Georgia State University

Job Specification

Job Title:  Research Safety Officer

BCAT Code:  09NX73                      Effective Date:  June 1, 2011
Pay Grade:  G17   FLSA Status:  Exempt                      Revision Date:  July 1, 2013

General Description
Develops and implements ongoing comprehensive biological and radiological safety programs designed to facilitate campus research initiatives.

Examples of Duties
• Identifies and evaluates occupational and hazardous conditions; recommends controls to eliminate and/or minimize employee health risks in laboratories and related facilities.
• Investigates incidents in which personnel exposure to radiation is anomalous and/or exceeds permissible limits.
• Responds to laboratory and research facility emergencies involving biological, radiation, and radioactive material.
• Conducts incident investigations; provides incidents reports; develops and implements corrective action measures as needed.
• Provides biosafety and radiation safety training to faculty, staff, and students.
• Assists the Radiological Protection Committee Chairperson and the Institutional Biosafety Committee (IBC) in scheduling meetings, drafting agendas, and maintaining the committee meeting minutes.
• Establishes and maintains records, reports, documents, license amendments, and other records required by regulatory agencies.
• Manages, inspects, and evaluates safety compliance applicable to laser use.
• Maintains the University radioactive material and Centers for Disease Control (CDC) select agents licenses and all other related documents.
• Provides expertise and support to the Office of Research Integrity regarding biosafety and radiation research.
• Performs other related duties as assigned.

Knowledge, Skills and Abilities
• Knowledge of occupational hygiene, biosafety and radiation rules and regulations.
• Ability to wear and use appropriate personal protective equipment (PPE).
• Ability to provide independent direct supervision.

Minimum GSU Hiring Standards
Master’s degree in Microbiology, Biology, Public Health or a related field and three years of related experience. Must be able to obtain U.S. Department of Justice security clearance, and be certified as Certified Industrial Hygienist (CIH), Certified Safety Professional (CSP), and/or Certified Biological Safety Professional (CBSP).

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.