



POSITION DESCRIPTION

Department:	Environmental Health & Safety
Classification Title:	Administrative Analyst/Specialist – Exempt III
Working Title:	Industrial Hygiene Program Specialist
FLSA Status:	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt
Incumbent:	

Position Summary

Facilities Management and Development (FMD), a unit within the Administration and Finance Division (AFD), is responsible for the planning, design, construction, operations, maintenance, and repair of university facilities, grounds, and infrastructure. FMD consists of five critical and interdependent support departments, including Customer & Business Services; Energy, Utilities, & Sustainability; Environmental Health & Safety; Facilities Planning & Capital Projects; and Facilities Operations. In support of the Cal Poly mission, the Facilities Management and Development department is committed to sustainability, responsible stewardship of natural resources, and promoting an inclusive culture that values individual and organizational integrity, civility, equity, and diversity.

Under the general supervision of the Environmental Health and Safety (EH&S) Manager, Industrial Hygiene Program Specialist is responsible for the development, implementation, training and maintenance of the various programs necessary to ensure a safe and healthy environment for faculty, staff, students, and the general public. The Industrial Hygiene Program Specialist will also protect the University against losses, ensuring that University operations follow University policies and standards, applicable local and nationally recognized standards of best practices, and state and federal occupational safety and environmental quality and health requirements. This position will provide leadership and guidance in implementing the campus' comprehensive environmental, health and safety program.

Duties and Responsibilities

The following examples illustrate typical work activities and are not meant to be all inclusive or restrictive:

Essential Job Functions	Daily	90%
<ol style="list-style-type: none"> 1. Lead the strategic development, implementation, and continuous improvement of highly critical industrial hygiene and occupational health programs. 2. Work collaboratively with all University divisions, contractors, and service providers to ensure the successful implementation of assigned occupational health and industrial hygiene programs in compliance with regulatory requirements and in alignment with business needs. 3. Interact with University leadership and staff to communicate performance against, and seek support for, achieving occupational health and industrial hygiene performance measures, and strategies for students, employees, contractors, and third-party service providers to reduce risk of exposure to hazardous materials. 4. Serve as the key advisor and subject matter expert to provide strategic direction and leadership for the implementation of university occupational health and industrial hygiene 		

programs including but not limited to: lab safety; chemical, biological, and radiological exposure control; indoor environmental air quality investigations; indoor mold remediation; occupational noise; personal protective equipment (PPE); wildfire smoke exposure control; heat illness; site inspections; respiratory protection; medical monitoring; personal exposure monitoring; ergonomics; compressed gas cylinders; and Cal-OSHA standards and CSU directives.

5. Serve as campus Chemical Hygiene Officer, with responsibility over the Laboratory Chemical Hygiene Plan and chemical Hazard Communication program. Conduct compliance and risk assessments and develop and implement policies and procedures. Assess current programs to identify new performance goals, strategies, and metrics. Responsible for conducting chemical fume hood surveys as well as other local exhaust ventilation equipment.
6. Serve as campus Radiation Safety Officer to prevent faculty, staff, student and the public from the exposure to ionizing radiation associated with campus operations involving radioactive materials and equipment, and to ensure compliance with applicable federal, state and local regulations. Conduct material radioactive leak surveys, occupational exposure assessments, and other requirements included in the university's Radioactive Materials License issued by the California Department of Public Health.
7. Serve as campus LASER Safety Officer to conduct hazard evaluations, develop exposure control measures and provide training to campus laser users.
8. Serve as campus Biological Safety Officer by managing the campus Biosafety Program as well as implementing processes, including academic research activities, which are critical to maintaining federal research grants. Ensure all biological safety cabinets are tested and maintained according to industry standards. Manage the campus Bloodborne Pathogens program, including implementing and maintaining the campus written Bloodborne Pathogen program as required by the California Department of Labor Code.
9. Perform Indoor Air Quality investigations. Select the proper monitoring equipment and respond to various types of concerns such as comfort (temperature and relative humidity); various chemical, burning, and sewer odors; moisture/mold; etc.
10. Develop, implement and maintain a risk and compliance based asbestos and lead management program, including conducting building assessments, bulk and air sampling procedures, employee training for construction project and maintenance activity reviews, and control strategies involving asbestos and lead abatement workers, contractors and consultants.
11. Responsible for conducting workplace assessments to proactively identify occupational health risks, identify hazard control strategies, and to ensure compliance with regulatory requirements. Maintain campus industrial hygiene monitoring equipment calibration status to ensure compliant with industry standards.
12. Lead incident investigations for assigned occupational health and industrial hygiene programs to ensure that root causes are identified and corrective actions are taken to reduce the recurrence and/or severity of future incidents.
13. Ensure the university complies with applicable regulatory requirements and is "audit ready" at all times. Track and trend compliance findings and take appropriate actions to ensure compliance and prevent reoccurrence. Provide all necessary information and required follow-up to support both external and internal EH&S audits.
14. Respond to inquiries and enforcement actions from government regulatory agencies; develop response plans to correct deficiencies and/or violations.
15. Utilize industry best practices to identify and manage risk while minimizing the impact to campus; make prudent decisions to identify and address current risks and future compliance challenges as well as continuous improvement opportunities.

Related Job Functions

As Needed

10%

1. Perform other job-related duties and special projects as assigned

2. Maintain currency in the knowledge and skills necessary to facilitate industry-leading solutions

Required Education, Experience, and Credentials

Education and Experience:

- Equivalent to graduation from a four-year college or university. Five (5) years of technical or administrative experience. A graduate degree in a related field may be substituted for one year of the required experience. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

Licenses, Certificates, Credentials: Possession of a valid driver's license or the ability to obtain by date of hire.

Required Skills, Knowledge, and Abilities

1. Demonstrated expert knowledge and understanding of federal (OSHA), state (Cal/OSHA), and local requirements for industrial hygiene and occupational health.
2. Demonstrated expertise in the advanced principles, methods and practices of industrial hygiene and occupational health.
3. Excellent verbal and written communication skills and the ability to clearly and concisely represent issues to senior leadership, stakeholders, and regulatory agencies. Ability to translate data into actionable insights.
4. Excellent collaboration and interpersonal skills with the ability to lead and influence cross-functional and interdepartmental teams to realize EH&S strategies and goals.
5. Demonstrated expert analytical and problem-solving skills, with a proven ability to develop practical solutions for a variety of complex problems and initiatives.
6. Ability to work with limited direction and guidance and make independent decisions.
7. Ability to significantly influence the overall objectives and long-range goals of the organization. Able to utilize approaches that require innovation and change.
8. Demonstrated ability to manage self-initiated EH&S projects and justify goals and objectives to management.
9. Demonstrated ability to identify future needs of the organization, and consider the best solution/outcome for EH&S, the client and the university.
10. Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere in and outside the University with the ability to establish and maintain effective working relationships within a diverse population and with those from various cultural backgrounds.
11. Excellent organizational and time management skills with the ability to set own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines.
12. Excellent computer skills and proficiency with a variety of computer applications including word-processing, spreadsheets, databases, on-line systems, Internet as well as online calendaring and email.
13. Demonstrated customer service experience requiring a very high level of diplomacy and professionalism.
14. Ability to use tact and diplomacy to effectively handle a broad range of high level and sensitive interpersonal situations with diverse personalities, and to respond appropriately to conflicts and problems.
15. Working knowledge of or ability to quickly learn University infrastructure, policies and procedures.

Preferred Skills and Experience

- Certified Industrial Hygienist (CIH)

- Prior experience in managing occupational health and industrial hygiene programs is preferred.
- Proficient with Microsoft Office and Google Suite tools.

Special Conditions

- Must be willing to work in environments with measurable levels of radioactivity and/or chemical contamination while wearing appropriate protective equipment.
- Must be willing to travel and attend training programs off-site for occasional professional development.
- Must be able to work overtime, occasional holidays, and adjust working hours to meet special jobs. May be called back periodically to perform work as needed on an emergency basis.
- 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 as a condition of employment.
- Must be able to successfully pass a pre-employment background/fingerprint check.
- This position classification has been defined as "Exempt" and is not subject to the overtime provisions of the Fair Labor Standards Act (FLSA).

INCUMBENT: I have read this position description and understand its contents.

INCUMBENT NAME	SIGNATURE	DATE
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SUPERVISOR: I certify that all statements on this form are complete and accurate.

IMMEDIATE SUPERVISOR NAME AND TITLE	SIGNATURE	DATE
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DEPARTMENT HEAD: I certify that all statements on this form are complete and accurate.

DEPARTMENT HEAD NAME AND TITLE	SIGNATURE	DATE
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HUMAN RESOURCES USE ONLY

Employee ID#: _____	REQUEST FOR:	CLASSIFICATION INFORMATION
Position Number: _____	<input type="checkbox"/> Update Review for File	Classification Title: Admin Analyst – Exempt III
FTE: _____	<input type="checkbox"/> Classification Review	Class Code/Range: 1038_04
<input type="checkbox"/> Permanent	<input type="checkbox"/> New Position Recruitment	CBID: R09
<input type="checkbox"/> Temporary	<input type="checkbox"/> Replacement Recruitment	MPP Job Code: _____
<input type="checkbox"/> COI Position		Classifier Initials: AT
Recruitment Number: _____		Date: 1/2/2024