



JOB INFORMATION

<i>Job Code:</i>	119205
<i>Job Title:</i>	Radiation Safety Specialist II
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Leads one or more employees performing similar work.
<i>Job Family:</i>	Safety/Risk Management
<i>Job Family Group:</i>	Environmental Health and Safety
<i>Management Level:</i>	7 Individual Contributor

JOB SUMMARY

Initiates and assists in the development and implementation of safety programs that meet university, regulatory, and radioactive-materials license (RML) requirements. Oversees, audits, and assists with radioactive materials shipping and inventory control, and creates, directs, and conducts radiation safety training. Oversees and conducts routine safety inspections of facilities, and develops and coordinates emergency response procedures. Reviews diagnostic, linear accelerator, and mammography facilities, assesses existing university programs for adequacy and regulatory compliance.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>	
X		Bachelor's degree		
X		Bachelor's degree	Nuclear Engineering	Or
X		Bachelor's degree	in related field(s)	
	X	Master's degree	Nuclear Engineering	Or
	X	Master's degree	in related field(s)	

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	3 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		Knowledge of DOT (Department of Transportation) rules and regulations related to the transportation of radioactive materials and handling equipment.
X		Demonstrated experience with generally licensed devices (GLD) containing radioactive materials.
X		Experience in environmental compliance, biosafety and biosecurity, and/or other related specialty fields (e.g., radiation, laser, fire, occupational, and chemical safety).
X		Knowledge of scientific principles and practices related to health physics, radiation safety, radiation control, and the use of radioactive materials and radiation-producing equipment.
X		Proven problem-solving and decision-making skills to uncover causes of problems, and ability to evaluate the risks and benefits of different solutions.
X		Excellent written and oral communication skills, with proven experience assembling and organizing numerical data.
X		Experience developing communication plans, instructional materials, and/or related educational/informational content.
X		Proven attention to detail, and the ability to interpret, analyze, and apply pertinent policies, procedures, regulations, and requirements.
X		Expertise with Microsoft Office and related data-management software.
X		Experience presenting ideas, solutions, detailed information, and summaries in non-technical, business-friendly terms.
	X	Eligible to take part one of the Certified Health Physicist (CHP) exam.
	X	Extensive knowledge of scientific principles and practices related to health physics, radiation safety, radiation control, and the use of radioactive materials and radiation-producing equipment.
	X	Experience with DOT (Department of Transportation) rules and regulations related to the transportation of radioactive materials and handling equipment.
	X	Ability to effectively manage multiple priorities and adapt to constantly changing priorities.
	X	Experience planning, composing, and editing informational and educational material for businesses, academic institutions, and/or the general public.
	X	Excellent interpersonal and diplomatic skills for communicating tactfully with all levels of staff and diverse groups of individuals.

Licenses

<i>Req</i>	<i>Pref</i>	<i>License(s)</i>
X		Valid California driver's license.

Certifications

<i>Req</i>	<i>Pref</i>	<i>Select Certifications</i>	<i>Enter Additional Certifications</i>
	X		Certified with the National Registry of Radiation Protection Technologists (NRRPT).

Other Job Factors

- May require work, and travel, on weekends, evenings, and/or holidays, based on business necessity.

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Initiates and assists in the development and implementation of safety programs that meet university, regulatory, and radioactive-materials license (RML) requirements. Creates educational and training materials (e.g., fact sheets, manuals) as needed, ensuring safety and compliance with California Department of Public Health, Department of Transportation (DOT), and U.S. Nuclear Regulatory Commission (NRC) regulations.				
Oversees, audits, and assists with radioactive materials shipping, receipt, storage, and inventory control. Coordinates with Environmental Health and Safety (EHS) manager to update, maintain, and ensure that the EHS Assistant (EHSA) online database accurately documents radioisotope use, inventories, and more in a timely manner, per university policies and procedures. Manages and audits				

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
program-specific statistical records, meeting minutes, and administrative paperwork, and reviews protocols involving the use of radioactive materials and/or radiation-producing machines as an active member of the Radiation Safety Committee (RSC) and other committees (e.g., Radioactive Drug Research Committee [RDRC]) as assigned by the radiation safety officer (RSO).				
Creates, directs, and conducts initial and ongoing safety training for radioactive-materials users, and or radiation-producing machines. Works with and assists academic, instructional lab managers, coordinators, and clients (e.g., Molecular Imaging Center), planning and implementing tailored safety programs to ensure all laboratories are operated in a safe manner. Coordinates with principal investigators and others to ensure standard operating procedures (SOP), guidelines, and tailored safety procedures are established, documented, effectively communicated in staff training, and complied with.				
Oversees and conducts routine safety inspections of facilities, develops and coordinates response procedures for hazardous materials incidents, and participates as a leader during emergency drills. Ensures lab occupant attire, activities, equipment, and infrastructure are in compliance with EHS standards. Responds to emergency calls and incidents, ensuring proper safety methods and procedures are followed. Generates and reviews accurate inspection and incident investigation reports, as required or requested. Recommends corrective actions when needed, and follows-up until issues and deficiencies are rectified.				
Reviews operations at the diagnostic, linear accelerator and mammography facilities. Directs calibrations and inspections of radiation-detection instruments, Xray machines, lasers, and the effluent stack detectors. Keeps an accurate inventory of instruments and machines, and reviews calibration and inspection reports for accuracy. Ensures all instruments and machines are registered as required, calibrated, and/or inspected as required on/before their due dates. Recommends corrective actions as needed, and follows-up until issues and deficiencies are rectified.				
Initiates appropriate actions based on reviews of new, changed, or closed location permits. Supervises and/or conducts hazard analysis and set-up of new use locations, and understands the regulatory requirements for decommissioning locations for public use. Supervises, assists, and documents the results of all lab-space decommissioning efforts, hazardous waste removal, and other safety program needs, as requested.				
Initiates programmatic improvements to ensure compliance and best practices. Liaises with regulatory agencies, professional organizations, and other university partners, as requested or required. Assesses existing university programs for adequacy and regulatory compliance. Maintains current knowledge of the university's RML requirements, and stays ahead of regulatory changes. Ensures program designs reflect the most recent industry standards and regulations (e.g., USNRC's "as low as reasonably achievable" ALARA principle). Prepares reports as requested or required to communicate recommendations for enhancement or modification.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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.