**CSUB JOB ANNOUNCEMENT**

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>ENVIRONMENTAL HEALTH &amp; SAFETY SPECIALIST (Administrative Analyst/Specialist – Exempt I)</th>
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<tbody>
<tr>
<td>Recruitment #:</td>
<td>#1976</td>
</tr>
<tr>
<td>Full/Part-Time:</td>
<td>Full-time</td>
</tr>
<tr>
<td>Employment Type:</td>
<td>Permanent</td>
</tr>
<tr>
<td>Bargaining Unit:</td>
<td>R09</td>
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<tr>
<td>Salary:</td>
<td>$3,897 - $6,142 per month</td>
</tr>
<tr>
<td>Department:</td>
<td>Safety &amp; Risk Management</td>
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<tr>
<td>Available:</td>
<td>Immediately</td>
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<tr>
<td>Special Conditions:</td>
<td>Final candidate will require successful clearance of Background/ Fingerprint and Motor Vehicle Report</td>
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<tr>
<td>Sensitive Position:</td>
<td>Yes</td>
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<tr>
<td>Posted:</td>
<td>January 15, 2016</td>
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<tr>
<td>Closing Date:</td>
<td>For priority consideration, application materials must be received by January 29, 2016, however, the position will remain open until filled.</td>
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</table>

Positions are open to all interested applicants, both on and off campus, unless this is an on-campus only recruitment.

**APPLICATION PACKET REQUIREMENTS**

This position requires (including those on campus) submission of:
- A standard CSU, Bakersfield job application (download at: http://www.csusb.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html)
- Names of three professional references
- Copy of degree/transcripts/typing certificate, if required
- Brief description of how you are qualified for this position by virtue of your interest, aptitude, education and experience required.

Responsible for assisting the Director with developing, implementing, training and maintaining the various programs necessary to: ensure a safe and healthy environment for faculty, staff, students, and the general public; protect the University against losses; and assist with ensuring that operations are in compliance with University policies and standards, California Occupational Safety & Health Act (CAL-OSHA) and other applicable environmental and health rules, nationally recognized standards of best practices, regulations, and laws.

Responsible for providing guidance, support and implementing the campus’ comprehensive environmental, health and safety program. The programs support the teaching, service and research mission of the campus community, and its facilities. The position provides direct services and consultation to manage hazardous materials, hazardous waste, environmental compliance, food and sanitation compliance, industrial hygiene, occupational, fire and life safety.

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The primary responsibilities of this position entail environmental compliance, food safety and sanitation, occupational safety, research and laboratory safety initiatives. The Specialist is essential in advocating for the University, cultivating an active safety culture, and fostering the research activities conducted in the University laboratories or hazardous areas.

**DUTIES:**

*Develop and administer the Environmental, Hazardous Waste, Food & Sanitation Compliance & Laboratory Safety Programs:*

- Establish work priorities, procedures and processes to meet all required deadlines. Serve as a resource to campus managers, employees and students on environmental, food and sanitation compliance & laboratory safety programs. Apply environmental laws, including federal and state regulations, CSU/campus Executive Orders, policies and procedures. Provide recommendations concerning the implementation of policy; on an ongoing basis analyze processes and procedures, make recommendations and revise as necessary. Design various employee communication tools, such as newsletter articles, brochures, and web publications.

- Enforcement, Compliance and Analysis - Perform work as a technical Specialist conducting inspections and audits. Investigate routine cases of actual or potential violations of environmental regulations and reports using established protocol to the Director. Coordinate with campus departments and provide consulting on health and safety compliance. Using standard analysis and field studies, provide technical assistance regarding data review, quality assurance, sampling and sample preservation techniques. Provide reports defining results of analysis, stating results and making recommendations as appropriate to the Director.

- Chemical Hygiene – Support all aspects of the Hazardous Materials Program. Implement and monitor programs,

- Hazardous Waste Program - Provide consultation to University employees on matters of waste management and minimization. Implement the hazardous waste program, which includes its removal from the campus. This may include monitoring contractor performance, signing manifests, and reviewing billing statements. Supervise contractors associated with any of these contracts while they are on campus. This supervision may encompass worker safety, regulatory compliance, contract adherence and job performance. Maintain computer programs that assist with the compilation of data from campus academic laboratories and Facility Services. Ensure proper and safe handling, labeling and manifesting of regulated waste streams. Responds to hazardous waste incidents and incidental releases of hazardous materials. Participate in auditing programs to monitor compliance with applicable hazardous waste regulations.

- Food Safety & Sanitation Program – Coordinate and implement a University-wide food safety and sanitation program. Develop and implement multiple sanitation and general safety programs. Programs directly coordinated include public facility sanitation, construction and plan review for food facility and sanitation operations, potable water system monitoring and recycled water safety. Each of these areas of responsibility requires development and maintenance of detailed programs that establish the guidelines, policies and procedures CSUB employees and students must follow to maintain compliance with external regulations. Tasks include evaluating compliance through periodic health and safety consultations and audits of restaurants, markets, food carts, pools and other facilities, testing water systems, and review of applicable construction plans. Additional tasks include housing safety surveys and evaluating indoor air quality/health and safety.

- Environmental Compliance Programs – The incumbent coordinates a broad variety of campus environmental programs across the CSUB organization. Responsibilities include setting goals and priorities, sustaining resources and accomplishing the objectives determined by regulatory plans and permits. The Specialist comprehensively ensures protection and stewardship of the environment at CSUB facilities. Duties include developing policies and procedures, developing strategies and systems for compliance, preparing regulatory reports, compliance plans and permit applications in collaboration with other Specialists or the Director, collecting data and maintaining record-keeping systems, assist the Director in working with regulatory agencies on issues pertaining to environmental compliance at campus facilities and auditing CSUB facilities for compliance.

*Develop and administer the Occupational Safety and Injury & Illness Prevention Programs:*

Under general supervision, establish work priorities, procedures and processes to meet all required deadlines. Serve as a resource to campus managers and employees on occupational health and safety programs. Apply occupational and life safety laws, including federal and state regulations, Education/Government Codes, Executive Orders, policies

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and procedures. Provide recommendations concerning the development and implementation of procedures/guidelines; on an ongoing basis analyze processes and revise as necessary. Design various employee communication tools, such as newsletter articles, brochures, and web publications.

- **Occupational Safety** - The incumbent will be active in the IIPP & Occupational Safety programs. This independent coordination will involve implementing and maintaining the various programs necessary to maintain a safe and healthy environment for the campus community. The incumbent will be involved with the implementation and consultation of the following programs: Fire & Life Safety, IIPP, Safety Engineering, Physical Hazard Control, and Job Hazard Analysis. Provides response and follow-up to safety inquiries in a timely and professional manner. Investigate complaints and identify unsafe working conditions. Conduct periodic safety consultations to ensure that hazards are identified and mitigated. Conduct ergonomic evaluations on new employees and employees that require assistance with workstation rearrangements. These tasks include advanced ergonomic evaluations and workstation improvements.

- **Accident & Incident Investigations** - Investigate accidents, near misses and other environmental, occupational health, and safety issues. Prepare timely and comprehensive reports of accidents/incidents that accurately reflect the findings and conclusions of the investigation. Establish facts during an investigation which may require the submission of appropriate and timely safety recommendations to preclude possible reoccurrence of similar accidents/incidents and promote occupational safety. Develop and implement a program to identify the types of accidents and incidents that require follow-up to ensure that items and conditions were corrected.

- **In the absence of the Occupational and Environmental Safety Specialist** serve as back up to the Fire & Life Safety and the Occupational Health and Safety programs.

**Coordinate, Develop and Provide Training Programs to Campus Community:**

- **Hazardous Materials, Laboratory Safety & Environmental Compliance Training** - The incumbent will develop and implement training and educational programs related to hazardous waste management, reduction, reuse, recycling, pollution prevention, special waste diversion and environmental compliance programs to help employees and departments effectively reduce and manage waste. The incumbent will establish and maintain cooperative relations, work as an effective team member and communicate effectively with other University organizations involved in training efforts. The incumbent will provide guidance in the oversight of the required trainings for staff and development of policies and procedures that promote safe campus operations. The incumbent will ensure these programs and outreach efforts include program research in other regions, as well as, independent development of new ideas. The incumbent will oversee, conduct and ensure HAZCOM, Laboratory Safety, Environmental Compliance and other necessary hazardous materials related training for all University employees meet regulatory requirements and the needs of University employees. Facilitates and schedules training programs.

- **IIPP, Occupational, Food and Sanitation Safety Training** – The incumbent will conduct training programs and seminars to achieve SRM program objectives. Prepares and distributes educational materials. Conducts training in occupational safety, food safety and sanitation, and fulfills the Injury and Illness Prevention safety program training component. The incumbent will also support other SR&S training and awareness programs. The incumbent will be involved in analyzing incident and injury trends to identify training deficiencies, behavioral issues, or other opportunities for operation and work flow improvement. The incumbent will be involved in the implementation of the safety training database, follow up on training requirements and coordinate occupational safety training plans with supervisors.

**Emergency Preparedness, Response and other SR&S programs:**

- **Emergency Response & Preparedness Program** – The incumbent responds to the scene of hazardous material incidents or other emergency situations to assist with and to provide support to other responding agencies which may include University Police, Bakersfield Police, Kern County/Bakersfield Fire, Hazardous Materials Response Team and Kern County Environmental Health. Maintains training for HazMat response (HAZWOPER) and participates in the training for emergency team members. Response may include wearing appropriate PPE and using appropriate respiratory protection. Maintains proficiency in the use and inspection of emergency respiratory protection devices.

- **Risk Management & Associated Programs** – The incumbent will work with the Director on risk assessments that entail facility use, environmental, health and safety liabilities. Reviews, plans, monitors and advises on the health
and safety issues that surround food, sanitation and other programs noted above.

**Other Job Functions:**
- Perform other Job-related duties and special projects as assigned
- Attend training and maintain skill currency as appropriate to safely and effectively complete assignments.

**REQUIRED QUALIFICATIONS:** Equivalent to a Bachelor’s degree in health or one of the physical sciences, public or business administration, occupational safety, risk management, or other loss control emphasis; Additional specialized experience in which the applicant has acquired and successfully applied the knowledge and abilities shown above may be substituted for the required education on a year-for-year basis. Minimum of three years’ work experience in the environmental, hazardous materials, risk management, health or occupational safety field. Incumbent shall have a general understanding of science and research in educational institutions.

- The ability and willingness to identify and participate in professional development opportunities, and maintain current knowledge of regulations and recommended best practices in the environmental, health and occupational safety; biotechnology & research; insurance or risk management fields as applicable to the position.
- Ability to conduct effective training for faculty, staff, students and visitors.
- Thorough knowledge of and ability to institute sound risk management practices and techniques including risk control, and loss prevention.
- Must possess ability to monitor recommended controls to ensure their success.
- Must understand business math.
- Excellent oral, listening and written communication skills with the ability to concisely and accurately obtain and relay information and create written correspondence to write detailed reports to various members of the campus community, representatives of other colleges and universities, and the general public.
- Ability to develop and maintain good working relationships and resources, including but not limited to regulatory agencies, legal representatives and Chancellor’s office representatives.
- Must demonstrate excellent interpersonal and collaborative skills to establish rapport and effective consultation with coworkers, the campus community, colleagues and the general public.
- Ability to independently find and logically review and analyze information, and project possible results to make well-informed decisions and recommendations.
- Ability to work independently and as a team player to achieve the goals and objectives of the division and the department.
- Ability to make decisions independently to prioritize assignments, to organize and facilitate multiple projects and priorities simultaneously. Demonstrate independent judgment in anticipation and identification of problems and the ability to address them proactively within the scope of the position.
- Ability to maintain knowledge of current campus initiatives, goals and activities;
- Ability to develop accessible resources of information concerning risk management and numerous codes and regulations;
- Ability to quickly analyze issues based upon precedents or knowledge;
- Ability to take initiative and assume responsibility for the activities required in the areas of environmental, occupational health, and safety, best practices, policy and procedure development.
- Ability to interpret laws, regulations and policies (federal, state and CSU) to complete research for the development of internal policies, procedures, programs and recommendations for the campus.
- Must be flexible and able to continuously reassess and redefine priorities due to the changing needs of the campus community, meet established deadlines and to solicit direction as needed.
- Understanding of web page maintenance and desktop publishing. (Preferred)
- Ability to operate investigative equipment such as digital cameras and video equipment

**LICENSES, CERTIFICATES, CREDENTIALS:**
- Possession of a valid driver’s license or the ability to obtain by date of hire.
- Incumbent will attend and be certified as a hazardous waste operations and emergency response worker per 29 Code of Federal Regulations 1910.120. (40-hour training).
- First Aide/ CRP/AED

**PREFERRED QUALIFICATIONS:**
- 4-year degree in Science, Health, Safety, Environmental or Emergency Response.
- 3-5 years’ experience in public administration environment

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• 40 hour Haz-Wopper
• Health Safety Environmental credentials such as CIH, ASP, CSP, REHS etc.
• Demonstrated skills in an institutional/educational environment utilizing a customer-oriented and service-centered attitude.

**SPECIAL CONDITIONS:**

• Ability to work in a shared office environment and adhere to the confidentiality requirements of this department and in a shared suite.
• Hours of work may include times outside the general office hours due to required attendance at campus events or for emergency response. Incumbent must be able to respond to notification of an incident on campus during and after office hours.
• Incumbent must be able to work outside, as needed, to perform incident investigations or technician work.
• Ability to operate a motor vehicle up to a ¾ ton truck.
• Ability to lift 30 pounds independently and 50 pounds as a part of a team or using lift equipment.
• Must be physically able to wear personal protective equipment and be capable of functioning while wearing respiratory protection. The job responsibilities of this position require the incumbent to be enrolled in the campus’ Medical Monitoring Program.
• Incumbent must be able to climb ladders to access high structures, as well as, climb down into tunnels or other confined spaces to perform safety surveys and investigations.
• Occasional local and long distance training.
• This position is subject to a criminal background check based on meeting the following criteria: Access to controlled substances or hazardous materials.
• The person holding this position is considered a ‘mandated reporter’ under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.
• Must participate in required campus trainings including, but not limited to, Information Security Awareness and Injury and Illness Prevention Program training.
• This position is part of the campus emergency management response team.
• Must enroll in the campus’ DMV Pull Notice Program for purposes of driving on university business.

**SCREENING:** Only those applicants possessing experience most directly related to the immediate needs of the office will be invited to appear before a Qualifications Appraisal Board for the purpose of appraising training, experience and interest in the position.

**CALIFORNIA STATE UNIVERSITY EMPLOYEES UNION:** It shall be the policy of the CSU in filling vacant CSUEU bargaining Units 2, 5, 7 & 9 positions to fill such vacancies from among qualified individuals currently employed on-campus except when it is determined that it is necessary to appoint outside applicants to meet campus workforce diversity goals or to provide specialized skills and abilities that are not available from current employees.

**BACKGROUND CHECK:** A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

**SENSITIVE POSITION:** Sensitive positions are designated by the CSU as requiring heightened scrutiny of individuals holding the position, based on potential for harm to children, concerns for the safety and security of the people, animals, or property, or heightened risk of financial loss to the CSU or individuals in the university community.

**MANDATED REPORTER:** The person holding this position is considered a “mandated reporter” under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

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DESIGNATED POSITION: If the duties of this position include participation in decisions that may have a material financial benefit to the incumbent, the selected candidate will be required to file Conflict of Interest Form 700: Statement of Economic Interest when they first occupy the position, and on an annual basis, complete ethics training within 6 months of appointment, and attend this training every other year thereafter.

GENERAL INFORMATION: It is the policy of California State University; Bakersfield to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees will be required to present documentation verifying their right to accept employment. You will also be requested to present a social security card at the time of initial appointment in compliance with state payroll regulations. State regulations require that every state employee sign the Oath of Allegiance prior to commencing the duties of his/her State employment, except legally employed non-citizens. These individuals are required to sign the Declaration of Permission to Work.

APPLICATION PROCEDURE: Official California State University, Bakersfield application forms must be completed in full and received in the Human Resources Office by 5:00 p.m. on/or postmarked by the specified closing date, unless otherwise indicated. Resumes are welcomed but will not be accepted in place of the official application. E-mailed or faxed applications or resumes will also not be accepted.

Applications are available outside the Office of Human Resources and may be downloaded from the Human Resources website. Candidates who reside outside the city of Bakersfield may contact the Office of Human Resources and request that an application be mailed to their residence. It takes a minimum of 4-6 weeks from the closing date for a position to be filled.

To check the status of your application, go to the Human Resources’ Job Opening/Status Inquiry page at http://www.csub.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html and click on the “Job Status” icon link. Applicants will not receive individual notifications. Upon submission, all application materials become the exclusive property of California State University, Bakersfield and will not be copied or returned.