Job Title: Biosafety Officer

BCAT Code: 09NX47
Pay Grade: G17

Effective Date: January 1, 2008
FLSA Status: Exempt
Revision Date: July 1, 2013

General Description
Develops and implements a comprehensive biological safety program to facilitate campus research initiatives, protect faculty, staff, students, visitors and the environment from adverse effects of research involving biological material. This is the entry-level Officer position within the Biosafety Officer series. Duties are performed under general to minimal supervision.

Examples of Duties
- Reviews and assesses research proposals, utilizing biological material, laboratory operations and facilities, and construction/renovation plans for all aspects of Biosafety.
- Assists the Principal Investigators (PIs) in research involving biological material.
- Oversees the Select Agents and Toxins Program in strict compliance with the Centers for Disease Control (CDC) and United States Department of Agriculture (USDA) regulations.
- Advises the University administration and research community on changes in biological safety and the impact of regulations and standards.
- Responds to laboratory and facility emergencies; conducts incident investigations and provides incident reports; develops and implements corrective action measures as needed.
- Develops and presents biological safety training and education programs.
- Coordinates the activities of the Institutional Biosafety Committee (IBC).
- Manages and directs the biomedical waste disposal, and maintains the associated recordkeeping.
- Prepares technical reports and performs program outcome measurements, such as the analysis of information and data obtained from various sources.
- Supervises the Biosafety Program Specialist(s) and other personnel as needed.
- Participates in the analysis and development of the Program budget.
- Coordinates efforts related to the University emergency notification system.
- Provides technical expertise to assigned committees and programs as needed.
- Serves as the Alternate Responsible Official (ARO) or Responsible Official (RO) of the institution.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of word processing, spreadsheets, and database software.
- Knowledge of applicable federal, state and local laws, regulations, codes, and guidelines related to the research involving biological material.
- Ability to work under pressure and handle stressful situations.
- Ability to communicate effectively verbally and in writing.

Minimum GSU Hiring Standards
Master's degree in Microbiology, Biology, Public Health, or related field and three years of related experience required. Must be able to obtain US Department of Justice security clearance. Must be able to wear and use appropriate personal protective equipment (PPE). Certification by the American Board of Industrial Hygiene (CIH), Board of Certified Safety Professionals (CSP), and/or American Biological Safety Association (CBSP) preferred. Experience in an academic setting preferred.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.

Office of Human Resources

Classification Section