The Environmental Health and Safety Department has an outstanding opportunity for a Compliance Analyst.

The Compliance Analyst provides professional level program support by conducting compliance analysis, audits, reviews, and investigations of individuals and locations utilizing Radiation Safety services. The Compliance Analyst utilizes specialized knowledge of radiation safety principles and practices to examine and analyze administrative records and practices of Radiation Safety clients for compliance with various internal and external regulations and policies, effectiveness of established controls, efficiency of operations, and accuracy of records. The Compliance Analyst reports results of audits, reviews, and investigations to the applicable Radiation Safety Specialist (RSS) or the Radioactive Materials Compliance Manager (RMCM) and makes recommendations for improving operations, and/or correcting improper practices.

The Compliance Analyst will be involved in strategic planning, program analysis, and process improvement. This position works closely with the RMCM, Radiation Safety Specialists, and Radiation Safety clients to collaborate regarding compliance with requirements specified by Radiation Safety programs. The Compliance Analyst will directly contribute to and be accountable for creating and sustaining a culture of service, quality, accountability and excellence within Radiation Safety and UW Environmental Health and Safety.

The Compliance Analyst is expected to be versatile and able to respond to issues related to all aspects of daily operations in a university with a large research program and associated medical centers.

This Position Requires:
- Training and working knowledge of several disciplines of radiation protection including regulatory compliance, dosimetry, hazard assessment, safe working practices, instrumentation, and emergency preparedness and response. Many of these disciplines require use of complex mathematical formulas to independently perform accurate assessments that will be scrutinized by regulatory and professional entities.
- Familiarity with multiple types of ionizing radiation sources including radioactive materials, x-ray generating machines, cyclotrons, and linear accelerators.
- Capability to work independently and exercise autonomous judgement and decision making.
• Organizational skills to effectively and efficiently manage multiple concurrent work duties and time lines.
• Ability to communicate and work effectively with all levels of University staff as well as State of Washington and federal regulatory agencies to assure the University's best interests are protected.
• Adaptation and innovation when working with faculty and staff to help them establish procedures to ensure compliance with requirements specified by Radiation Safety programs.
• Incorporating EH&S strategic planning initiatives into the employee work-plan.
• Gathering and analyzing data for metrics and performance monitoring of reviews, audits, and investigations to ensure organizational efficiencies and desired outcomes are met and department and section goals are reached.
• Staying current on new and emerging technologies, required and recommended trainings, and new or developing regulatory requirements relevant to position.

Position Dimensions and Impact to the University:
The Environmental Health and Safety Department provides University wide health and safety programs at all campus locations as well as Harborview and UW Medical Centers. The Compliance Analyst determines if Radiation Safety clients are following policies and procedures specified by Radiation Safety programs for a broad range of radiation use applications such as lasers, radioactive materials, and radiation producing machines.

The UW Radioactive Materials License is granted by the State of Washington Department of Health (DOH). Additional regulatory requirements are codified in the Washington Administrative Code (WAC). Inability to adequately assess compliance with Radiation Safety program requirements can result in license suspension and prohibition of all use of radioactive material and radiation producing machines. The Compliance Analyst serves an important role in maintaining a trusting and positive relationship with regulatory agencies, faculty, staff, students and patients, by assessing compliance of Radiation Safety clients and ensuring the safety of all individuals.

RESPONSIBILITIES:
• This position works independently under general supervision from the University of Washington Radioactive Materials Compliance Manager (RMCM) and regularly exercises independent judgement and decision making. This position collaborates with Radiation Safety Specialists to ensure audit and inspection procedures are consistent across all Radiation Safety programs. This position consults with the RMCM and Radiation Safety Specialists on long-range planning of audit and inspection processes.
• The Compliance Analyst applies knowledge of technical area to assess review results, draw conclusions, and recommend or advise the RMCM and Radiation Safety Specialists on necessary corrective actions. This position is responsible for conducting audits and inspections of the following:
  - Radioactive Material Use - Conducts audits and inspections to ensure individuals who have been issued a Radiation Use Authorization (RUA) are operating in accordance with RUA conditions and program requirements. This includes conducting contamination surveys of radioactive material use areas.
  - Radiation Producing Device Use - Conducts audits and inspections to ensure individuals and facilities using radiation producing devices are operating in accordance with program requirements. This includes devices that generate x-ray, laser, and nonionizing radiation.
  - Perform other duties as required - The UW Radiation Safety Program must remain adaptable due to unforeseen factors which might include permanent or temporary changes such as staffing, regulations, mission, funding, and technology. Therefore, this position may be required to perform other duties as assigned and to serve as a back-up for other Radiation Safety Staff. These duties could involve any aspect of the current radiation protection program at UW, as well as participating in unanticipated programs and departmental teams.

REQUIREMENTS:
• Bachelor’s Degree in Health Physics, Engineering, or Science
• Two to three years’ experience
• Specialized knowledge of radiation safety principles and practices
• Familiarity with various types of ionizing radiation sources including radioactive materials, x-ray generating machines, cyclotrons, and linear accelerators
• Demonstrated written and verbal communication skills.
• Technical proficiency with Microsoft Office Suite software.

**Equivalent education/experience will substitute for all minimum qualifications except when there are legal requirements, such as a license/certification/registration.**

**DESIRED EXPERIENCE**

• Master's degree in Health Physics, Engineering, or Science (equivalent experience can substitute for degree requirements)
• Five years of experience in a radiation safety program involving work in a university or research setting
• Experience with database management

**Working Environmental Conditions:**
This position requires working in a hazardous environment which is potentially dangerous due to the presence of radioactive materials and/or radiation emitting equipment. The misuse or malfunction of these radiation sources can result in injury. When assessing incidents and accidents, the Compliance Analyst must be technically knowledgeable and able to respond to inquiries regarding radiation exposure at University locations.

**Conditions of Employment:**

• A satisfactory outcome of a fingerprint check and FBI criminal background verification.
• Must have a Washington State Driver's License (WDL) or the ability to obtain a WDL within six months.
• Position requires frequent travel within the main UW Seattle campus to client offices and facilities, and occasional travel to various UW decentralized offices and labs.

As a UW employee, you will enjoy generous benefits and work/life programs. For detailed information on Benefits for this position, click here.

**Application Process:**
The application process for UW positions may include completion of a variety of online assessments to obtain additional information that will be used in the evaluation process. These assessments may include Workforce Authorization, Cover Letter and/or others. Any assessments that you need to complete will appear on your screen as soon as you select “Apply to this position”. Once you begin an assessment, it must be completed at that time; if you do not complete the assessment you will be prompted to do so the next time you access your “My Jobs” page. If you select to take it later, it will appear on your "My Jobs” page to take when you are ready. **Please note that your application will not be reviewed, and you will not be considered for this position until all required assessments have been completed.**

The University of Washington is a leader in environmental stewardship & sustainability, and committed to becoming climate neutral.

The University of Washington is an equal opportunity, affirmative action employer. To request disability accommodation in the application process, contact the Disability Services Office at 206-543-6450 / 206-543-6452 (tty) or dso@uw.edu. Apply for this job

University of Washington