



JOB FAMILY CONCEPT

This family consists of four levels of Environmental Health & Safety (EHS) work encompassing positions responsible for a wide range of EHS functions. Levels are distinguished based on the complexity of work and scope of responsibility, independence of action including analyzing, interpreting, explaining, and managing the application of EHS practices and theories, and the level of supervision received, degree of autonomy and authority. These positions are distinguished from other job families by the primary responsibility for protecting University resources, including the safety and health of students, employees, visitors, university property and programs, and the University's financial resources. This job family is distinguished from the Risk Management job family by the primary responsibility of carrying out EHS activities, operations and programs. Emphasis is placed on advocating and monitoring compliance with environmental, occupational and other safety practices.

This family provides expertise and guidance in several areas including:

- Hazardous Materials and Chemicals
- Occupational Health & Safety
- Environmental Health & Safety
- Emergency Preparedness and Business Continuity
- Industrial Hygiene

TYPICAL FUNCTIONS

The typical functions listed are typical examples of work performed by positions in this job classification. Not all functions assigned to every position are included, nor is it expected that all positions will be assigned every typical function.

- Develop, administer, direct, assess, implement, monitor, and support EHS compliance and prevention programs for internal and external, administrative and academic constituents
- Initiate stop work procedures where serious risks to health, life and property exist
- Orient new employees in areas of EHS
- Create, manage, coordinate and/or monitor hazardous material and hazardous waste programs
- Perform regulatory review and reporting as required
- Respond to hazardous waste incidents and participate, monitor, or lead in clean-up procedures as needed
- Perform or arrange qualitative classification of unknown substances
- Develop EHS curricula and present training/testing and outreach programs to campus and extended sites
- Conduct inspections and investigations and provide recommendations for legal or regulatory compliance and general safety improvements



- Interpret, apply and oversee compliance with federal, state, and local laws, regulations, codes and policies
- Keep abreast of regulatory changes and communicate them to campus community
- Provide consultation and advisory services
- Represent UA as the expert resource with external regulatory agencies
- Assess, research and analyze campus loss data and direct training/outreach programs to high-risk areas
- Apply, maintain, track and comply with permits and licenses
- Utilize specialized diagnostic, test and measurement equipment and maintain currency of equipment including certifications and technology
- Perform complex analyses and develop/implement risk mitigation processes
- Supervise staff
- Develop long-term strategic plans
- Develop policies, procedures and guidelines
- May develop, manage, or coordinate emergency preparedness and business continuity and resumption plans

LEVELS AND COMPETENCIES

The primary distinction between levels is reflected in the Level Descriptors. As levels progress, scope, complexity, accountability, and degree of independence increase. Higher levels may perform duties of lower levels. Education and experience are stated at the minimum threshold for the level. Additional education or experience may be desirable for some positions.

Level 1

PCLS: 04601

**Grade 76
Non-Exempt**

Descriptors

Work is performed under general supervision. Develop, implement, and maintain environmental health & safety programs that are small in complexity* OR scope*. Develop training curricula and present information in multiple forums to new and existing employees. Enter data and review for accuracy. Organize and interpret data for reporting. Perform routine environmental health & safety technical tasks requiring application of standard techniques, practices and criteria. Non-routine problems/issues are referred to a higher level.

Knowledge, Skills, and Abilities

Knowledge of computer operations and database management. Knowledge of data collection and data entry procedures. Ability to collect and report data. Ability to interpret and manipulate report on findings. Ability to communicate effectively, both orally and in writing. Ability to multi-task and prioritize projects. Ability to present information in an effective, comprehensive manner

Education and Experience

High School graduation and one year relevant experience, or an equivalent combination of training and experience.



Level 2

PCLS: 04602

*****Alternate PCLS: 09195**

Grade 79

Exempt

Descriptors

Work is performed under administrative supervision. Provides leadership in specialized area of environmental health and safety and is considered the resource for this specialized area. Apply problem solving, research, and analytical skills to assist with compliance with rules, regulations, processes, codes, policies and procedures that are complex*, large in number, and limited in scope*. Develop and present an environmental health & safety program to prevent injuries, illnesses and loss of life/property. Develop and maintain database, control sheets and records of environmental health & safety materials inventory. Monitor, and evaluate programs and provide training services. Provide consultation services, perform regulatory review and recommend impact and action. Perform investigations, and assist with regulatory compliance. Implement stop work procedures where hazardous operations or unsafe work conditions exist and work with affected parties on what conditions need to be met to resume work. Participate in emergency preparedness planning. Participate and respond to emergency situations. May be authorized to commit the program to projects/expenditures within well-defined guidelines.

Knowledge, Skills, and Abilities

Same as level one, plus: Knowledge of job hazard analysis, chemical hygiene, occupational health, hazardous materials, and biological safety. Thorough knowledge of principles and practices of employee and public safety and health administration including: safety and health education and training, accident investigation, recordkeeping, and safety committees. Knowledge of protective equipment, clean-up procedures and safe work practices. Knowledge of field analysis techniques, chemical safety procedures, chemical compatibility, hazardous reactions, and safe handling procedures. Knowledge and ability to interpret and apply applicable local, state and federal laws, codes, policies and regulations. Strong research, analytical, and problem solving skills. Leadership, negotiation and motivation skills. Ability to multi-task and prioritize projects. Ability to develop and conduct training programs. Ability to operate specialized equipment and maintain standards of operation. Ability to analyze complex* situations and propose viable solutions and courses of action.

Education and Experience

Bachelor's degree in environmental science, occupational health & safety, industrial hygiene, chemistry, or other related field, and two years progressively responsible relevant experience (i.e. environmental health & safety), or an equivalent combination of training and experience. Professional licensure or certification may be required.



Level 3

PCLS: 04603

Grade 80

Exempt

Descriptors

Work is performed under general direction. Responsible for administering safety related programs or may supervise** a unit that is moderate in complexity* AND scope*. May be responsible for budget management. Authorized to commit multiple programs and projects to expenditures within well-defined guidelines. Plan and direct activities/functions for multiple operations, programs or projects. Assist units in developing programs and activities that comply with policies and procedures. Represent the university on environmental health and safety issues during visits, meetings, or to the general public. Lead** and participate in emergency preparedness planning. Supervise** and respond to incidents and develop/lead tactics to remedy situation. Implement stop work procedures where hazardous operations or unsafe work conditions exist and work with affected parties on what conditions need to be met to resume work. Identify new services and opportunities for process improvement. Monitor, and evaluate programs and provide training services to campus and rural areas. Perform inspections and ensure compliance with risk management policies as a secondary function to facilitate University wide enterprise risk management.

Knowledge, Skills, and Abilities

Same as level two, plus: Expert knowledge of environmental health and safety, chemical hygiene, occupational health, hazardous materials, and their associated laws and regulations. Knowledge of fiscal management. Program management and development skills. Excellent communication skills. Ability to supervise**.

Education and Experience

Bachelor's degree in chemistry, biology, industrial hygiene or other related field, and four years progressively responsible relevant experience (i.e. environmental health & safety, industrial hygiene), or an equivalent combination of training and experience. Professional licensure or certification may be required.

Level 4

PCLS: 04604

Grade 82

Exempt

Descriptors

Work is performed under long-range administrative direction. May supervise** a unit that is large in complexity* AND scope* or have significant responsibility for a system-wide program. Responsible for department/program budget. Positions in this level are given large latitude in decision making, and make decisions that have a large impact and require significant discretion in decision making. Ensure regulatory compliance is met. Authorized to commit multiple programs and projects to projects/expenditures. Develop, implement, assess, and administer environmental health and safety related programs and policies. Develop long-term strategic plans. Perform risk assessment and disaster preparedness reports. May develop and implement risk management programs and policies as a secondary function.



Knowledge, Skills, and Abilities

Same as level three, plus: Knowledge of loss prevention, cost containment, ability to review and interpret the legal, insurance and risk aspects of contracts and agreements, claims investigation and/or management, tort and contract law. Excellent researching skills. Program management and development skills. Supervisory** and management skills. Ability to develop and implement policy. Ability to develop budgets and long-term plans.

Education and Experience

Bachelor's degree in chemistry, biology, industrial hygiene, public health, waste management or other related field, and six years progressively responsible relevant experience (i.e.: environmental health & safety), or an equivalent combination of training and experience. Master's degree preferred. Professional licensure or certification may be required.

- * **Complexity:** Refers to the higher level interpretation of and diversity of rules and regulations (e.g. Local, State, Federal, and University regulations related to occupational and environmental safety that includes but is not limited to NRC, OSHA, DEC, EPA and NFPA). Complexity increases as application, interpretation, and frequency of working with rules and regulations increases; frequently works with federal, state, and local regulatory entities; socio-political climate becomes more involved with decision-making. Complex positions typically manage multiple diverse departments and functions.
- * **Scope:** Refers to the impact that a unit has on the organization or those it impacts, or the size of the organization.
- ** **Lead:** Provide day-to-day guidance, training and direction for staff in addition to other duties. Regularly assign and review work. Is fluent in assigned area of responsibility.
- ** **Supervise:** Hire, train, evaluate performance and initiate corrective action.
- *** Exemption status determined on a case-by-case basis. Essential functions of each job will be reviewed and evaluated in accordance with Fair Labor Standards Act regulations.

[July 2009 revisions included formatting document for consistency, and adding alternate PCLS information.]