Classification Specification for Unclassified Service

**Title:** Radiation Safety Officer

**Pay Scale Group:** 21-A

**Essential Function**

Under general supervision from a designated administrator, oversee the use of ionizing radiation sources under the University of Cincinnati Radiation Control and Safety Program.

**Characteristic Duties**

Direct the day-to-day operations of the University of Cincinnati Radiation Control and Safety Program and act as Chief Compliance Officer for use of ionizing radiation sources

May manage departmental budget and staffing

Ensure compliance of regulatory and license requirements (i.e., DOT, OSHA, EPA, etc.)

Assist physicians, hospital staff and researchers in the development of appropriate safety procedures

Serve as regulatory and technical adviser on ionizing radiation sources

Act as liaison for regulatory agencies and professional organizations

Serve as member on various committees and act as liaison to other University regulatory committees (i.e., Radiation Safety Committee, Hospital Quality Assurance Committee, etc.)

Keep abreast of current radiation safety regulations

Provide 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 in Health Physics or related field with nine (9) years’ relevant experience (Bachelor’s degree in Physical or Biological Science requires an additional three (3) years’ relevant experience). Experience must include at least two (2) years’ in a medical (human-use) program. Experience must include at least two (2) years’ of supervision. Within 3 months of hire must obtain and maintain “trustworthy and reliable status” as outlined by the Ohio Department of Health; must meet any and all additional state and/or federal regulatory mandates for the position.