

**Technical Job Function**

**Environmental Health and Safety Job Family**

<b>Level</b>	<b>Function/ Roles</b>	<b>Experience / Education (Minimum Required)</b>	<b>Typical Duties and Responsibilities (Cumulative from level to level in each job family)</b>	<b>Impact/Scope</b>	<b>Supervision</b>
57 E	Industrial Hygiene Officer II	<p>Bachelor's degree in environmental science required</p> <p>Master's degree preferred</p> <p>5+ years of experience in Health and Safety with a technical/regulatory background in multiple Environmental Health disciplines</p> <p>Certified Industrial Hygienist certification required</p>	<ul style="list-style-type: none"> <li>• Assists with the development of industrial hygiene and safety programs including written plans, training modules, fact sheets, implementation plans and checklists</li> <li>• Recommends and develops policies and procedures to address all industrial hygiene concerns</li> <li>• Serves as liaison with environmental health administration regulatory agencies.</li> <li>• Develops and delivers formal and informal industrial hygiene/safety training and educational programs</li> <li>• Implements industrial hygiene/safety programs</li> <li>• Develops and implements corrective action plans</li> <li>• Leads hazard investigation and develops integration strategies</li> <li>• Leads multidisciplinary investigations</li> <li>• Collaborates with internal/external colleagues in development of regulatory standards and University wide Environmental Health and Safety policies</li> </ul>	<p><b>IMPACT</b> Some impact on operations, resources, or University's reputation</p> <p><b>SCOPE</b> Provides advanced industrial hygiene work for a lab, unit or school</p>	<p><b>RECEIVED:</b> <b>Under Limited Direction:</b> Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally reviewed upon completion.</p> <p><b>GIVEN:</b> <b>Individual Contributor</b> Works independently or as part of a team to achieve results</p>

**NOTE:**

- 1) Individual positions will typically have most, but not necessarily all, of the Duties & Responsibilities listed
- 2) Grade Recommendations based on comparative review/analysis of internal positions and external market data.
- 3) E = exempt, N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion