Title: Biological Safety Officer

Pay Scale Group: 19

Essential Function

Under general supervision from a designated administrator, develop and implement a comprehensive biological safety program for the University, with emphasis on providing guidance for research laboratories utilizing infectious microorganisms or bio-hazardous agents.

Characteristic Duties

- Assist researchers in the development of appropriate safety procedures and provide training on such.

- Review protocols and advise whether applicable bio-safety procedures are in place to protect university staff, students, and the community at large, as well as serve as a liaison with various funding agencies to ensure safe research procedures.

- Institute operational policies and procedures (i.e., laboratory approval and inspection; bio-safety policy & procedures manual) to ensure compliance with local, state, federal and University regulations.

- Assure appropriate medical surveillance and environmental sampling is executed.

- Develop inventory of all infectious, potentially infectious and genetically engineered microorganisms and track shipment of these and all select agents on the Centers for Disease Control and Prevention list.

- Serve as member on various committees (i.e., Institutional Bio-Safety, Institutional Animal Care and use committees, etc.) and act as liaison to other University regulatory committees, facilitating timely review of review.

- Keep abreast of current environmental regulations and their impact on University research operations.

- Provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).

- Perform related duties based on departmental need.

Minimum Qualifications

- Bachelor’s degree with five (5) years experience. Degree must be in Microbiology, Biological Science, or related discipline. Experience must be in development and management of a biological safety program. Experience may also require at least three (3) years supervision.

Last updated: April 2008