

EHS Supplemental Guidelines

	Asst. EH&S Specialist	EH&S Specialist I	EH&S Specialist II	EH&S Specialist III
Education/Knowledge Level	<ul style="list-style-type: none"> •Bachelor's degree in physics, microbiology, chemistry, public health or similar discipline; or •Equivalent combination of education and work experience in related field; <p>•Entry-level Position;</p> <p>•Knowledge of principles and practices in assigned job duties.</p> <p><i>Additional specialized technical training in related field (desirable).</i></p>	<ul style="list-style-type: none"> •Bachelor's degree in physics, microbiology, chemistry, public health or similar discipline; •More than two years of relevant job experience; •May substitute one year of job experience for advanced degree in related field; •Knowledge of principles and practices in environmental health and safety; •Knowledge of federal and state regulations related to environmental health and safety. 	<ul style="list-style-type: none"> •Bachelor's degree in physics, microbiology, chemistry, public health or similar discipline; •More than five years of relevant job experience; •May substitute one year of job experience for advanced degree in related field; •Working knowledge of principles and practices in environmental health and safety; •Working knowledge of federal and state regulations related to environmental health and safety. •Professional registration or certification in related field 	<ul style="list-style-type: none"> •Bachelor's degree in physics, microbiology, chemistry, public health or similar discipline; •More than ten years of relevant job experience; •May substitute one year of job experience for advanced degree in related field; •Demonstrated working knowledge of principles and practices in environmental health and safety; •Working knowledge of federal and state regulations related to environmental health and safety.
Skill Requirement	<ul style="list-style-type: none"> •Certificates necessary to perform job tasks (as required). 	<ul style="list-style-type: none"> •Ability to work cooperatively in a team; •Good analytical skills; •Ability to teach; •Ability to successfully articulate and communicate ideas; •Certificates necessary to perform job tasks (as required). 	<ul style="list-style-type: none"> •Skills in teaching; •Proven analytical skills; •Ability to work cooperatively in a team; •Good reading and writing skills (English); •Ability to successfully articulate and communicate ideas and work with others to reach consensus; •Certificates necessary to perform job tasks (as required). 	<ul style="list-style-type: none"> Ability to recognize trends, develop long range-range goals; Skill at analyzing and solving problems; Ability to successfully articulate and communicate ideas, resolves conflicts and work with others to reach a consensus; Skilled at working in productive teams; Ability to motivate others; <i>Professional registration or certification in related field;</i> Advanced supervision training with proven management skills.
Complexity of Work	<ul style="list-style-type: none"> •Routine job tasks in assigned program areas; •Typically no supervisory responsibilities; •May work in more than one program area; 	<ul style="list-style-type: none"> •Perform routine and non-routine job task in assigned program area(s), using standard approaches and techniques to solve well-defined problems with some variables; •May have supervisory responsibilities; •May work in more than one program area; •Assist in the development of policies (department and campus); •Provide budget input concerning assigned program area(s); 	<ul style="list-style-type: none"> •Major work in non-routine job tasks in assigned program area(s), using standard approaches and techniques to solve well-defined problems with many variables; •May have supervisory responsibilities within several program area(s); •Work in more than program area; •Develop and administer budgets for assigned program area(s); •Serve as technical resource for department and campus community, especially in area(s) of expertise; 	<ul style="list-style-type: none"> •Major work in non-routine job tasks in assigned program area(s), using original and inovative approaches and techniques to solve the most difficult problems with many variables; •Has supervisory responsibilities within several program area(s); •Work in more than one program area; •Develop and administer budgets for assigned program area(s); •Serve as technical resource for department and campus community;

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Complexity of Work (cont'd)	<ul style="list-style-type: none"> •Provide budget input concerning assigned program area(s); •Serve as technical resource for department and campus community. 	<ul style="list-style-type: none"> •Serve as technical resource for department and campus community, especially in area(s) of expertise; •Interacts with regulatory agencies; •May serve on University-wide Work Groups; •May serve as coach during absences of immediate supervisor of Division Manager. 	<ul style="list-style-type: none"> •Interacts with regulatory agencies; •May represent university at public hearings or with regulatory agencies; •Serve on University-wide Work Groups; •May serve as coach during absences of immediate supervisor or Division Manager; •Advanced supervision training with proven supervisory skills. 	<ul style="list-style-type: none"> •Interacts with regulatory agencies; •May represent University or system-wide at public hearings, with regulatory agencies, conferences and meetings; •Serve on University-wide Work Groups; •May serve as coach during absences of immediate supervisor, Division Manager or Department Director.
Breadth	<ul style="list-style-type: none"> •Solves problems creatively; •Participates in departmental activities; •Participates in assigned work group(s); especially ones in assigned work area(s). 	<ul style="list-style-type: none"> •Solves problems by applying professional knowledge or expertise from particular speciality within a discipline; •Participates in departmental and University-wide activities; •Participates in assigned work groups; especially ones in assigned work area(s). 	<ul style="list-style-type: none"> •Solves problems independently applying professional expertise; •Participates in departmental and University-wide activities; •Participates in assigned work groups; especially ones in assigned work area(s); or area(s) of expertise. •Serves as Work Group Leader (typical). 	<ul style="list-style-type: none"> •Solves problems independently applying professional or expertise from more than one discipline; •Participates in departmental and University-wide activities; •Serves as Work Group leader (typical); •Develop and implement goals reflective of Department mission; •Use initiative and judgement in performing tasks.
Freedom to Act	<ul style="list-style-type: none"> •Work under close supervision; •Takes action using established policies. 	<ul style="list-style-type: none"> •Under general direction, work independently while keeping others informed; •Takes action within established policies, procedures and guidelines. Work is usually assigned and reviewed in terms of meeting specific goals and priorities. 	<ul style="list-style-type: none"> •Under general direction, work independently while keeping others informed; •Takes action or recommends within the limits of generally defined objectives and priorities; •Develops procedures within limits of established policies and guidelines. 	<ul style="list-style-type: none"> •Under general direction, work independently while keeping others informed; •Takes action or recommends within the limits of broadly defined objectives and priorities; •Work is self-initiated and reviewed in terms of meeting goals and objectives.