

View Update of Job Description Presently in Library Summary

Job Details	
Title	ENVIRONMENTAL HEALTH AND SAFETY SPECIALIST I
Title Code	7133
Bargaining Unit (BU) Code:	99-Policy Covered
Name of Preparer	GUERRERO, SANDRA
Department Code / Name:	3401-ENVIRONMENT, HEALTH AND SAFETY
Organization Code / Name:	5000-ADMINISTRATIVE VICE CHANCELLOR
Fund Source:	4-724302-69905-1
Fund Source 2 (enter 'NA' if not applicable)	n/a
Fund Source 3 (enter 'NA' if not applicable)	n/a
Fund Source 4 (enter 'NA' if not applicable)	n/a
Department HR Contact	
Name:	Doug Padley
Email Address:	dpadley@ehs.ucla.edu
Phone Number or Extension:	45073
Reporting Information	
Supervisor Name:	Colin Dimock
Supervisor Payroll Title:	DEVELOPMENT ENGINEER, PRINCIPAL
Supervisor Working Title:	Lab Safety Program Manager
Dept Head Name:	James Gibson
Dept Head Payroll Title:	DIRECTOR (FUNCTIONAL AREA)

Dept Head Working Title:	Director, Environment, Health & Safety
Current Incumbent Information	
Is this position vacant?	No
Employee First Name:	Master
Employee Last Name:	Master
Employee ID:	Master
Current Title Code	7133
Current Title	ENVIRONMENTAL HEALTH AND SAFETY SPECIALIST I
Current Working Title	Lab Safety Coordinator
Current Program:	PSS
Current Grade Level	4
Current Step Level	N/A
Current Employee Relations (ER) Code ER Code Definitons	E-All others, not confidential
Current Bargaining Unit (BU) Code	99-Policy Covered
Percentage of Time:	100
Appointment Type:	Career
Current Monthly Salary	TBD
Proposed Information	
Is this a Master Job Description (For Multiple Positions Only)?	Yes
Proposed Working Title	Lab Safety Coordinator
Proposed Grade Level	4
Proposed Step Level	n/a

Proposed Employee Relations (ER) Code	E-All others, not confidential
ER Code Definitions	
Proposed Bargaining Unit (BU) Code	99-Policy Covered
Proposed Percentage of Time	100
Proposed Appointment Type	Career
Proposed Effective Date	10/12/2009
Supervisory Information	
Does this position have supervisory responsibilities?	No
Number of Career FTE's this position supervises:	
Number of Career FTE's supervised through subordinates:	
Extent of Supervisory Responsibilities:	
Fiscal Responsibility	
Amount:	
Type:	
Amount:	
Type:	
Amount:	
Type:	
Comments to Compensation	10/12/09. Updating job description to reflect correct supervisor, dept. head and change jd to a master. -Sandy 10/13/09 - Master job description for Celeste Trujillo, Manu Manamohan, Jeremiah Ramos. 03/08/07 Sandy-Please submit to Compensation for review & approval in order to recruit for a replacement.
Comments to Department	

Request number: (Will be assigned upon first saving position)	13798
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Job Summary

Job Summary Statement:	University of California, Los Angeles (UCLA) is seeking a Laboratory Safety Coordinator to administer health and safety programs within several scientific research departments, including School of Engineering, and several Physical Sciences Departments. Assist with the implementation of the comprehensive safety and chemical waste management programs for these departments. Perform safety inspections of laboratories, shops, storerooms and other common use rooms, including the Nanolab facility. Assist with the development and implementation of laboratory health education programs, chemical waste management programs, chemical emergency response policies and procedures, dissemination of information and technical guidelines on waste management procedures, and campus policies and procedures for laboratory health and safety. Coordinate departmental compliance with the Chemical Hygiene Plan, Hazard Communication Program, Injury and Illness Prevention Plan, Carcinogen policies, Laser Safety Standards and other State and Federal Standards. Serve as a member of the UCLA Hazardous Materials Response Team (HazMat).
Type of Supervision Received/Exercised:	Work assignments reviewed and evaluated by Lab Safety Manager.

Core Functions & Duties

Percent of Duty Total: **100**

3 Records

% of Time	Core Function	Function Letter	Duty Statements
60	Technical	A	<ol style="list-style-type: none"> 1. Assist the departments with the implementation of health and safety policies, which relate to laboratory safety. Coordination of programs in such areas as chemical hygiene, hazard communication, respiratory protection, safety operating procedures, and waste management. (E) 2. Perform laboratory safety surveys and inspections to determine the existence of hazards, dangerous exposures, and unsafe conditions. Review laboratory procedures to determine compliance with applicable standards and codes of practice. (E) 3. Assist with the implementation of the campus chemical safety program in these departments including consulting on the safe use and storage of chemicals. Interact with appropriate lab managers and researchers to develop and maintain safe and prudent work practices in instructional and research laboratories. (E) 4. Determine and recommend appropriate personal protective equipment (PPE) for use in laboratories and other hazardous areas. Establish policies for PPE use and maintenance. (E) 5. Perform calibrations on stationary chemical monitoring systems to ensure the proper functioning of such systems. (E) 6. Maintain databases applicable to the laboratory safety program including

			<p>such databases as employee exposures, laboratory inspections, equipment maintenance, laser users, and PPE use. (E)</p> <p>7. Develop and assist the EH&S Industrial Hygienists with studies designed to assess the nature of chemical and physical hazards within laboratories. Such studies may relate to the potential hazards of chemicals and other physical agents, such as noise, non ionizing radiation, vibration, etc. (E)</p> <p>8. Assist the academic departments with the implementation of the Laser Safety Program. Conduct assessments of laser apparatus and controls to determine their conformance with applicable standards. (E)</p> <p>9. In coordination with the EH&S Industrial Hygienist/ Lab Safety Manager and the Industrial Hygiene Division Manager, review plans for the utilization of hazardous chemicals and potentially airborne hazards and the need for process ventilation in the use of toxic chemicals. (E)</p> <p>10. Execute air balance studies in potentially sensitive areas such as laboratories, and conduct certification surveys of chemical fume hoods to ensure their proper operation and functioning. (E)</p> <p>11. Serve as a member of the campus hazardous materials team, and develop hazardous materials spill response procedures. (E)</p> <p>12. In coordination with the EH&S Industrial Hygienist/ Lab Safety Manager and the Industrial Hygiene Division Manager, develop procedures for the receipt, analysis, storage, treatment, detoxification and disposal of chemical hazardous wastes generated within these departments. (E)</p> <p>13. Develop and help to implement procedures designed to minimize or eliminate waste surplus chemicals. (E)</p>
20	Administrative	B	<p>1. Serve as occupational safety and waste disposal liaison person between campus EH&S and several scientific research departments, including School of Medicine, School of Dentistry, Biological and Life Sciences. (E)</p> <p>2. Ensure compliance with applicable federal, state, and local regulations and University policy. (E)</p> <p>3. Develop, maintain, and disseminate information and technical guidelines regarding chemical and physical safety and waste management to the faculty, staff, postdoctoral students, and graduate students. (E)</p> <p>4. Coordinate with the EH&S Industrial Hygienist/ Lab Safety Manager and the Industrial Hygiene Division Manager on the implementation of policies, procedures, and programs as appropriate. (E)</p> <p>5. Assist with the management of hazardous materials and wastes as required. (E)</p> <p>6. Prepare technical and administrative reports based on hazard prevention activities. (E)</p> <p>7. Assist in the coordination and conduction of disaster and emergency drills. (E)</p> <p>8. Develop and maintain timely and effective relations with the administration, faculty, staff, postdoctoral scholars and graduate students. (E)</p> <p>9. Assist with the coordination of the National Fire Protection Room Directory Card Program. (E)</p> <p>10. Assist the departments with the maintenance of the Hazard Communication Program, and the collection of Material Safety Data Sheets. (E)</p> <p>11. Coordinate with the EH&S Industrial Hygienist/ Lab Safety Manager and the Industrial Hygiene Division Manager to identify, evaluate and prioritize overall current and future program needs. (E)</p> <p>12. Serve on departmental health and safety committees. Act as a consultant to these committees, inform them of the campus policies and update them on regulatory requirements. (E)</p>
20	Training	C	<p>1. Assist with the development and presentation of training programs for faculty, staff, and students to inform and heighten awareness of safety programs and procedures including such topics as laboratory safety, use of fume hoods, hazard communication, spill clean up, and respiratory protection. (E)</p> <p>2. Train personnel in appropriate emergency procedures. (E)</p>

SKACs

13 Records

SKAC	Duty Reference	Req/Preferred
1. Ability to establish and maintain cooperative working relationships with other staff members, administrators, managers, subordinates and academia.	All	Required
2. Ability to analyze complex technical data from environmental health surveys using logic and quantitative reasoning.	All	Required
3. Ability to make oral presentations to persuade others to accept a specific action, or opinion and also to provide information to explain procedures, policies, etc.	All	Required
4. Working knowledge of federal, state, and local health and safety codes to assess, develop, and provide accurate information to the campus community.	All	Required
5. Skill in setting priorities, which accurately reflect the relative importance of the job responsibilities.	All	Required
6. Skill in performing a variety of environmental health duties, often changing from one task to another of a different nature.	All	Required
7. Skill in writing concise, logical, grammatically correct analytical reports to explain the results of environmental health studies.	All	Required
8. Skill in working independently and following through on assignments.	All	Required
9. Detailed knowledge of CCR Title 8, and other applicable state and federal codes to interpret meaning to the campus community.	All	Required
10. Knowledge of basic principles of industrial hygiene, safety, biological sciences, chemistry and toxicology gained from college level educational courses.	All	Required
11. Understanding and working knowledge of biological laboratory research, along with principles of biosafety. The ability to apply this understanding to the tasks of laboratory surveys and hazard recognition.	All	Required
12. Working knowledge of personal protective equipment requirements.	All	Required
13. Working knowledge of safety principles as they pertain to exposure to chemical and physical hazards.	All	Required

Special Employment Designations/ Requirements

Special Employment Designations Per UC Policy	
Conflict of Interest: View Policy/Procedure	N/A
Critical: View Policy/Procedure	Continued employment contingent upon completion of satisfactory background investigation.
Driving Record: View Policy/Procedure	Position is subject to the California DMV's "Pull Notice System" and continued employment is contingent upon proof of a satisfactory

	driving record.
<p>E-Verify:</p> <p>Certain positions funded by federal contracts/subcontracts requires UCLA to notify job applicants that an E-Verify check will be conducted and the successful candidate must pass the E-Verify check.</p> <p>More Information</p>	This position does not require E-Verify check.
Other Special Employment Requirements	
<p>Use of these is limited to certain departments and application requires prior consultation with Campus Human Resources Employment Services.</p>	<p>Drug/Alcohol Test: Offer of employment contingent upon completion of satisfactory drug and alcohol test.</p> <p>Hepatitis Test: Offer of employment contingent upon completion of satisfactory pre-employment physical examination (including Hepatitis A testing/immunization).</p> <p>Pre-employment Physical: Offer of employment contingent upon completion of satisfactory pre-employment physical examination.</p> <p>TB Test: Continued employment is contingent upon completion of satisfactory TB test.</p>

Action History

10-12-2009 5:34 PM	SANDRA GUERRERO
<i>Action Saved Not Submitted</i>	
10-12-2009 5:36 PM	SANDRA GUERRERO
<i>Routed for Additional Departmental Reviews</i>	
10-13-2009 9:02 AM	DOUGLAS PADLEY
<i>Save</i>	
10-13-2009 10:25 AM	DOUGLAS PADLEY
<i>Save</i>	
10-13-2009 10:26 AM	DOUGLAS PADLEY
<i>Routed to the Submitter</i>	
10-14-2009 5:28 PM	SANDRA GUERRERO

Approved and Submitted to Compensation

Routing for Approval

Additional Departmental Review	No Response
Additional Users to Receive Email Notification at Submission	PADLEY, DOUGLAS
Routing Notes	Doug, please attach the org chart and physical requirements. 10/14/2009: submitting to compensation for review and approval. - Sandy