



## **Job Specification**

**Job Title: Biosafety Officer, Senior**  
**BCAT Code: 453X BG**  
**Pay Grade: G19**

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

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### **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 highest officer level within the Biosafety Officer series. Duties are performed under 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 to assure appropriate health and safety controls, containment, and compliance with various agencies and other federal, state, local and University requirements.
- Provides feedback and assists Principal Investigators regarding research involving biological material.
- Oversees the Select Agents and Toxins Program in strict accordance to CDC and USDA regulations. Ensures that the program is in compliance with all federal, local and university policies, procedures, and regulations.
- Responds to laboratory and research facility emergencies, conduct incident investigations, provide incident reports, and develop and implement corrective action measures as needed.
- Develops and presents biological and 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 record-keeping.
- Prepares technical reports and program outcome measurements.
- Supervises Biosafety Specialist(s) and other personnel, as needed.
- Serves as the institution's Alternate Responsible Official (ARO) or Responsible Official (RO) related to Select Agents & Toxins.
- Serves as a first responder to emergency situations involving biological material.
- 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 five years of related experience. 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. Must be able to pass U.S. Department of Justice security clearance. 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.*