



Facilities and Safety Services Job Family: **Environmental Health Safety Specialist Progression**

These generic job title summaries are intended to indicate the kinds of tasks and levels of work complexity that will be required of positions classified to any of these titles and are not intended to be construed as declaring the specific duties and responsibilities of any particular position. The use of particular expressions or illustrations describing functions within a specific job title does not exclude other duties of a similar kind and/or level of complexity. Positions are classified to a particular job title based upon the predominant level of expected work complexity. ***A position that is classified into this title and band must meet the Cornell requirements for exemption under the FLSA***

GENERIC JOB PROFILE SUMMARIES

Environmental Health & Safety Associate INDIVIDUAL CONTRIBUTOR	Environmental Health & Safety Specialist I INDIVIDUAL CONTRIBUTOR	Environmental Health & Safety Specialist II MANAGEMENT	Environmental Health & Safety Specialist III MANAGEMENT
May work independently. Develop as a technical specialist which will require certifications (e.g. CSP, CIH, CHMM, PE, Biosafety, Health Physics, etc.) or preparing to obtain certification within the field of expertise. Develop technical writing skills for regulatory reports, University written programs and procedures and protocols.	May supervise Environmental Health Safety Technicians; provide direction and feedback in a timely basis to staff; May be a technical specialist which may require certifications or ability to obtain certification within the field of expertise. Has demonstrated written skills for regulatory reports, University written programs and procedures and protocols.	May supervise Environmental Health Safety Spec I; provide section level direction and feedback in a timely basis to staff; be a technical expert in a highly evolving field (e.g. Biosafety Officer, Radiation Safety Officer, Responsible Official for a Select Agent, or other specialty EHS fields) These technical experts require certifications or ability to obtain certification within the field of expertise.	Oversee and manage the responsibilities of the Envir Health/Safety Spec II; provide University EH&S department/group/section level direction and feedback in a timely basis to EH&S staff; provide consistent oversight and direction to staff on highly complex and significant matters pertaining to areas of specialty in environmental, health and safety for the University; leverage EH&S services throughout University as appropriate.
Assist in developing and maintaining EH&S programs, permits, procedures, and protocols that promote environmental, health and safety of individuals, to comply with applicable laws and regulations.	Develop, maintain, and manage an EH&S programs, permits, procedures, systems and protocols that promote environmental, health and safety of individuals, to comply with applicable laws and regulations.	Develop, maintain, and manage multiple and/or complex EH&S programs, permits, procedures, systems and protocols that promote environmental, health and safety of individuals, to comply with applicable laws and regulations.	Design, implement, maintain, and oversee programs and systems that promote the environmental, health and safety of the University and individuals to comply with applicable laws and regulations.
Develop training and educational materials, conduct training and for testing knowledge of participants.	Develop training and educational materials, conduct training and responsible for testing knowledge of participants.	Develop training and educational materials, conduct training and responsible for testing knowledge of participants; oversee others conducting training/testing.	

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Monitor and inspect chemical, physical, radiological and biological hazards that could be present in the work area; perform surveys and inspections to ensure compliance with the organization's policies, procedures, regulations and standards; document conditions found by third parties; local; state; federal and internal university inspections.	Monitor, inspect and prevent chemical, physical, radiological and biological hazards and diseases that could be present in the work area; perform surveys, audits and inspections to ensure compliance with the organization's policies, procedures, regulations and standards; document conditions found by third parties; local; state; federal and internal university inspections and/or audits and take appropriate or recommend remedial action.	Develop institutional models; oversee, monitor and prevention of chemical, physical, radiological and biological hazards and diseases that could be present in the work area; perform and/or oversee complex inspections and audits to ensure compliance with the organization's policies, procedures, regulations and standards; document conditions found by third parties; local; state; federal and internal university inspections and/or audits and take appropriate or recommend remedial action.	Approve institutional models; oversee the monitoring and prevention of chemical, radiological, physical and biological hazards and diseases that could be present in the work area; oversee complex inspections and audits to ensure compliance with the organization's policies, procedures, regulations and standards; work with Director, Chairs, AVP's (and may work with VP's, Deans) regarding third parties; local; state; federal and internal university inspections and/or audits and take appropriate or recommend remedial action and/or alter actions needed to be taken at the University level.
Investigate complex accidents, injuries, exposures, illnesses and complaints; respond to emergency situations and may direct others to respond to emergency situations; may act as incident commander.	Investigate complex accidents, injuries, exposures, illnesses and complaints; respond to emergency situations and may direct others to respond to emergency situations; may act as incident commander.	Oversee and/or participate in investigations in complex accidents, injuries, exposures, illnesses and complaints; oversee response and/or respond to complex emergency situations and direct others to respond to emergency situations; may act as incident commander; may act as subject matter expert.	Oversee investigations and emergency situations and work with Director, Chairs, AVP's (and may work with VP's, Deans) and take appropriate or recommend remedial action and/or alter actions needed to be taken at the University level; during serious emergency responses/incidents organize and liaise with Directors, Associate Directors in tactical response during emergencies.
Recommend improvements, with approval, in complex processes, design, procedures, and operating equipment, to minimize the hazard potentials.	Recommend improvements in complex processes, design, procedures, and operating equipment, to minimize the hazard potentials.	Recommend improvements in complex processes, design, procedures, and operating equipment, to minimize the hazard potentials.	Work with Director, Chairs, AVP's (and may work with VP's, Deans) regarding improvements in complex processes, designs, procedures and operating equipment to minimize the hazardous potentials.
Participate in monitoring compliance with environmental health and safety standards such as, but not limited to: OSHA, MSHA, EPA, NRC, DOD, DOE, NFPA, DOH, DOL, CDC, DHS, DOT, DEA, FEMA, FAA, ORC, USDA, NIH and State programs; evaluate current regulations and assist in compliance. Escort government officials and collect data as requested.	Participate in monitoring compliance with environmental health and safety standards such as, but not limited to: OSHA, MSHA, EPA, NRC, DOD, DOE, NFPA, DOH, DOL, CDC, DHS, DOT, DEA, FEMA, FAA, ORC, USDA, NIH and State programs; evaluate and interpret current regulations and assist in compliance. Escort government officials and collect data as requested. Interact and communicate with agency officials.	Monitor compliance with environmental health and safety standards such as, but not limited to: OSHA, MSHA, EPA, NRC, DOD, DOE, NFPA, DOH, DOL, CDC, DHS, DOT, DEA, FEMA, FAA, ORC, USDA, NIH and State programs; evaluate and interpret current regulations and assist in compliance. Interact and communicate, both verbally and in writing, with agency officials.	Oversee the monitoring of the compliance with the University's environmental health and safety standards such as, but not limited to: OSHA, MSHA, EPA, NRC, DOD, DOE, NFPA, DOH, DOL, CDC, DHS, DOT, DEA, FEMA, FAA, ORC, USDA, NIH and State programs; evaluate and interpret current regulations and be responsible for compliance. Interact and may negotiate with government agencies on behalf of University.

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Acquire, organize, retrieve and disseminate, with approval, technical and specialized data and reports; review data with students, lab managers and staff (which may include the bargaining units).	Acquire, organize, retrieve and disseminate technical and specialized data and reports; review data with students, lab managers and staff (which may include the bargaining units).	Acquire, organize, retrieve and disseminate highly technical and specialized data and reports; review reports with PI's, researchers, faculty, staff, students (which may include department chairs).	Provide direction to the EH&S management and scientific staff (which may include directors, chairs and AVP's) in planning, evaluating, reviewing, manipulating, storing, and displaying data; develop institutional strategies based on compilation that will further enhance research in a safe and efficient manner.
			Manage campus wide EH&S strategies in your area of leadership, including off site locations including but not limited to NY Experimentation Station, farms, and extension locations. Implement EH&S objectives for all staff members reporting to area sections annually; Partner with key stakeholders to develop and implement EH&S strategies and objectives pertaining to area of leadership campus-wide.
Conduct inspections, surveys, reviews, qualitative and quantitative assessments and hazard risk analysis to determine the level of risk; may recommend risk mitigation through engineering controls, PPE or administrative control and provide written communications to affected personnel as needed with approval.	Conduct inspections, surveys, reviews, qualitative and quantitative assessments and hazard risk analysis to determine the level of risk; may recommend risk mitigation through engineering controls, PPE or administrative control and provide written communications to affected personnel as needed.	Conduct risk assessment on behalf of the University; identify aspects; denote potential hazards; determine degree of risk; get recommended buy-in and implement specific actions to mitigate hazards that are fiscally responsible. Communicate to key stakeholders the summary of the risk assessment.	Develop strategies involving risk assessment results and ensure communication to key stakeholders of the strategy.
	Ensure written programs, procedures and protocols are updated annually, or as appropriate.	Develop, implement and maintain procedures, manuals, and records as necessary and assigned to attain program goals and to conform to the EH&S Management system.	Develop and implement policies and procedures as assigned to attain program goals and to conform to the EH&S Management system.
Interface with external government agencies, NGO's, university officials, bargaining units, students and staff.	Interface with external government agencies, NGO's, university officials, bargaining units, students, staff and lab managers.	Interface with external government agencies, NGO's, university officials, bargaining units, students, staff and faculty, PI's, Chairs and Associate Directors.	Interface with external government agencies, NGO's, university officials, bargaining units, students, staff, researchers, PI's, Chairs, Directors and Associate Deans.

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Responsible for following University guidelines in direct concert with the EH&S office and policy assuring policies are followed by research and facilities.	Positions in a college/unit will serve as liaison to the EH&S office. Responsible for following University guidelines in direct concert with the EH&S office and policy assuring policies are followed by research and facilities.	Positions in a college/unit will serve as liaison to the EH&S office. Responsible for following University guidelines in direct concert with the University EH&S office and policy assuring policies are followed by research and facilities.	Oversee and liaison with the EH&S college/unit positions to assure these positions uphold University policy in area of responsibility. Responsible for following University guidelines in direct concert with the University EH&S office and policy assuring policies are followed by research and facilities.
Work directly with lab managers, staff and students.	Work directly with lab managers, researchers, staff and students. May serve as active participant on campus wide safety committees as a voting member, representing EH&S.	Work directly with principal investigators (PI), researchers, staff and students. May serve as active participant on campus wide safety committees as a voting member, representing EH&S.	Work directly with principal investigators (PI), researchers, staff and students. May serve as active participant on campus wide safety committees as a voting member, representing EH&S.
Regularly partner with EH&S colleagues, facilities personnel; interact with local fire chiefs, emergency responders and government officials on behalf of the EH&S office.	Regularly partner with key stakeholders, such as facilities managers, county/state/local fire chiefs, emergency responders and government officials on behalf of the EH&S office.	Regularly partner with key stakeholders, such as facilities directors, county/state/local fire chiefs, emergency responders and governmental officials on behalf of the EH&S office.	Regularly partner with key stakeholders, such as Deans, VP's, facilities directors, unit directors, chairs, county/state/local fire chiefs, emergency responders and governmental officials on behalf of the EH&S office.
		Serve as designee in the absence of the Associate Director in the Office of EH&S.	Serve as designee in the absence of the AVP in the Office of EH&S.
Develop and maintain relationships with internal peers.	Develop and maintain relationships with internal peers.	Develop and maintain relationships with internal and external peers.	Develop and maintain relationships with internal and external peers.
Conduct training for EH&S staff.	Conduct training for EH&S staff.	Responsible for mentoring and training EH&S staff.	Responsible for developing a strategic succession plan; responsible for leading, mentoring and training EH&S staff.
May serve as active participant on various University wide safety committees.	Serve as active participant on various University wide/College safety committees.	Serve as active participant on various University wide safety committees and may participate on Institutional committees.	Serve as active participant on various Institutional committees and University wide safety committees.

JOB FACTOR PROFILE TABLE

FACTOR PROFILE	11564 ENVIROMENTAL HEALTH & SAFETY ASSOCIATE, BAND E	10330 ENVIROMENTAL HEALTH & SAFETY SPECIALIST I, BAND F	10331 ENVIROMENTAL HEALTH & SAFETY SPECIALIST II, BAND G	10332 ENVIROMENTAL HEALTH & SAFETY SPECIALIST III, BAND H
MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY	Bachelor's degree; up to 2 years of experience or equivalent	Bachelor's degree; 2 but less than 4 years of experience or equivalent	Bachelor's degree; 3 but less than 5 years of experience or equivalent	Master's degree or equivalent; 3 but less than 5 years of experience or equivalent
IMPACT	Moderate impact	Moderate impact	Substantial impact	Substantial impact
CONTACTS - INSIDE	Provide guidance Coordinate activities	Provide guidance Coordinate activities	Provide guidance Coordinate activities	Coordinate activities May involve sensitive matters
CONTACTS - OUTSIDE	Provide information that exist within pre-established documents and or programs	Provide information that exist within pre-established documents and or programs	Provide/receive guidance, advice or information that must be analyzed and developed by the position	Provide/receive guidance, advice or information that must be analyzed and developed by the position
CONTACTS - STUDENTS	Occasional contact to provide information and instruction	Occasional contact to provide information and instruction	Frequent contact to provide information and instruction	Frequent contact to provide information and instruction

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SUPERVISION	Provide on-the-job training, guidance, advice and counsel to other employees in a similar position	Provide on-the-job training, guidance, advice and counsel to other employees in a similar position	Day –to-day supervision to employees within the department	Day –to-day supervision to employees within the department
COMPLEXITY	Frequently adapt, combine or make improvements in an existing service, product, process or program Works requires reasoning skills and judgment	Frequently adapt, combine or make improvements in an existing service, product, process or program Works requires reasoning skills and judgment	Occasionally required to develop new, imaginative or innovation solutions, services, products, process or programs. Works requires sophisticated reasoning skills	Occasionally required to develop new, imaginative or innovation solutions, services, products, process or programs. Works requires sophisticated reasoning skills
LEVEL OF DECISION MAKING	Responsible for making decisions within prescribed limits and/or providing input to others for decision-making	Responsible for making decisions within prescribed limits and/or providing input to others for decision-making	Responsible for assisting in and influencing decisions concerning policy-setting, research, planning or students	Responsible for making decisions concerning policy-setting, research, planning or students
FREEDOM OF ACTION	Directly affects an entire department Moderate effect on students and employees	Directly affects an entire department Moderate effect on students and employees	Directly affects an entire department Moderate effect on students and employees	Directly affects more than one college or school administrative unit
EFFECT OF DECISION MAKING	General Supervision Some interpretation of established work policies and procedures is required	General Supervision Some interpretation of established work policies and procedures is required	General Supervision Some interpretation of established work policies and procedures is required	Little direct supervision Considerable latitude for exercising judgment and self- direction
WORKING CONDITIONS	Difficult working conditions at times. Exposure to conditions that require cautions handling of animals or toxic plants, chemicals or substances requiring safety precautions or equipment requiring constant attention. Safety gear required at times	Difficult working conditions at times. Exposure to conditions that require cautions handling of animals or toxic plants, chemicals or substances requiring safety precautions or equipment requiring constant attention. Safety gear required at times	Difficult working conditions at times. Exposure to conditions that require cautions handling of animals or toxic plants, chemicals or substances requiring safety precautions or equipment requiring constant attention. Safety gear required at times	Extreme working conditions at times. Exposure to conditions that require cautions handling of animals or toxic plants, chemicals or substances requiring safety precautions or equipment requiring constant attention. Safety gear required at times