University Classification: Emergency Preparedness and Terrorism Response Coordinator

Job Code: PHO1 Pay Level: 5A

Position #: 00182238 Org/Dept/Sub-dept #: 90-9050

Position Reports to: Michael Pentella 00117010

Position Specific Summary:
This position will lead the State Hygienic Laboratory (SHL) at the University of Iowa in developing, evaluating, and documenting an emergency preparedness program for biological threats. It will require providing expert scientific and technical advice and expertise for conducting accurate and timely laboratory analyses. The Biological Threat Coordinator and Biological Safety Officer lead efforts to respond to natural and/or human-caused emergencies, disasters, and terrorist acts so that SHL staff can successfully perform analytical tests. The position will validate, improve, and maintain all-hazard procedures for handling human clinical specimens, unknown environmental samples, and other potentially hazardous materials. This position serves as the Biological Safety Officer for SHL in close collaboration with University of Iowa Environmental Health and Safety. This position will serve as a source of technical information to promote, maintain, and enhance relationships with clinical laboratories and critical response partners through the design and implementation of a structured outreach program. This position provides biosafety and preparedness coordination across sections of the Diagnostic and Clinical Division of the laboratory and works with the Chemical Threat Coordinator and others in the Environmental Health Division.

Position Status: Regular

Work Schedule: M-F, 8-5 p.m. Weekends as needed

Work Location: Coralville, Iowa

Work Modality: On Campus: This position is performed fully on campus.

Key Areas of Responsibilities and Specific Job Tasks

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<tr>
<th>Classification</th>
<th>Specific Job Duties and Tasks</th>
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<tbody>
<tr>
<td>Technical Laboratory Capability</td>
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- Develop, maintain, and train others in all-hazards procedures for sampling, human specimen collection, receiving, handling, triaging, pre-testing, analyzing, and disposing of potentially hazardous environmental samples and clinical specimens working closely with the Chemical Threat Coordinator.
- Develop, test, and evaluate those aspects of the procedures that focus on the safe analyses for biological threat agents from biological specimens and environmental samples for scientific accuracy, sensitivity, and precision.
- Contribute as a member of the team that will analyze unknown environmental samples for biological agents, as appropriate, through the practical application of LRN laboratory techniques to the recognized competency level.
- Meet CLIA qualifications for High Complexity testing.
- Demonstrate knowledge of and perform clinical laboratory testing using standard laboratory equipment, procedures, principles, practices, concepts, and theories.
- Develop, review, verify, and update biological threat preparedness protocols and procedures; recommend process improvements.

Consultation | 
- Maintains LRN methods for an all-hazards and all-matrices response to a biological threat, or other emerging pathogen threat event. |
- Engages in collaboration with emergency preparedness and response networks at local, state, and federal levels (clinical labs, state agencies, and CDC) to develop and implement plans, policies, and procedures to prepare for and respond to a public health emergency involving a biological threat agent.
- Coordinate emergency response events and communicate results to internal and external partners, including use of incident command system.
- Co-Lead SHL's efforts to maintain an effective continuity of operations plan with the Chemical Threat coordinator.
- Assist staff to perform routine biosafety risk assessments.

**Reports**

- Prepare special and periodic reports on program related operational and fiscal activities, including grant-established performance measures and deliverables.
- Perform data analysis for emergency preparedness activities and report to the laboratory director, University, local, state, or federal entities, as required by the specific regulation and technical area or requested by internal or external entities.
- Prepare written documentation in the form of after-action reports for biological related emergency event, exercises, drills, inspections, and incidents and present to the emergency preparedness committee.
- Performs an annual risk assessment of the emergency preparedness program related to biological threats and provide it to the director and associate directors.
- Assists clinical laboratory partners with timely reporting of select agent identification and exposure assessments, as needed.

**Education / Outreach / Communication**

- Develop training documents and educational outreach curricula directed to clinical laboratories, local public health officials, first responders, and other partners who would seek out the SHL to analyze suspicious environmental specimens and clinical isolates.
- Assure training for SHL staff on incident command.
- Plan, present and participate in various conferences, exercises and drills related to public health emergency preparedness and emergency management.
- Develop, conduct, and maintain biosafety and biosecurity training programs and informational materials.

**Grant Writing**

- Research and prepare grant proposals for the Public Health Emergency Preparedness Cooperative Agreement, Association of Public Health Laboratories (APHL) projects, and other opportunities.
- Develop the internal work plan for the Public Health Emergency Preparedness Cooperative Agreement and other funded projects as assigned.

**Financial Responsibility**

- Monitor expenses related to biological threat response.
- Verify financial and staff resources are in place to facilitate laboratory's response and recovery.

**Regulatory Compliance**

- Adhere to rules, regulations, guidelines, and standards necessary to maintain compliance with regulatory agencies.
- Assist the Principal Investigator with the management of the Tier 1 select agent program.
- Serve as the Certifying Official for the SHL Tier 1 select agent program. Participates as a member of the University of Iowa Suitability Assessment Review Committee (SARC).
- Ensure timely completion and submission of reports/forms required by regulatory agencies, like CDC's Division of Select Agents and Toxins.
- Supervise the inspection and audit process for biological safety of SHL's site reviews.
- Maintain adherence to biosecurity, incident response, operational, and personnel suitability protocols, as well as managing updates to manuals on an annual basis.
- Maintain the USDA/APHIS permit.
- Recommend risk management strategies in order to prevent breach of security protocols and non-compliance with CDC regulations.

### Data Analysis
- Review and submit data analysis results for the biological threat program.
- Review the performance of participating laboratories in the CAP LPX survey and communicate with sentinel labs needing assistance.

### Leadership / Supervision
- Regularly communicate with staff, the director and associate directors regarding emergencies and SHL’s role in the response.
- Serve as one of SHL’s duty officers by carrying the on-call phone when required, coordinate the development and maintenance of on-call procedures, and be willing to assist after hours and during weekends and holidays when necessary to ensure a 24/7 response capability.
- Serve as SHL’s Respiratory Protection Program Administrator ensuring compliance with Iowa and Federal OSHA regulations and performing fit tests for staff who wear respirators.
- Manage response to biological spills and/or potential exposures.
- Oversee, with CT Coordinator, the incident and injury reporting process. Assist staff with reporting, help supervisors with incident investigations, participate in root cause analysis and identification of corrections/corrective actions, and review incident investigations prior to submission to University of Iowa Occupational Health.
- Oversee, with CT Coordinator, the occupational health and medical surveillance programs for SHL staff based on recommendations by and in collaboration with University of Iowa Employee Health Clinic and University of Iowa Occupational Health.
- Manage emergency decontamination and exposure prevention policies, processes, and procedures related to biological agents.
- Promote and provide for the health and safety of the State Hygienic Laboratory (SHL) staff by establishing, implementing and maintaining policies, procedures, and services around biosafety compliance and education
- Represent the University/SHL during outside agency inspections for compliance with regulatory standards. Assure departmental compliance with UI, local, state, and federal regulations through in-depth workplace biosafety inspections.
- Participate in annual reverification testing of SHL BSL3 laboratories, along with the SHL Building Security and Operations Coordinator and Facility Coordinator, and various other representatives from the University of Iowa and outside vendors.
- Co-chair the safety committee with the Chemical Threat Coordinator.

### Universal Competencies

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<tr>
<th>Universal Competencies</th>
<th>Ability to work with a variety of individuals and groups in a constructive and civil manner and utilize existing resources and learning to achieve or exceed desired outcomes of current and future organizational goals/needs.</th>
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<tr>
<td>Collaboration/Positive Impact</td>
<td>Ability to work with a variety of individuals and groups in a constructive and respectful manner while appreciating the unique contribution of an inclusive workforce that brings together the talents of people across multiple identities, including: race, creed, color, religion, national origins, age, sex, pregnancy, disability, veteran or military status, sexual orientation, gender identity, or associational preferences.</td>
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<tr>
<td>Diversity, Equity and Inclusion</td>
<td>Ability to meet or exceed customer service needs and expectations and provide excellent service in a direct or indirect manner. Ability to effectively transmit and interpret information through appropriate communication with internal and external customers.</td>
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### Technical Competencies
| Clinical Laboratory Testing  | • Participate in collecting and processing specimens (e.g. blood) according to test requests.  
| (Working)                  | • Operate laboratory equipment required to examine clinical specimens.  
|                           | • Produce reports based on laboratory test results to help in further diagnosis.  
|                           | • Adhere to relevant policies and ethics for clinical laboratory testing.  
|                           | • Discuss major factors that can affect the accuracy of laboratory test results.  
| Training Delivery         | • Coordinate the delivery of training sessions and their associated activities.  
| (Extensive)              | • Monitor the progress of training session delivery to ensure training schedules are followed.  
|                           | • Coach junior colleagues in choosing proper delivery methods for complicated training situations.  
|                           | • Evaluate the benefits and drawbacks of each delivery mechanism for various training programs.  
|                           | • Evaluate the quality of training delivered throughout the organization.  
|                           | • Collaborate with other functions to adjust training delivery in light of practical requirements.  
| Effective Communications   | • Communicate well downward, upward, and outward.  
| (Extensive)              | • Employ appropriate methods of persuasion when soliciting agreement.  
|                           | • Maintain focus on the topic at hand.  
|                           | • Adapt documents and presentations for the intended audience.  
|                           | • Review others' writing or presentations and provides feedback and coaching.  
|                           | • Demonstrate both empathy and assertiveness when communicating a need or defending a position.  
| Emergency Management      | • Have extensive experience with planning responses to industry-specific emergencies.  
| (Expert/Leader)          | • Identify criteria for determining potential impact and implements emergency response procedures.  
|                           | • Explain action plans for plant-wide emergencies that can occur in the workplace.  
|                           | • Elaborate on potential environmental emergencies and how to address them.  
|                           | • Develop communication campaigns for employees, community, and media.  
|                           | • Coordinate development of emergency programs and training of emergency response teams.  
| Health, Safety and        | • Imbed HSE policy objectives into the organization's strategy and mission.  
| Environment (HSE) Policy  | • Promote a culture in which all employees share a commitment to HSE policy compliance.  
| Compliance               | • Play a leading role in promoting HSE policy compliance best practices across the industry.  
| (Expert/Leader)          | • Advise HSE authorities and policymakers on ways to prevent violations of HSE related policies or guidelines.  
|                           | • Counsel senior practitioners on the implications of HSE policy in related industries.  
|                           | • Lead discussions and answers complex questions regarding historical and future HSE legal dilemmas.  
| Risk Management          | • Implement function-wide risk management processes and tools.  
| (Extensive)              | • Relate risk assessment models and analysis tools and processes to own business.  
|                           | • Measure key benefits and drawbacks for specific risk management practices.  
|                           | • Establish key business-specific risk management benchmarks.  
|                           | • Design cross-functional risk management processes, tools, and audit mechanisms.  
|                           | • Debate the pros and cons of various risk management models.  

### Safety, Injury Prevention and Emergency Procedures (Expert/Leader)

- Deploy safety strategies in multiple and diverse environments.
- Advocate the application of advanced facilities and equipment for injury prevention.
- Lead in developing emergency warning mechanisms for safety and injury prevention.
- Establish industry standards for safety plans and emergency procedures.
- Build communication systems to negotiate safety and emergency protocols.
- Elaborate on the historic background and future perspective of emergency/safety procedures.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

As part of performing the key areas of responsibility and competencies described above, staff members are expected to meet reasonable standards of work quality and quantity, as well as expectations for attendance established by their supervisor. Staff members are also expected to comply with policies governing employee responsibilities and conduct, including those contained in the *University Operations Manual*.

**Proficiency levels are defined as:**

**Basic Application** - Uses basic understanding of the field to perform job duties; may need some guidance on job duties; applies learning to recommend options to address unusual situations.

**Working Experience** - Successfully completes diverse tasks of the job; applies and enhances knowledge and skill in both usual and unusual issues; needs minimal guidance in addressing unusual situations.

**Extensive Experience** - Performs without assistance; recognized as a resource to others; able to translate complex nuances to others; able to improve processes; focus on broad issues.

**Expert/Leader** - Seen as an expert and/or leader; guides, troubleshoots; has strategic focus; applies knowledge and skill across or in leading multiple projects/orgs; demonstrates knowledge of trends in field; leads in developing new processes.

### Position Qualifications

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<th>Education or Equivalency Required</th>
<th>A Bachelor’s degree in a scientific field or an equivalent combination of education and experience is required.</th>
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<td>Required Qualification</td>
<td>• Extensive experience directly related to a clinical or public health laboratory, awareness of clinical and environmental chemistry practices.</td>
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<td>• Excellent verbal and written communication skills.</td>
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<td>• Ability to work and collaborate in a team environment both internal and external to the laboratory.</td>
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<td>• Project management experience, including the demonstration of experience in leading teams.</td>
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<td>• Some training or teaching experience is also necessary.</td>
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<td>• Possession of a valid state or commercial driver's license, and the ability to meet University Fleet Safety Standards or the ability to get a valid state license within 30-60 days of employment.</td>
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<td>Highly Desirable Qualification</td>
<td>• A Master's degree in a scientific field or an equivalent combination of education and experience is highly desirable.</td>
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<td>• Knowledge or experience with incident command and national incident management systems is highly desirable.</td>
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<td>Desirable Qualification</td>
<td>• Experience in drills and exercises, preparation and monitoring of grants, laboratory biosafety and biosecurity and creation and implementation of new initiatives.</td>
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• Familiarity with Microsoft Office, LIS, and preparation of fiscal and operational reports is desirable.

See requisition # 24001151 at https://jobs.uiowa.edu
Applicable background checks will be conducted.

The University of Iowa is an equal opportunity/affirmative action employer. All qualified applicants are encouraged to apply and will receive consideration for employment free from discrimination on the basis of race, creed, color, religion, national origin, age, sex, pregnancy (including childbirth and related conditions), disability, genetic information, status as a U.S. veteran, service in the U.S. military, sexual orientation, gender identity, or associational preferences.