

ENVIRONMENT, HEALTH AND SAFETY PROGRAM MANAGER/CONSULTANT

Schematic Code 12519 (30018648)

I. DESCRIPTION OF WORK

Positions in this banded class plan, coordinate, and manage EHS programs. They may supervise professionals and technicians, along with support personnel. These managers use their knowledge of EHS practices to oversee a variety of activities, examples including but not limited to industrial hygiene, radiation safety, ergonomics, emergency management, environmental protection, biological safety, or occupational safety. They determine technical goals within broad outlines provided in conjunction with higher-level managers and senior administrators, including finance, research, and other leaders. Managers use communication skills to establish detailed plans to accomplish goals. They establish administrative procedures and policies to promote/encourage compliance with applicable best practices and state and federal requirements. They apply their knowledge of administrative procedures, such as budgeting, human resources, and supervision. Managers provide leadership in the planning, organizing and managing of work operations, objectives and goal setting. Positions may set budgets for programs and allocate staff, training, and resources. Positions hire and supervise EHS professionals, technicians, and support personnel to carry out specific parts of each program.

II. ROLE DESCRIPTIONS BY COMPETENCY LEVEL

Contributing	Journey	Advanced
Positions at this level often serve in a dual role as the Professional. They may supervise lower level professionals and technicians, along with support personnel. These managers use their knowledge of EHS practices to oversee a variety of EHS programs and activities, either a program with variety, scope, and complexity or highly technical or specialized professional area. They determine technical goals within broad outlines provided in conjunction with higher-level managers and senior administrators, including finance, research, and other leaders. Managers use communication skills to establish detailed plans to accomplish goals.	Positions at this level plan, coordinate, and manage safety, health or environmental programs of moderate size and complexity. They supervise professionals and technicians, along with support personnel. These managers use their knowledge of occupational health, safety, and environmental practices to oversee a variety of EHS programs and activities. They determine technical goals within broad outlines provided in conjunction with higher-level managers and senior administrators, including finance, research, and other leaders. Managers use communication skills to establish detailed plans to accomplish goals.	Positions at this level TBD

III. COMPETENCIES

Competency	Definition
Knowledge - Professional	Professional skill and/or knowledge in EHS issues including applicable best practices and state and federal requirements.
Program Planning, Organizing, and Management	Ability to develop EHS policies. Ability to implement corrective action programs; conduct trend analysis and prepare and analyze annual reports. Ability to insure compliance with standards. Ability to perform technical work. Ability to design EHS and accountability measures.
Communication	Ability to develop and carry out effective communications strategies, related to EHS programs. Ability to craft and deliver messages related to complex and technical ideas to a broad audience, including the general public, media, public officials and high level administrators.
Supervision/Leadership	Ability to administer and provide compliance with established human resources policies and procedures by identifying work competencies, recruiting, selecting, developing, counseling, disciplining, and evaluating performance of employees to develop/retain a diverse workforce.
Change Management	Ability to plan and implement change initiatives to programs. Ability to support innovation and creativity by encouraging staff to accept and resolve challenges. Ability to remain flexible to meet constantly changing and sometimes opposing demands. Ability to develop EHS programs to incorporate institutional initiatives.

Note: Not all competencies apply to every position/employee; evaluate only those that apply. Competency statements are progressive.

IV. COMPETENCY STATEMENTS BY LEVEL

Knowledge – Professional

Professional skill and/or knowledge in EHS issues including applicable best practices and state and federal requirements.

Contributing	Journey	Advanced
<p>Ability to apply basic knowledge of local state and federal rules, regulations to determine and/or promote strategies for compliance in EHS programs; stays current with trends in EHS.</p> <p>Ability to understand the area of specialization and its respective program procedures, methods, and practices.</p> <p>Ability to direct staff in the delivery of program services.</p>	<p>Working knowledge in the university programs and of applicable areas of EHS specialization, the program, process, and/or organizational operation.</p> <p>Knowledge of organizational structure, functions, and services, programs, office procedures and practices.</p>	<p>Full program knowledge, including acceptable interpretations, applications, and allowable exceptions of written policies and procedures in EHS areas.</p> <p>Ability to independently review and respond to significant programmatic issues and crisis as they occur.</p>

Definitions:

Basic knowledge - The span of knowledge minimally necessary to complete defined assignments.

Working knowledge - The span of knowledge necessary to independently complete defined assignments to produce an effort or activity directed toward the production or accomplishments of the work objectives.

Full knowledge - The broad scope of knowledge on the job that is beyond journey competencies.

Program Planning, Organizing, and Management

Ability to develop EHS policies. Ability to implement corrective action programs; conduct trend analysis and prepare and analyze annual reports. Ability to insure compliance with standards. Ability to perform technical work. Ability to design EHS and accountability measures.

Contributing	Journey	Advanced
<p>Ability to monitor EHS program budget.</p> <p>Ability to oversee program of limited size and scope.</p> <p>Ability to contribute to long range planning efforts through implementing and monitoring short-range objectives.</p> <p>Ability to understand and execute EHS program quality.</p> <p>Ability to comply with EHS measures and guidelines.</p>	<p>Ability to develop and implement EHS program budget.</p> <p>Ability to manage program of moderate size and scope.</p> <p>Ability to assist with and make recommendations for long-range planning goals.</p> <p>Ability to develop, evaluate and modify EHS program quality procedures.</p> <p>Ability to coordinate and train others to ensure compliance with EHS measures and guidelines.</p>	<p>Ability to develop, implement EHS program budget of moderate complexity, including various budget sources.</p> <p>Ability to manage program of large size or complex scope.</p> <p>Ability to develop long-range planning effort and provide input into institutional plans.</p> <p>Ability to manage EHS program quality of some scope and complexity.</p> <p>Ability to manage compliance with EHS measures and guidelines.</p>

Communication

Ability to develop and carry out effective communications strategies, related to EHS programs. Ability to craft and deliver messages related to complex and technical ideas to a broad audience, including the general public, media, public officials and high level administrators.

Contributing	Journey	Advanced
<p>Ability to communicate with individual work units or entire institution on program elements.</p> <p>Ability to update existing communications.</p>	<p>Ability to communicate programmatic information outside of the institution.</p> <p>Ability to interpret rules and regulations internal and external to the organization.</p>	<p>Ability to communicate major investigation and actions, internal and external to the organization, including the media.</p> <p>Ability to interpret rules and regulations internal and external to the organization, in consultation and technical resource in developing response to the media.</p>

Supervision/Leadership

Ability to administer and provide compliance with established human resources policies and procedures by identifying work competencies, recruiting, selecting, developing, counseling, disciplining, and evaluating performance of employees to develop/retain a diverse workforce.

Contributing	Journey	Advanced
<p>Ability to implement work plans; conduct performance reviews with the assistance of a higher-level manager.</p>	<p>Ability to recognize and provide employee career development opportunities in order to meet program goals.</p> <p>Ability to develop and implement work plans; conduct performance reviews; and participate in the disciplinary and grievance processes, as needed.</p> <p>Ability to plan and deliver on-the-job training.</p>	<p>Ability to design and fund employee career development opportunities in order to meet program or organizational goals.</p> <p>Ability to ensure compliance with performance management policies and procedures.</p> <p>Ability to recommend resolution of disciplinary and grievance issues, as needed.</p> <p>Ability to review and authorize training opportunities for unit/organization.</p>

Change Management

Ability to plan and implement change initiatives to programs. Ability to support innovation and creativity by encouraging staff to accept and resolve challenges. Ability to remain flexible to meet constantly changing and sometimes opposing demands. Ability to develop EHS programs to incorporate institutional initiatives.

Contributing	Journey	Advanced
<p>Ability to respond to and implement EHS programmatic changes.</p>	<p>Ability to recommend and develop EHS programmatic changes to meet changing best practices, rules and regulations.</p> <p>Ability to stay abreast of new initiatives in the field.</p>	<p>Ability to recommend, develop and implement EHS programmatic changes to meet changing best practices, rules, regulations and institutional goals.</p> <p>Ability to stay abreast of new initiatives in the field, and assess applicability to the university.</p>

V. MINIMUM TRAINING & EXPERIENCE

Bachelor's degree and two years of related experience; or Master's degree in a physical science, biological science, environmental science/engineering, occupational safety, industrial technology or related discipline; or equivalent combination of training and experience. Some positions may require additional training or licensure. All degrees must be received from appropriately accredited institutions.

Note: This is a generalized representation of positions in this class and is not intended to identify essential work functions per ADA. Examples of competencies are primarily those of the majority of positions in this class, but may not be applicable to all positions.