



USC University of
Southern California

Biosafety Specialist II Job Description

JOB INFORMATION

Job Code:	119302
Job Title:	Biosafety Specialist II
FLSA Status:	Exempt
Supervisory:	Leads one or more employees performing similar work.
Job Family:	Safety/Risk Management
Job Family Group:	Environmental Health and Safety
Management Level:	7 Individual Contributor

JOB SUMMARY

Provides biosafety and biohazard expertise to university clients. Supports the ongoing development and implementation of university biosafety programs. Owns risk assessments for the use of biohazards and reviews research documents and current scientific literature using biohazards as well as biosafety-related rules, regulations, and guidance documents. Performs field audits, maintains departmental records and paperwork, and supports team response to emergency calls and/or events. Serves as a member of the campus-wide program safety committee and provides training for university, state, and local biosafety policies and programs.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Bachelor's degree	
	X	Master's degree	

Additional Education

Check here if experience may substitute for some of the above education.

X Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level
X		3 years	
	X	5 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

X Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Current knowledge and understanding of federal, state and local laws, regulations and standards for the disposition and use of biohazardous agents in biomedical laboratory and animal research facilities.
X		Ability to work independently and to organize and prioritize work assignments.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Working knowledge of biomedical laboratory methods, procedures, techniques, facilities, and equipment.
X		Knowledge of recombinant DNA, microbial animal and human pathogens, and biotoxins.
X		Skill in examining and evaluating operations and developing and/or re-engineering operating strategies, systems, and procedures.
X		Ability to communicate technical information to non-technical personnel.
	X	Additional experience in lieu of Master's degree.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Serves as biological safety expert and point of contact for biological safety related matters, communicating biosafety and biosecurity practices to faculty and staff. Acts as the Alternate Responsible Official for the Federal Select Agent Program. Assesses existing program(s) for adequacy and regulatory compliance and recommends enhancements or modifications, as required. Maintains current knowledge of existing and pending legislation relating to safety and health, as well as thorough understanding of biosafety risk groups, levels, practices and safety equipment.				
Owns decontamination and decommission of laboratories and equipment used for biological agents, as well as the shipping, receipt, storage and removal of infectious agents and toxins used in biological research. Owns biosafety laboratory inspections, equipment validation, and documentation of deficiencies and/or violations. Conducts field audits for compliance to program regulations. Prepares reports as required.				
Supports team response to emergency calls or events, e.g., biological spills, and ensures that proper safety methods and procedures are being followed in coordination with facilities management. Assists in response to indoor air quality complaints likely to be of biological origin, e.g., mold, by assessing the source and making recommendations for corrective actions, coordinating with occupational health and facilities management.				
Maintains administrative paperwork as well as department records, including records related to institutional biosafety committee approvals for usage of biohazards materials, biohazardous materials holdings around the university, and information related to USC Select Agent holdings and legal filings in reference to regulatory compliance with the US Patriot Act.				
Leads preparation, execution and promotion of training sessions regarding university, state, and local biosafety policies and programs. Serves as a member of the campus-wide program safety committee, as well as the hazmat response team. Liaises with regulatory agencies and professional organizations.				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	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.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/

<i>Campus Security Authority (CSA)</i>	<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/	No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.