EH&S Biosafety Program provides guidance that is helpful and current, and periodically communicating with BUA holders regarding their BUA/training status, monitoring biosafety cabinet certification, review of relevant new equipment purchases and placement, monitoring Material Transfer Agreements, and other relevant information. * Drafts reports and other documentation, including use of relevant scientific data. * Participate as a department representative in campus committees such as the Institutional Biosafety Committee (IBC), Institutional Animal Care & Use Committee (IACUC), and any other working committees, seminars, investigations, etc. BSO will also function as a point of contact during regulatory inspections i.e. NIH, CDC, USDA, CDPH, Cal/OSHA, FAA, etc. Also participate in any outside campus functions such as regulatory committees, seminars, meetings, etc. | 30% |
| **Technical Support and Safety Guidance**   * Performs technical work, and conducts sampling and/or monitoring related to field(s) of expertise. * Designs new and/or recommends improvements to existing processes and procedures. * Provides guidance to researchers in the field or laboratory regarding safe work practices. * Inspects, investigates incidents and complaints, and recommends corrective action as needed. * Works on committees and assignments along with formal and informal coaching and mentoring * Develop and deliver biosafety-specific training materials in person and refresh existing training. Coordinate with Senior Technical Advisor on the applicable use of and insertion of video, graphics, and other online presence into training programs. * Collaborate with SDSU Project Management and Planning Design and Construction on laboratory design and equipment specifications as needed. | 30% |
| **Total**  **=100%** | 100% |

**V. LEAD WORK DIRECTION OVER OTHERS**:

*List of individuals the incumbent supervises/leads. Indicate the type of supervision, whether direct (directly supervises the position and conducts performance evaluation) or general (acting in a lead capacity or assigning work).*

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| --- | --- | --- |
| **Classification** | **Working Title** | **Type of work direction**  **(Direct or General)** |
| Students- as needed |  |  |
|  |  |  |
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**VI.** **POSITION REQUIREMENTS**:

*A. List education and years of experience required that are based on the classification standards.*

Bachelors' degree in life sciences, biological sciences or a related discipline coupled with three years of experience in biosafety and other general health and safety disciplines, or an equivalent combination of education, experience, and training which demonstrates the ability to perform the duties of the position.

3-5 or more years of experience in a research lab setting.

*B. Skills, knowledge, and abilities required for this position that are based on the classification standards*

* Technical knowledge and skill to manage regulatory programs and/or program managers that entail program development, implementation, compliance, inspection, investigation, documentation, training, and follow-up.
* Knowledge of and skill in interpreting and applying regulatory statutes and applicable rules and regulations related to the programs.
* Ability to recognize, evaluate, and control hazards in the workplace and in protocol reviews, including risk assessment, hazardous material control, accident prevention and emergency preparedness.
* Ability to effectively communicate, both orally and in writing, ideas and recommendation to a wide variety of contacts.
* Ability to plan, coordinate, develop and direct the work of subordinate staff.
* Skill in effectively using a variety of communication processes.
* Skill in facilitating meetings and delivering presentations.
* Skill in organizing, tracking, and prioritizing assignments and projects.

*C. Specialized skills required for this position*

* 40 Hour HAZWOPER training plus annual 8 hour HAZWOPER Refresher training
* Knowledge and skill working with infectious agents, cell culture, and recombinant DNA techniques.
* Working knowledge of biological safety standards such as the Blood Borne Pathogen Standard, Biosafety in Microbiological and Biomedical Laboratories, and the NIH Guidelines for Research Involving Recombinant or Synthetic Nucleic Acid Molecules.
* Proficiency and skill in database management, word processing and spreadsheets using Microsoft Word and Excel, and Google Suite.

*D. License and Certification Required (I.e., Driver’s License and Grade, Certification, etc.)*

**VII.** **PREFERRED QUALIFICATIONS**:

* Bachelor's degree in physical or life sciences
* Advanced degree in public health, microbiology or other biological discipline and/or equivalent experience/training
* Professional certification as a Certified Industrial Hygienist (CIH) or Certified Biosafety Professional (CBSP) or Registered Biosafety Professional (RBP) or preparing to become a CIH, CBSP, or RBP
* 3-5 or more years of professional experience in the field of laboratory biosafety with a working title of Biosafety Officer
* Working knowledge of SciShield (formerly BioRAFT)

**VIII. SIGNATURES:**

*The signature indicates position description is an accurate and correct statement of duties and responsibilities assigned to the position. (Limited to 3 Signers as listed below)*

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|  |  |  |
| Incumbent’s Signature/Acknowledgment |  | Date |
|  | | |
|  |  |  |
| Appropriate Administrator Signature |  | Date |
|  | | |
|  |  |  |
| Classification & Compensation Services |  | Date |

# Attachment A

Complete for all positions

**To comply with the provisions of the Americans with Disabilities Act, specify the physical, mental, and environmental conditions of the essential functions of the job, please complete the sections below.**

**Physical Summary:** Choose one description out of the categories below that best describes this position.

**Sedentary Work:** Involves mainly sitting. Walking and standing are minimal. Lifting is limited to lightweight objects (10 pounds or less).

**Light Work:** Job involves some lifting of medium weight objects (10-20 pounds) and/or 10% -20% of the job involves standing or walking.

**Medium Work:** Job **i**nvolves lifting heavy-weight objects (20-40 pounds) and/or 20%-40% of the job involves standing, squatting, kneeling, or walking. May require pushing or pulling objects within the weight limits.

**Heavy Work:** Job involves lifting more than 40 pounds. Approximately half of the incumbent’s time will be spent walking, standing, squatting, kneeling, or climbing.

**Use the codes below for each of the items which most accurately describe the extent of the specific activity performed in this position.**

“C” = constantly or 6-8 hours per day “F” = frequently or 3-6 hours per day

“O” = occasionally or up to 3 hours per day “N” = never

|  |  |  |  |
| --- | --- | --- | --- |
| **Physical Requirements of the Position** | | **Mental Requirements of the Position** | |
| O | Bending (neck) | O | Reading & Comprehending |
| O | Bending (waist) | O | Writing |
| O | Climbing | O | Performing Calculations |
| O | Crawling | O | Communicating Orally |
| O | Kneeling | O | Reasoning & Analyzing |
| O | Pushing/Pulling | O | Decision Making |
| O | Sitting | O | Directing/Coordinating Others: Students |
| O | Squatting |  | Other: |
| O | Standing | **Environmental Working Conditions** | |
| O | Twisting (neck) | O | Exposure to variations in temperature/humidity |
| O | Twisting (waist) | O | Exposure to chemicals, gases, dust or fumes |
| O | Walking | O | Operates machinery or drives motorized equipment |
| O | Handling Objects | O | Exposure to bio-hazards |
| O | Manual dexterity | O | Working in normal office environment |
| O | Reach above/below shoulder | O | Working outside with various weather conditions |
| O | Using foot controls | O | Uses specialized equipment |
|  | Other: |  | Other: |

# Attachment B

Complete for all positions

***Sensitive Position:*** *For current employees who are voluntarily reassigned or reclassified to a sensitive position, a background check is also required. To determine if this position is a sensitive position, please consult with Human Resources and reference the* [*CSU Background Check Policy*](https://sdsuedu.sharepoint.com/sites/BFA/HR/employment/Pages/CSU-Background-Check-Policy.aspx).

|  |  |  |
| --- | --- | --- |
| *Consideration for designation as a sensitive position per HR Technical Letter 2017-17* | | |
| 1. Does this position have responsibility for the care, safety, and security of people (including children and minors), animals, and CSU property? | Yes  No | Sexual offender registry check for those who perform work involving regular or direct contact with minor children and those who are identified as mandated reporters of child abuse and neglect under Executive Order 1083 and California Penal Code §11165.7(a). |
| 1. Does this position have access to and responsibility for detailed personally identifiable information about students, faculty, staff, or alumni that is protected, personal, or sensitive? | Yes  No | Access to Level Protected Level 1 Data: (i.e., Passwords, DOB, Credit Card Numbers, SSN’s, Medical Data, Law Enforcement Records, etc.) - Link to or incorporate ICSUAM pages. |
| 1. Does this position have access to student records? | Yes  No | FERPA (Access to student education records) |
| 1. Is the position responding for recording/reporting Clery Data? | Yes  No | Clery Act Basics |
| 1. Does the position have access to protected health information? | Yes  No | HIPAA |
| 1. Will this position be an active/participating member of the SDSU Emergency Operations Team? | Yes  No | EOC Member |
| 1. Does this position have responsibility for operating commercial vehicles, machinery or equipment that could pose environmental hazards or cause injury, illness, or death? | Yes  No | Motor Vehicle Records/Licensing Check is required. CA Defensive Driver |
| 1. Does the position influence or make decisions regarding real property, real property acquisitions and/or leaseholds, land use and/or development? | Yes  No | COI CAT 1 |
| 1. Does the position influence or make decisions regarding the purchase of goods, service or construction work? **Note: Having a procurement card is not qualifying if the individual is limited to making directed and supervised purchases from established vendors.** | Yes  No | COI CAT 2 |
| 1. Does the position influence or make decisions regarding the investment of **SDSU/CSU** funds. | Yes  No | COI CAT 5 |
| 1. Does the position influence or make decisions regarding the sale of campus goods, services, products, or commodities (including agricultural commodities), which are sold by the campus? | Yes  No | COI CAT 6 |

# Attachment C

Complete for **MPP Positions Only**

**Mental Effort:**

*Enter frequency of occurrence for all applicable activities using the following key:*

**1=Never Occurs 2=Seldom Occurs 3=Sometimes Occurs 4=Occurs Often 5=Almost Always Occurs**

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| --- | --- | --- | --- |
| **Planning** | | **Staffing** | |
| 3 | Forecast | 1 | Define Roles |
| 3 | Set Program Goals | 1 | Give Input to Position Descriptions |
| 2 | Determine Budget Allocations | 1 | Determine Selection Criteria |
| 5 | Establish, Implement, Revise Policies | 1 | Recruit/Interview/Select |
|  |  | 1 | Orient Staff |
| **Organization** | | **Employee Relations** | |
| 1 | Describe Relationships Between Functions | 1 | Initiate Corrective Action |
| 1 | Define Department/Divisional Structure | 1 | Authorize Formal Discipline |
| 4 | Establish Priorities to Meet Goals | 1 | Administer Collective Bargaining Agreements |
| 1 | Schedule Work for Employees | 2 | Prepares/Investigates Grievance Awards and Complaints |
| 4 | Implement procedures | 2 | Formulates/Represents University Position for Formal Grievances/Complaints |
| 4 | Determine work methods |  |  |
| 4 | Balance multiple tasks/projects |  |  |
| **Direction/Leadership/Supervision** | | **Performance Evaluations** | |
| 4 | Educate | 1 | Determine Performance Standards |
| 2 | Delegate | 1 | Authorize/Approve Awards |
| 1 | Coordinate | 1 | Prepare Performance Evaluations |
| 1 | Coach/Train/Develop | 1 | Observe/Follow-Up on a Daily Basis |
| 1 | Recommend Formal Training | 1 | Correct Work/Behavior Problems |
| 4 | Motivate |  |  |
| 4 | Instruct/Demonstrate |  |  |
| 1 | Schedule Staff/Readjust Schedule |  |  |
| **Organization** | | **Other** | |
| 2 | Describe Relationships Between Functions |  |  |
| 1 | Define Department/Divisional Structure |  |  |
| 4 | Establish Priorities to Meet Goals |  |  |
| 1 | Schedule Work for Employees |  |  |
| 2 | Establish deadlines |  |  |
| 3 | Implement procedures |  |  |
| 1 | Determine work methods |  |  |
| 4 | Balance multiple tasks/projects |  |  |

# Attachment D

Department Organization Chart

**Instruction:** Please insert an image of your department’s organization chart and highlight where this Position Description falls within the chart.

