AUBURN
Human Resources

Assoc Dir, Safety & Health

Job Description

JOB INFORMATION

Job Code	EE09
Job Description Title	Assoc Dir, Safety & Health
Pay Grade	LC13
Range Minimum	$88,040
33rd %	$111,520
Range Midpoint	$123,260
67th %	$135,000
Range Maximum	$158,470
Exemption Status	Exempt
Approved Date:	5/12/2025 5:31:16 PM

JOB FAMILY AND FUNCTION

Job Family:	Legal, Compliance & Audit
Job Function:	Risk Management

JOB SUMMARY

Reporting to the Director of Laboratory and Research Safety, the Associate Director, Safety and Health (Laboratory and Research Safety) will oversee the development, management, and implementation of programs related to laboratory safety, biological safety, and chemical safety to promote a campus-wide culture of safety and foster an atmosphere in which safety and compliance with applicable safety laws, regulations and guidelines are integral to conducting research. This position has broad safety responsibilities in various settings including research and teaching laboratories, animal research facilities, clinics, and outlying experimental stations.

RESPONSIBILITIES

- Laboratory and Research Safety (LRS) program management - Develops, manages, and implements Laboratory and Research Safety (LRS) programs, policies, and systems to promote a safe and healthful research environment and facilitate compliance with internal and external regulatory requirements. Ensures LRS programs are run in an efficient manner that is both financially and operationally effective.
- Supervision - Conducts performance reviews, oversees the team's workflow, defines goals, communicates objectives, and monitors performance.
- Strategic planning - Contributes to University and LRS strategic goals and objectives through planning, understanding needs and priorities, setting goals and objectives, and monitoring progress of strategic planning initiatives. Ensures that the strategic goals of the Laboratory Safety align with the University Strategic Plan.
- Budget planning and management – Oversees LRS unit budgets; assists and directs LRS Program Managers in budget planning, anticipating future needs, and monitoring expenditures.
- Support of research administration - Provides consultation and administrative support to federally mandated compliance and safety committees, including the Institutional Biosafety Committee (IBC), the Radiological Safety Committee (RSC), the Institutional Review Board (IRB), and the Institutional Animal Care & Use Committee (IACUC). Supports other units within the Office of the Vice President for Research as needed, in areas such as Sponsored Programs, Contracts and Grants Accounting, and Research Integrity and Compliance.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Supervises others with full supervisory responsibility.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Degree in Environmental Science, Health and Safety, Industrial Hygiene, Biological Sciences, Engineering, Chemistry or a degree in any other field	and	8 years of	Experience in health and safety regulatory compliance enforcement and business management including budgeting and personnel management	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of Occupational Safety and Health Administration regulations, and safety and environment health programming.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching				X		
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:

Ability to see information in print and/or electronically.

Travel Requirements:

None Required