

Draft Classification Standards – Rev. 03/29/2024
Environmental Health and Safety Professional Series

Class Title	Class Code	Issue Date	FLSA
<i>Environmental Health and Safety Professional I</i>	XXXX	XXXX	<i>Non-Exempt</i>
<i>Environmental Health and Safety Professional II</i>	XXXX	XXXX	<i>Exempt*</i>
<i>Environmental Health and Safety Professional III</i>	XXXX	XXXX	<i>Exempt*</i>
<i>Environmental Health and Safety Professional IV</i>	XXXX	XXXX	<i>Exempt*</i>

OVERVIEW:

Positions classified within the environmental health and safety (EHS) professional classification series are responsible for overseeing and managing environmental health and safety programs for the university. Positions will develop and implement environmental health and safety strategies, conduct safety inspections and risk assessments, and provide guidance on environmental health and safety matters to university personnel.

Positions are assigned to classifications within the series based on the scope and complexity of environmental health and safety professional activities; degree of independence and judgement; experience, knowledge, skill, and ability required; degree of planning, analysis, and execution required by the position; impact and risk to the university; and nature of supervision received.

Positions perform services related to developing, planning, and implementing effective environmental health and safety programs that ensure compliance with applicable regulations, CSU policies, and best practices and enhance the well-being of the university community. Positions will promote a culture of safety by providing training and guidance to university students, staff, and volunteers and collaborating with stakeholders to ensure compliance with applicable regulations. Higher levels within the series build upon and include the knowledge and skill requirements and work assignments of lower levels within the series.

Environmental Health and Safety Professional I – Entry-level professional with limited prior professional environmental health and safety experience; learns to use professional concepts to resolve problems of limited technical scope and complexity. Normally operates under detailed guidelines and work is often reviewed for accuracy. Assignments are routine in nature and involve performing various duties related to environmental health and safety. Follows standard practices and procedures. Reviews alternative options utilizing data or information from which answers can be readily obtained. Routinely engages various internal stakeholders to gather and provide information.

Environmental Health and Safety Professional II – Professional who applies acquired job skills, policies, and procedures to complete significant assignments, projects, and tasks of moderate technical scope and complexity. Draws from prior experience and knowledge of environmental health and safety principles and concepts to exercise judgment while developing and implementing environmental health and safety strategies and providing guidance on environmental health and safety to university stakeholders. Provides input for new programs and procedures. Works with stakeholders to ensure compliance with environmental health and safety regulations.

* This classification as outlined in this document meets the duties test of the Administrative Exemption. An employee's actual exemption status may differ based on salary rate and actual duties performed.

Environmental Health and Safety Professional III – Professional who applies advanced job skills; detailed knowledge of environmental health and safety regulations, policies, and procedures; project management skills; and organizational and stakeholder acumen to complete substantive assignments and projects of significant technical scope and complexity. Exercises advanced discernment and in-depth knowledge of environmental health and safety policies and best practices to determine appropriate action. May require the development of new approaches, techniques, and innovation to address issues. Works with stakeholders to ensure proper implementation of environmental health and safety programs and policies by utilizing persuasion.

Environmental Health and Safety Professional IV – Technical leader with expert knowledge in environmental health and safety principles and programs and recognized expertise in a specific environmental health and safety area. Problem-solving frequently requires analysis of unique issues or problems without precedent and/or structure and new approaches, methods, techniques, or innovation. Under the direction of management, develops, implements, and maintains environmental health and safety strategies. Formulates and recommends policies, processes, and resources.

TYPICAL PROGRAMS, ACTIVITIES, AND CORE FUNCTIONS/DISCIPLINES (*May include but are not limited to*):

- ***Inspections and Assessments*** – Conducts inspections and risk assessments of university facilities, equipment, and processes to identify potential hazards and risks. Analyzes findings, develops corrective action plans, and monitors implementation to ensure compliance with environmental health and safety standards.
- ***Incident Investigations*** – Conducts investigations of incidents, accidents, and near-misses to identify root causes and develop preventive measures. Documents findings, recommends corrective actions, and monitors implementation to prevent future occurrences.
- ***Monitoring and Reporting*** – Establishes monitoring mechanisms to track environmental health and safety activities across the university. Develops and implements reporting systems to provide regular updates on metrics, trends, and issues to university leadership and regulatory agencies.
- ***Awareness and Training*** – Promotes a culture of safety and well-being within the university community. Develops and delivers comprehensive training programs to educate university personnel on environmental health and safety requirements, policies, and procedures. Serves as a subject matter expert on environmental health and safety matters, providing guidance and advice to university leadership, administrators, and staff.
- ***Stakeholder Collaboration*** – Collaborates with university departments, committees, and personnel to ensure a coordinated approach to environmental health and safety. Leads safety committees and meetings, providing expertise and contributing to the development of safety initiatives.

- *Regulatory Compliance* – Monitors changes in environmental health and safety regulations and industry best practices relevant to the higher education industry. Assesses the impact of these changes on university environmental health and safety programs and recommend necessary adjustments.

Environmental Health and Safety Professionals typically work in one or more of the following disciplines:

- Occupational Safety
- Environmental Health
- Fire and Life Safety
- Chemical Hygiene and Lab Safety
- Injury and Illness Prevention
- Industrial Hygiene
- Hazardous Materials and Hazardous Waste
- Ergonomics
- Food and Sanitation
- Radiation Safety
- Environmental Protection

ENVIRONMENTAL HEALTH AND SAFETY PROFESSIONAL I

Under direct supervision, performs entry-level professional duties within the environmental health and safety discipline. Assists more advanced environmental health and safety professionals. Work is reviewed for soundness of technical judgment and compliance with policies and procedures. Applies knowledge of environmental health and safety practices. Collaborates with stakeholders to contribute to the overall well-being of the university community.

Work assignments typically include some or all of the following:

- Supports implementation and maintenance of specific EHS programs, systems, and procedures. Assists in monitoring and validating programs. Reports issues to more senior EHS professionals.
- Assists with conducting inspections and risk assessments of university facilities, equipment, and processes to ensure compliance with regulations, policies, and procedures.
- Contributes to environmental health and safety training programs by gathering data and research and drafting training components.
- Supports investigations into incidents, accidents, and near-misses. Ensures proper documentation of findings.
- Maintains accurate and current records of all environmental health and safety related activities.
- Applies relevant laws, regulations, codes, and standards to ensure environmental health and safety program effectiveness.
- Creates reports on metrics, trends, as well as environmental health and safety related issues when requested.
- Supports investigations of incidents and complaints.
- Performs routine hazardous waste coordination and conducts routine inspections of waste sites.

- Calibrates equipment using standard operating procedures.
- Assists with emergency response.

MINIMUM QUALIFICATIONS:

Knowledge and Skill:

- General knowledge of environmental health and safety regulations, standards, and best practices.
- Analytical skills to collect, analyze, and summarize data and metrics.
- Organizational skills, with the ability to plan, organize, and prioritize work.
- Demonstrated communication skills with the ability to present information in a clear and concise manner.
- Ability to work independently as well as part of a team and build relationships with diverse stakeholders.
- Flexibility to adapt to changing priorities and deadlines.
- Computer skills to appropriately use technology and relevant software packages as required.
- Ability to maintain confidentiality and handle sensitive information with discretion.

Experience and Education:

Equivalent to a bachelor's degree in a related field. Relevant education and/or experience which demonstrates acquired and successfully applied knowledge and abilities shown above may be substituted for the required education on a year-for-year basis.

ENVIRONMENTAL HEALTH AND SAFETY PROFESSIONAL II

Under general supervision, develops and delivers environmental health and safety programs for the university. Work is reviewed for soundness of technical judgment and for following defined policies and procedures. Applies professional level knowledge of environmental health and safety practices, regulations, and best practices. Collaborates with both internal and external stakeholders to ensure compliance with applicable regulations, promote a culture of safety, and enhance the well-being of the university community. Works independently on most day-to-day assignments with general supervision on new assignments or projects to ensure accuracy and alignment with objectives. Handles multiple work priorities and is accountable for own work results.

In addition to duties performed by the Environmental Health and Safety Professional I, the Environmental Health and Safety Professional II typically performs the typical duties:

- Implements and assists with developing environmental health and safety strategies, initiatives, and procedures that align with industry regulations to promote a safe and healthy environment.
- Conducts inspections and risk assessments of university facilities, equipment, and processes to identify potential hazards and risks; documents findings and creates corrective action plans to address any identified issues.
- Develops, and may deliver, training in specific program areas.
- Contributes to the development of EHS programs, systems, and procedures. Implements and maintains programs. Recommends changes to daily activities.

- Investigates incidents, accidents, and near-misses to identify root causes. Documents findings, recommends corrective actions, and monitors implementation.
- Monitors changes in laws, regulations, and industry standards relevant to environmental health and safety, assesses the impact of these changes on programs, as well as develops updated policies and procedures to ensure compliance.
- Reports on environmental health and safety activities, utilizing established monitoring mechanisms to provide updates on metrics, trends, and issues to university leadership and regulatory agencies when requested.
- Conducts evaluations of existing environmental health and safety programs to assess effectiveness and identify areas for improvement.
- Provides lead work direction and trains staff and student employees.
- Performs emergency response to small scale incidents.

MINIMUM QUALIFICATIONS:

In addition to Environmental Health and Safety Professional I knowledge and skill requirements, work assignments typically require:

- ◆ Working skills and knowledge of environmental health and safety principles, practices, methodologies, and regulations.
- ◆ Demonstrated experience in conducting safety inspections and incident investigations.
- ◆ Strong analytical skills, with the ability to identify environmental health and safety risks and develop effective mitigation strategies.
- ◆ Strong organizational skills to plan, organize, and manage multiple tasks and priorities.
- ◆ Ability to anticipate problems and address them proactively.
- ◆ Strong communication and interpersonal skills to effectively collaborate with diverse stakeholders, develop and deliver environmental health and safety training, influence decision-making processes, and communicate complex issues in a clear and concise manner.
- ◆ Knowledge of environmental health and safety laws, regulations, and industry standards.
- ◆ Proficient in using environmental health and safety software and tools.
- ◆ Ability to maintain confidentiality and handle sensitive information with discretion.

Experience and Education:

Equivalent to a bachelor's degree in a related field and two years of relevant experience. Additional experience which demonstrates acquired and successfully applied knowledge and abilities shown above may be substituted for the required education on a year-for-year basis. An advanced degree in a related field may be substituted for the required experience on a year-for-year basis.

ENVIRONMENTAL HEALTH AND SAFETY PROFESSIONAL III

Working independently under general supervision, performs advanced work by exercising significant authority over one or more environmental health and safety programs within the university. Demonstrates advanced discernment in selecting methods and techniques for obtaining solutions. Provides regulatory interpretation and technical advice and ensures compliance with federal and state regulations. In collaboration with management, assesses, formulates, and evaluates programs, policies, and procedures to enhance the well-being of the university community. Decision-making is based on environmental health and safety best practices; substantial environmental health and safety experience; advanced knowledge of relevant federal, state, and local regulations; and university policies, guidelines, and protocols.

Work is focused on ensuring alignment with overall objectives. Handles multiple work priorities and may provide lead work direction with accountability for results. Functions with a high degree of autonomy.

In addition to duties performed by the Environmental Health and Safety Professional II, the Environmental Health and Safety Professional III typically performs the following duties:

- Under direction of management, develops and executes environmental health and safety strategies, programs, and procedures that align with industry regulations to promote a safe and healthy environment; ensures environmental health and safety programs are integrated into university operations and decision-making processes.
- Leads and conducts complex environmental health and safety inspections and risk assessments of university facilities, equipment, and processes to identify potential hazards and risks; documents findings and creates corrective action plans to address any identified issues.
- May serve as a subject matter expert on one or more environmental health and safety programs or disciplines, providing guidance and expertise to university leadership, staff, and administrators.
- Leads activities for hazardous materials and processing of hazardous waste.
- Develops, implements, and monitors environmental health and safety programs, systems, procedures, and training in one or more fields. Conducts annual program reviews.
- Investigates incidents, accidents, complaints, and near-misses to identify root causes. Documents findings, recommends corrective actions, and monitors implementation.
- Monitors changes in laws, regulations, and industry standards relevant to environmental health and safety at the university and assesses the impact of changes on environmental health and safety programs, policies, and procedures.
- Develops and delivers training as well as assigns training modules to campus functional areas.
- Performs emergency response to larger scale and more complex incidents.
- Develops updates to policies, procedures, and methodologies to ensure compliance and coordinates with university personnel to ensure updated policies and procedures are practical, effective, and aligned with university objectives.
- Establishes monitoring mechanisms to track environmental health and safety activities.
- Leads evaluations of existing environmental health and safety programs to assess effectiveness and identify areas for improvement.
- Liaise with regulatory agencies, legal counsel, and industry associations to stay informed about emerging environmental health and safety trends and requirements.
- Provides lead work direction of other technical and administrative staff as well as contractors.
- ♦ Performs a broad spectrum of work. Designs new and recommends improvements to processes and procedures.

MINIMUM QUALIFICATIONS:

In addition to Environmental Health and Safety Professional II knowledge and skill requirements, work assignments typically require:

- ♦ Thorough and advanced knowledge of an environmental health and safety specialty area including relevant regulations, standards, and best practices.

- ◆ Proven experience in leading and conducting complex safety audits, investigations, and risk assessments.
- ◆ Advanced problem-solving and analytical skills, with the ability to identify environmental health and safety risks and develop effective mitigation strategies.
- ◆ Advanced project management and organizational skills to plan, organize, prioritize, and manage the successful completion of initiatives and programs within time and budget constraints.
- ◆ Advanced leadership skills to effectively collaborate with stakeholders and provide leadership, mentoring, and training to other environmental health and safety professionals.
- ◆ Advanced communication and interpersonal skills, to build partnerships and communicate effectively in a diverse environment. Ability to effectively present ideas and training and gain buy-in from stakeholders to adopt and implement requirements.
- ◆ Demonstrates competence in independently applying advanced judgment to resolve difficult and complex problems and issues.
- ◆ Advanced skill in applying environmental health and safety laws, regulations, and industry standards in the higher education sector.
- ◆ Ability to effectively lead, direct, train, and mentor other environmental health and safety staff.
- ◆ Advanced skill in using environmental health and safety software and tools.

Experience and Education:

Equivalent to a bachelor's degree in a related field and four years of relevant experience. Additional experience which demonstrates acquired and successfully applied knowledge and abilities shown above may be substituted for the required education on a year-for-year basis. An advanced degree in a related field may be substituted for the required experience on a year-for-year basis. A professional certification may be required for some positions.

ENVIRONMENTAL HEALTH AND SAFETY PROFESSIONAL IV

Working primarily independently with minimal supervision, performs highly complex environmental health and safety work that requires niche knowledge, industry expertise, and excellent understanding of all relevant regulations. Serves as the lead in one or more fields or disciplines and provides advice and guidance across the university. Work is focused on promoting a culture of safety and enhanced well-being at the university. Problems are highly complex, and solutions may require the creation of new and unprecedented procedures. Serves as a technical expert and collaborates with management in the development and implementation of new programs, policies, and practices. Decision-making is based on environmental health and safety best practices; substantial environmental health and safety experience; advanced knowledge of relevant federal, state, and local regulations; and university policies, guidelines, and protocols. Work is performed primarily independently with minimal supervision and often requires a high degree of persuasion and leadership.

In addition to duties performed by the Environmental Health and Safety Professional III, the Environmental Health and Safety Professional IV typically performs the following duties:

- ◆ Applies current and appropriate scientific and professional standards to assess and audit programs, as well as resolve discrepancies.
- ◆ Provides direction on corrective actions, lessons learned, and positive trends.

- ◆ Under direction of management, develops and implements policies, programs, and related processes.
- ◆ Serves as organization liaison with campus stakeholders and regulatory agencies.
- ◆ Conducts complex inspections and risk assessments across various areas of the university. Analyzes potential impacts and prioritizes risks for mitigation.
- ◆ Provides expert guidance by evaluating, interpreting, and applying laws, regulations, codes, and standards across environmental, environmental health, and safety disciplines.
- ◆ Provides input to federal and state representatives through trade associations and industry groups for writing and revision of regulations.
- ◆ Monitors mechanisms to track environmental health and safety activities across the university and provides updates on risk metrics, trends, and issues to university leadership when requested.
- ◆ Develops and delivers comprehensive training programs. Fosters a culture of safety across the university by conceptualizing, designing, and overseeing ongoing education and awareness initiatives.
- ◆ Acts as a point of contact for regulatory agencies, legal counsel, and industry associations to stay informed about emerging environmental health and safety trends and requirements.
- ◆ May act as the lead for larger scale and more complex incidents.
- ◆ Provides lead work direction and mentorship to less experienced staff.

MINIMUM QUALIFICATIONS:

In addition to Environmental Health and Safety Professional III knowledge and skill requirements, work assignments typically require:

- ◆ Expert knowledge and understanding of all relevant environmental health and safety regulations, standards, and best practices.
- ◆ Expert knowledge and skill in applying and interpreting applicable regulations, standards, and organizational policies and developing and implementing environmental health and safety guidelines, and policies.
- ◆ Expert analytical and organizational skills to organize, prioritize, and manage the successful implementation of large, complex, and strategic environmental health and safety programs.
- ◆ Expert communication and interpersonal skills to effectively lead complex and strategic projects and initiatives and to influence technology strategies. Advanced public and internal relations skills to effectively represent the university, interact with regulatory agencies, as well as collaborate and persuade internal stakeholders.

Experience and Education:

Equivalent to a bachelor's degree in a related field and five years of relevant experience. Additional experience which demonstrates acquired and successfully applied knowledge and abilities shown above may be substituted for the required education on a year-for-year basis. An advanced degree in a related field may be substituted for the required experience on a year-for-year basis. A professional certification may be required for some positions.