



Job Specification

Job Title: Biosafety Officer
BCAT Code: 453X BJ
Pay Grade: G17

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Exempt

General Description

Develops and implements a comprehensive biological safety program designed to facilitate campus research initiatives while protecting faculty, staff, students, and visitors as well as the environment from the adverse effects of research involving biological material. This is the entry-level Officer position within the Biosafety Officer series. Duties are performed under general to minimal supervision.

Examples of Duties

- Reviews and assesses research proposals involving the use of biological material, laboratory operations and facilities, and construction/renovation plans for all aspects of biosafety.
- Provides feedback and assists Principal Investigators regarding research involving biological material.
- Provides oversight for the Select Agents and Toxins Program in strict accordance to CDC and USDA regulations.
- Advises University administration and research community of trends in the area of biological safety and the impact of regulations and standards.
- Responds to laboratory and facility emergencies, conduct incident investigations, provide incident reports, and develop and implement corrective action measures as needed.
- Develops and present biological safety training and education programs to the research community.
- Coordinates the activities of the Institutional Biosafety Committee (IBC)
- Provides the management and direction of biomedical waste disposal and associated recordkeeping.
- Prepares technical reports and program outcome measurements to include the organization, entry, and analysis of information and data obtained from various sources.
- Supervises Biosafety Program Specialist(s) and other personnel as needed.
- Participates in the analysis and development of the Program budget.
- Coordinates the efforts related to the University emergency notification system.
- Provides technical expertise to assigned committees and programs as needed.
- Serves as the institution's Alternate Responsible Official (ARO) or Responsible Official (RO).
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of applicable federal, state, and local laws, regulations, codes, and guidelines related to the research involving biological material.
- Ability to communicate effectively verbally and in writing.
- Ability to work under pressure and handle stressful situations.
- Proficiency with word processing, spreadsheet, and database software.

Minimum GSU Hiring Standards

Master's degree in microbiology, biology, public health, or related field and three (3) years of related experience required. Must be able to obtain US Department of Justice security clearance. Certification by the American Board of Industrial Hygiene (CIH), Board of Certified Safety Professionals (CSP), and/or American Biological Safety Association (CBSP) required. Must be able to wear and use appropriate personal protective equipment. Experience in an academic setting preferred.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.