



**USC** University of  
Southern California

## Chemical Hygiene Officer Job Description

### JOB INFORMATION

<i>Job Code:</i>	119026
<i>Job Title:</i>	Chemical Hygiene Officer
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Supervises employees and/or student workers.
<i>Job Family:</i>	Safety/Risk Management
<i>Job Family Group:</i>	Environmental Health and Safety
<i>Management Level:</i>	5 Manager

### JOB SUMMARY

Develops and manages university laboratory safety program. Oversees the development, updating and implementation of the university's Chemical Hygiene Plan (CHP) and serves as point of contact to Principal Investigators and the university community in matters involving chemical and other hazardous materials. Provides technical guidance in regards to the university's Chemical Hygiene Plan (CHP) and develops delivers/oversees chemical safety training to the university community. Conducts risk analysis to ensure safe working environment that facilitates research. Performs and documents inspections on a regular basis including exposure monitoring of university research laboratories as well as shops and other areas containing hazardous materials to ensure a safe working environment and full compliance with occupational health and safety regulations.

### JOB QUALIFICATIONS:

#### Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>	
X		Bachelor's degree		Or
X		Bachelor's degree	Chemistry	
	X	Master's degree		Or
	X	Master's degree	Chemistry	Or
	X	Doctorate		Or
	X	Doctorate	Chemistry	

#### 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		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

Req	Pref	Functional Skills
X		Training and demonstrated experience managing research safety programs.
X		Working knowledge of Occupational Safety and Health Act (OSHA) Laboratory Standard regulations.
	X	Directly related experience in a university, research environments or similar setting.

## Other Job Factors

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Develops and manages university laboratory safety program. Oversees establishment and implementation of the university Chemical Hygiene Plan (CHP) and serves as point of contact to the university community in matters involving chemical and other hazardous materials. Provides technical guidance in all areas of the university's Chemical Hygiene Plan (CHP).				
Conducts risk analysis to ensure safe working environment that facilitates research. Documents and performs routine monitoring and inspections of university research environment to meet the Occupational Safety Health Act (OSHA) Laboratory regulations. Develops recommendations and corrective actions related to incidents in laboratories.				
Oversee all aspects of chemical hygiene activities, including performance and documentation of air quality, water quality and permissible exposure limit testing. Builds partnerships with university researchers, scientists, government officials, etc.				
Coordinates and implements hazardous waste reduction program. Manages storage and disposal of hazardous materials including organizing temporary storage of waste and handling and/or quenching of pyrophoric materials.				
Provides assistance to faculty and staff in the development of standard operating procedures for proper use of chemicals and other hazardous materials and for implementation of safe procedures in teaching and research laboratories.				
Manages staff assigned to program. Recommends organizational structure, reporting relationships and staffing needs based on program goals. Makes hiring, promotional and salary decisions in accordance with university policy. Provides performance appraisals for staff and determines need for corrective actions.				
Recommends, develops and performs chemical safety training for university community. Determines types of training required for individuals handling various hazardous materials. Develops effective training materials, as needed.				
Conducts quality assurance review of the university Chemical Hygiene Program (CHP) to ensure currency and compliance with government regulations.				
Develops monthly performance measures and statistics. Prepares and maintains records of exposure monitoring, chemical related accident investigations to determine cause and to identify preventative measures.				
Participates in the administration and implementation of program budgets. Provides pertinent data and projections for use in developing program or department budgets. Authorizes expenditures within established limits.				
Serves as a member of the campus-wide chemical safety committee or other university safety committees, as assigned.				
Oversees maintenance of chemical inventory for the university on a regular basis.				
Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with university Public Safety Department. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of university's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.				

**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: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
<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: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			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.