

# HUMBOLDT STATE UNIVERSITY



## Environmental Health and Safety Coordinator

### Risk Management and Safety Services

Job #21-104

Close Date: Monday, February 14, 2022

**(Job #21-104) Administrative Analyst/Specialist II, Environmental Health and Safety Analyst, \$4,693 - \$8,489 monthly.** Appointments are typically made at the beginning of the salary range. This is a full-time, benefited, exempt, 12-month pay plan, permanent position with a one-year probationary period in Risk Management and Safety Services. This position comes with an extensive benefits package that includes comprehensive medical, dental, and vision coverage, CalPERS retirement, Fee Waiver eligibility (reduced tuition on most CSU system classes), life insurance, and voluntary pre-tax health and dependent care reimbursement accounts. Additional benefits information can be found at <https://hraps.humboldt.edu/employee-benefits>.

Humboldt State University is a Hispanic-Serving Institution that strives to foster an inclusive and equitable community to support our students of diverse backgrounds. HSU is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality committed to working in a multicultural and multiracial community that reflects the diversity of the state. Additional information about Humboldt State University can be found at [www.humboldt.edu](http://www.humboldt.edu).

**Position Summary:** The purpose of the EH&S Coordinator position is to ensure that health and safety rules and regulations are being properly followed on campus. The EH&S Coordinator will be responsible with bringing on line programs related to the polytechnic that are established and administered in such a manner that the University remains in compliance with applicable laws, regulations, and ordinances, which involves developing, implementing, and monitoring campus programs to ensure a safe workplace. This role includes Chemical Hygiene, Lab Safety, Industrial Hygiene, hazardous waste control and EH&S programs and policies. This role understands and supports the Risk Management and Safety Services mission and vision and also works with campus critical infrastructure.

#### **Key Responsibilities:**

##### 40% Lab Safety Support

- a. Coordinate lab safety training for campus
- b. Assist with inspections of labs on campus
- c. Coordinate inventory and hazardous waste needs
- d. Work with stock room supervisors to ensure compliance

##### 20% Administrative Support for EHS

- a. Complete necessary regulatory reporting

- b. Respond to EHS inquires via email and phone
- c. Supporting scheduling of inspections or waste pickups

15% Occupational Safety Program Support

- a. Assist with occupational safety trainings
- b. Support ergonomic evaluations
- c. Assist EHS Specialist with occupational safety programs as needed

15% Coordination of EHS projects

- a. Take point on environmental health and safety initiatives that the campus develops as part of the Cal Poly growth
- b. Oversee EHS student employees on projects

10% Support Risk Management and Safety Services

- a. Provide support when needed to the emergency operations center and it's operations
- b. Assist when needed on Risk Management projects or initiatives

**Knowledge, Skills, and Abilities Associated with this Position Include:**

- Understands and Supports the RM&SS program and vision.
- Ability to work effectively with a diverse population.
- Thorough knowledge of regulatory requirements governing all aspects of EH&S.
- Ability to conduct exposure monitoring or other IH functions.
- Ability to communicate effectively in a written and oral manner including ability to make effective oral presentations to diverse audiences. For example; conduct trainings.
- Knowledge of regulatory requirements governing prevention of exposure to hazardous materials in lab setting.
- Ability to lift 50 pounds and maneuver 55-gallon drums weighing up to 400 pounds, using hand truck or drum dolly.
- Candidates must be competent in use of a PC platform computer in the Windows environment.
- Familiarity with electronic mail and Internet usage.
- Candidates must have demonstrated competency in written English including grammar and spelling.
- A valid drivers' license and the ability to pass a DMV check and be approved to drive a state-owned vehicle.

**Minimum Qualifications:**

**Education and Experience:** Bachelors' Degree in environmental health/science, industrial hygiene, or related scientific discipline and/or equivalent training and administrative work experience involving study, analysis, and/or evaluation leading to the development or improvement of administrative policies, practices, or programs.

**Preferred Qualifications:**

**Education and Experience:** Undergraduate course work including college level general chemistry which includes lab and at least two years of experience working in an environmental health/and or occupational safety setting or equivalent combination of education and experience.

**Training:** Hazardous Waste Operations Emergency Response (HAZWOPER) training to the 40-hour level and in compliance with the California Code of Regulations Title 8, Section 5192 (HAZWOPER certification must be acquired within the first 60 days of employment).

**Experience:** Minimum of one-year experience in developing and implementing health and safety compliance programs (preferentially in a higher education or laboratory setting), performing surveys to determine compliance with programs and responding to health and safety emergencies.

**Application Procedure:** To apply, qualified candidates must electronically submit the following materials via Interfolio (link below):

- Letter of Interest
- Resume or Curriculum Vitae
- Contact information for at least three professional references
- HSU Employment History Form (HSU Employment History Form: <https://forms.humboldt.edu/employment-history-form>; NOTE: Download the HSU Employment History Form and save it as a PDF file prior to filling it out. If the form is completed in an online browser, content WILL NOT be saved).

**CLICK HERE TO APPLY NOW:** <http://apply.interfolio.com/101961>

**Application Deadline:** The deadline to submit application materials is 11:59 p.m. on Monday, February 14, 2022.

Any inquiries about this recruitment can be directed to [careers@humboldt.edu](mailto:careers@humboldt.edu) or HSU's Human Resources Office at (707) 826-3626.

Humboldt State University sits on the traditional homelands of the Wiyot people in what is currently called Arcata, CA. The Wiyot people call the area Goudi'ni (over in the woods). HSU was the first campus in the California State University system to offer a stand-alone major in Native American Studies.

HSU is committed to enriching its educational environment and its culture through the diversity of its staff, faculty, and administration. Persons with interest and experience in helping organizations set and achieve goals relative to diversity and inclusion are especially encouraged to apply.

Humboldt State University is part of the 23-campus California State University system. The University has a comprehensive arts and sciences curriculum, which is recognized nationally for its high academic quality. Founded in 1913, HSU is one of the premier public institutions in the Western United States; it is a rural and residential campus of approximately 7,000 students. The main campus is located in Arcata, California, in the northwestern part of the state along the coast, and situated among redwood trees in an area that offers unmatched scenic beauty, moderate climate, and opportunities for outdoor activities. The surrounding Humboldt County locale has a population of approximately 135,000. The community offers an excellent range of businesses, services, and cultural activities and performances. The local schools are ranked in the top performance percentiles, both nationally and in the state.

CSU requires faculty, staff, and students who are accessing campus facilities to be immunized against COVID-19 or declare a medical or religious exemption from doing so. Any candidates advanced in a currently open search process should be prepared to comply with this requirement. The systemwide policy can be found at <https://calstate.policystat.com/policy/9779821/latest/> and questions may be sent to [hr@campus.edu](mailto:hr@campus.edu).

It is the responsibility of the applicant to provide complete and accurate employment information. Incorrect or improperly completed applications will not be considered for vacancies. Any reference in this announcement to required periods of experience or education is full-time activity. Part-time experience or education--or activities only part of which are qualifying--will receive proportionate credit. **HSU IS NOT A SPONSORING AGENCY FOR STAFF OR MANAGEMENT POSITIONS** (e.g. H1-B VISAS)

Evidence of required degree(s), certification(s), or license(s) is required prior to the appointment date. Satisfactory completion of a background check (including a criminal records check, employment verification, and education verification) is required for employment. HSU will issue a contingent offer of employment to the selected candidate, which may be rescinded if the background check reveals disqualifying information, and/or if it is discovered that the candidate knowingly withheld or falsified information. Certain positions may also require a credit check, motor vehicle report, and/or fingerprinting through Live Scan service. Failure to satisfactorily complete or adverse findings from a background check may affect the employment status of candidates or continued employment of current CSU employees who are being considered for the position.

Humboldt State University is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality reflecting the ethnic and cultural diversity of the state. Additional information about Humboldt State University can be found at [www.humboldt.edu](http://www.humboldt.edu).

Humboldt State University is a Title IX/Affirmative Action/Equal Opportunity employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, protected veteran status, or any other legally protected status. Mandated Reporting: This position may be considered a "mandated reporter" under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

Additionally, all CSU staff and faculty receive training annually on their obligations in responding to and reporting incidents of sexual harassment and sexual violence. You will be notified by email when you are required to take this mandated training.

Class Code: 1038

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See more photos at [Humboldt State University's Flickr page](#).