



JOB INFORMATION

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|--------------------------|---|
| <i>Job Code:</i> | 187831 |
| <i>Job Title:</i> | Cyclotron Operator |
| <i>FLSA Status:</i> | Non-Exempt |
| <i>Supervisory:</i> | May oversee staff, students and/or resource employees; Trains employees on specific skills and tasks as required. |
| <i>Job Family:</i> | Radiologic Technology |
| <i>Job Family Group:</i> | Research and Clinical Support |
| <i>Management Level:</i> | 7 Individual Contributor |

JOB SUMMARY

Operates cyclotron (particle accelerator), producing positron emission tomography (PET) tracers. Oversees cyclotron maintenance, related instrumentation and facilities. Tests, packages and dispenses final products. Assists in the clinical research and development of investigational radiopharmaceuticals. Ensures quality control and safety standards are maintained.

JOB QUALIFICATIONS:

Education

| <i>Req</i> | <i>Pref</i> | <i>Degree</i> | <i>Field of Study</i> |
|------------|-------------|-------------------|-----------------------|
| X | | Bachelor's degree | |
| | X | Master's degree | |

Additional Education

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

Combined experience/education as substitute for minimum education

Work Experience

| <i>Req</i> | <i>Pref</i> | <i>Work Experience</i> | <i>Experience Level</i> |
|------------|-------------|------------------------|-------------------------|
| X | | 2 years | |
| | X | 4 years | |

Additional Work Experience

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

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

| <i>Req</i> | <i>Pref</i> | <i>Functional Skills</i> |
|------------|-------------|--|
| X | | Two years' experience in chemical engineering, chemistry and/or radiochemistry. |
| X | | Demonstrated experience in cyclotron and radiochemistry module operations in a cGMP and cleanroom environment. |

Knowledge, Skills and Abilities

| Req | Pref | Functional Skills |
|-----|------|---|
| X | | Excellent written and oral communications skills. |
| X | | Proven ability to interpret, apply and maintain compliance with policies, procedures and regulations. |
| X | | Working knowledge of PET radioisotope production workflows. |
| | X | Four or more years' experience in chemical engineering, chemistry and/or radiochemistry. |
| | X | Experience in PET tracer production and/or cGMP radiopharmaceutical operations. |
| | X | Experience in electrical and/or mechanical engineering. |
| | X | Experience working in adverse environments and with hazardous materials. |

Other Job Factors

JOB ACCOUNTABILITIES

| | % Time | Essential | Marginal | N/A |
|--|--------|-----------|----------|-----|
| Operates cyclotron (particle accelerator), producing positron emission tomography (PET) tracers. Oversees cyclotron maintenance, facilities and sophisticated laboratory/scientific equipment. Ensures complete implementation of current Good Manufacturing Practices (cGMP) and cGMP-based PET drug manufacturing standards. Demonstrates techniques, equipment and operation to staff and others. | | | | |
| Tests, packages and dispenses final products. Maintains inventory and required documentation. Troubleshoots equipment and schedules regular preventative maintenance. Evaluates operational needs and liaises with vendors for supplies. Plans schedules for daily operations. Recommends new equipment purchases as needed. | | | | |
| Contributes to the development and implementation of laboratory policies and procedures. Develops, enhances and maintains information systems to support operations, and ensures that data is reconciled regularly. Assists with investigational pharmaceutical clinical research and development, and the development of new radiotracers used in clinical research. | | | | |
| Ensures compliance with quality control policies and procedures and all Federal Drug Administration (FDA) regulations. Handles and disposes of hazardous and non-hazardous materials in accordance with safety protocols. Identifies and assesses quality control problems and refers to management with detailed status reports and recommended actions. | | | | |
| Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics. | | | | |

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/ |
| Campus Security Authority (CSA) | | | Essential: |
| 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/ | | | |

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.