# Job Family - Research

Job architecture is a University initiative that creates transparency and understanding about how staff positions are organized by job family, career track, and job level. A job family is a broad grouping of job profiles that span across the University, and use the same skills and knowledge to deliver a specific expertise type. A career track is a group of related job profiles in the same job family that represent the same nature of work with varying levels of contributions. This table of contents organizes job profiles in the Research job family by career track.

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<td>Bioinformatics</td>
<td>Responsible for developing methods and software tools to analyze and interpret biological data.</td>
<td>Bioinformatics, Sr. Manager&lt;br&gt;Bioinformatics, Manager&lt;br&gt;Bioinformatics, Advisor&lt;br&gt;Bioinformatics, Sr. Specialist&lt;br&gt;Bioinformatics, Specialist&lt;br&gt;Bioinformatics, Sr. Analyst</td>
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<tr>
<td>Clinical Research</td>
<td>Manages, facilitates, and monitors the daily activities of clinical research and clinical trials. Performs a variety of duties involved in the collection, documentation, analysis and reporting of clinical research and clinical trial data. Manages the strategic, administrative, operational, and financial decisions that impact clinical research and clinical trials conducted across the University.</td>
<td>Executive Director, Clinical Research&lt;br&gt;Clinical Research, Director&lt;br&gt;Clinical Research Director&lt;br&gt;Clinical Research, Manager&lt;br&gt;Clinical Research, Sr. Specialist&lt;br&gt;Clinical Research, Specialist&lt;br&gt;Clinical Research, Sr. Analyst&lt;br&gt;Clinical Research, Analyst&lt;br&gt;Clinical Research, Technician</td>
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<tr>
<td>Data Science</td>
<td>Conducts data investigation, including data wrangling, cleaning, sampling, management, exploratory analysis, regression and classification, prediction, and data communication. Implements foundational concepts of data computation, such as data structure, algorithms, parallel computing, simulation, and analysis. Utilizes knowledge in game theory, statistical quality control, exponential smoothing, seasonally adjusted trend analysis, or data visualization to gain insights, develop new strategies, and cultivate actionable business intelligence in diverse career tracks across the University.</td>
<td>Data Science, Manager&lt;br&gt;Data Science, Sr. Specialist&lt;br&gt;Data Science, Specialist&lt;br&gt;Data Science, Sr. Analyst&lt;br&gt;Data Science, Analyst</td>
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<tr>
<td>Engineering &amp; Design</td>
<td>Directs engineering activities to establish operating data and conduct experimental tests for assigned functions or departments within the University. Designs, modifies, and tests electronic systems and equipment. Confers with management to determine engineering feasibility and cost effectiveness. May direct field testing of products and systems performed by field staff.</td>
<td>Engineering &amp; Design, Sr. Manager&lt;br&gt;Engineering &amp; Design, Manager&lt;br&gt;Engineering &amp; Design, Sr. Specialist&lt;br&gt;Engineering &amp; Design, Sr. Analyst&lt;br&gt;Engineering &amp; Design, Analyst&lt;br&gt;Engineering &amp; Design, Technical Specialist&lt;br&gt;Engineering &amp; Design, Sr. Technician</td>
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<tr>
<td>Research</td>
<td>Oversees all aspects of management, scientific technological development, and operations for major research projects or research facilities. Ensures compliance of research activities with institutional, state, and federal regulatory policies, procedures, directives and mandates. Writes articles, reports and manuscripts. Presents research findings at meetings and/or conferences.</td>
<td>Research, Director&lt;br&gt;Research, Sr. Manager&lt;br&gt;Research, Manager&lt;br&gt;Research, Sr. Specialist&lt;br&gt;Research, Specialist&lt;br&gt;Research, Sr. Analyst&lt;br&gt;Research, Analyst&lt;br&gt;Research, Technical Specialist&lt;br&gt;Research, Technician&lt;br&gt;Research, Technical Assistant&lt;br&gt;Research, Business Sr. Assistant</td>
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<tr>
<td>Research &amp; Survey Lab Services</td>
<td>Performs technical laboratory procedures to support clinical research, and assists in specialty research involving animals, MRI technologies, histology, among others. Works directly with clients and perspective clients to understand their data needs and to update them on progress with their studies, manages changes in work scope or work plan in response to field conditions and budget.</td>
<td>Research &amp; Survey Lab Services, Manager&lt;br&gt;Research &amp; Survey Lab Services, Supervisor&lt;br&gt;Research &amp; Survey Lab Services, Sr. Specialist&lt;br&gt;Research &amp; Survey Lab Services, Specialist&lt;br&gt;Research &amp; Survey Lab Services, Sr. Analyst&lt;br&gt;Research &amp; Survey Lab Services, Analyst&lt;br&gt;Research &amp; Survey Lab Services, Sr. Technician&lt;br&gt;Research &amp; Survey Lab Services, Technician</td>
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| Research Computing   | Creates research focused user interfaces web front-ends, back-end services that scale, and integrate scientific workflows that automate and accelerate the scientific output of multi-institutional collaborative projects. This role involves software development in support of research projects involving data acquisition, ingestion, and integration from heterogeneous sources (metadata extraction from a corpus of diverse data sets, both structured and unstructured data). | Research Computing, Manager  
Research Computing, Specialist  
Research Computing, Sr. Analyst                                                                                                       |
| Research Professional| Facilitates and promotes a research project or contributes to the scientific direction of a research resource.                                                                                                                                                                     | Research Professional, Sr. Manager  
Research Professional, Advisor  
Research Professional, Sr. Specialist  
Research Professional, Specialist  
Research Professional, Sr. Analyst  
Research Professional, Analyst                                                                                                             |
| Statistician         | Designs, conducts, and publishes results from research projects and writes statistical design, methods, and analysis for research proposals. Develops objectives, designing sampling, randomization, and data collection procedures. Develops and implements new innovative procedures in the areas of data collection, quality control, presentation of results, and statistical analyses. | Statistician, Manager  
Statistician, Specialist  
Statistician, Sr. Analyst  
Statistician, Analyst  
Statistician, Technical Lead  
Statistician, Technical Specialist  
Statistician, Sr. Technician  
Statistician, Technician  
Statistician, Technical Assistant                                                                                                             |
# Job Profile: Bioinformatics, Sr. Manager

## Job Summary
The job manages multiple related teams of managers and professional staff responsible for primary bioinformatics and scientific resource to support project work that solves complex problems.

## FLSA Status
- ✓ Exempt
- □ Non-Exempt

## Role Impact
- ✓ People Manager
- □ Individual Contributor

## Job Code
REBIOM3

## Job Level
M3

## Job Family Description
Responsible for all aspects of research projects and research facilities. Plans and conducts clinical and non-clinical research; facilitates and monitors daily activities of clinical trials or research projects. Directs engineering and technical support activities to develop and maintain tools and computational methods needed to gather and analyze data.

## Job Level Description
Provides leadership to managers and professional staff. Is accountable for the performance and results of multiple related teams. Develops departmental plans, including business, operational and/or organizational priorities. Decisions are guided by resource availability and functional objectives.

## Responsibilities
1. Manages the analysis of data resulting in a better understanding of human genetic variation and the association of medical information to uncover gene-disease links and new targets.
2. Develops diverse and heterogeneous datasets, to facilitate mining statistical analysis and visualizations leading to a better understanding of disease mechanisms, and the correlation between phenotype and genotype in different research projects.
3. Maintains data analyst functions that generate knowledge via data mining, visualization, or other analytics.
4. Manages the development of new software applications or the customization of existing applications to meet specific scientific project needs.
5. Performs other related work as needed.

## Education, Experience and Certifications

### Education
- Minimum requirements include a college or university degree in related field.

### Experience
- Minimum requirements include knowledge and skills developed through 7+ years of work experience in a related job discipline.

### Licenses and Certifications
- None.
## Job Profile: Bioinformatics, Manager

### Job Summary
The job manages a team of professionals responsible for developing methods and software tools to analyze and interpret biological data.

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<td>REBIOM2</td>
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### Job Family Description
Responsible for all aspects of research projects and research facilities. Plans and conducts clinical and non-clinical research; facilitates and monitors daily activities of clinical trials or research projects. Directs engineering and technical support activities to develop and maintain tools and computational methods needed to gather and analyze data.

### Job Level Description
Manages professional employees and/or supervisors. Is accountable for the performance and results of a team within own discipline. Adapts departmental plans and priorities to address resource and operational challenges. Decisions are guided by policies, procedures and business plan; receives guidance from manager. Provides technical guidance to employees, colleagues and/or customers.

### Responsibilities
1. Establish the direction and work with leaders to direct the work of technicians and information technology staff.
2. Lead bioinformatics projects to ensure implementation in a timely and efficient manner with compliant, appropriate documentation.
3. Fosters a continuous learning environment supporting training opportunities. Provide direct supervision of bioinformatics staff (i.e. coaching, talent management, etc.).
4. Build collaborative relationships across the bioinformatics community, to create novel approaches to optimize upstream and downstream analysis and interpretation of data.
5. Performs other related work as needed.

### Education, Experience and Certifications

#### Education
- Minimum requirements include a college or university degree in related field.

#### Experience
- Minimum requirements include knowledge and skills developed through 7+ years of work experience in a related job discipline.

#### Licenses and Certifications
- None.
## Job Profile: Bioinformatics, Advisor

### Job Summary

The job is a recognized expert in developing methods and software tools to analyze and interpret biological data.

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### Job Family Description

Is a centralized role and a recognized expert within the University with campus-wide impact. Anticipates internal and or external business challenges that impact the University, vendor and/or regulatory issues; recommends process, product or service improvements. Solves unique and complex problems that have a broad impact on the University. Progression to this level is restricted on the basis of University requirements.

### Responsibilities

1. Develop new or modify existing procedures to solve complex problems in research projects. Design and perform formal evaluation of informatics methods and products.
2. Manipulate publicly accessible, commercial, or proprietary genomic, proteomic, or post-genomic databases.
3. Consult with researchers to analyze problems, recommend technology-based solutions, or determine computational strategies.
4. Communicate research results through conference presentations, scientific publications, or project reports.
5. Performs other related work as needed.

### Education, Experience and Certifications

#### Education
- Minimum requirements include a college or university degree in related field.

#### Experience
- Minimum requirements include knowledge and skills developed through 7+ years of work experience in a related job discipline.

#### Licenses and Certifications
- None.

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[Table of Contents]
### Job Profile: Bioinformatics, Sr. Specialist

#### Job Summary
The job has deep specialized knowledge for developing methods and software tools to analyze and interpret biological data.

#### FLSA Status | Role Impact
---|---
☑ Exempt | ☐ Non-Exempt | ☒ Individual Contributor | ☐ People Manager

#### Job Code | Job Level
REBIO4 | P4

#### Job Family Description | Job Level Description
Responsible for all aspects of research projects and research facilities. Plans and conducts clinical and non-clinical research; facilitates and monitors daily activities of clinical trials or research projects. Directs engineering and technical support activities to develop and maintain tools and computational methods needed to gather and analyze data. | Requires specialized depth and/or breadth of expertise. Interprets internal or external University issues and recommends best practices. Solves complex problems; takes a broad perspective to identify innovative solutions. Works independently, with guidance in only the most complex situations. May lead cross-functional or divisional teams or projects.

#### Responsibilities
1. Leads implementation or modification of existing web-based bioinformatics tools.
2. Recommends process improvements for creating data algorithms and specialized computer software to identify and classify components of a biological system (i.e. DNA and protein sequences).
3. Provides expertise to biomedical informatics related concepts, applications, and tools.
4. Improves development of training, tools, and process documentation.
5. Performs other related work as needed.

#### Education, Experience and Certifications

##### Education
- Minimum requirements include a college or university degree in related field.

##### Experience
- Minimum requirements include knowledge and skills developed through 7+ years of work experience in a related job discipline.

##### Licenses and Certifications
- None.
# Job Profile: Bioinformatics, Specialist

## Job Summary
The job uses best practices and knowledge of data algorithms and use specialized computer software to identify and classify components of scientific biological systems.

## FLSA Status
- ☑ Exempt
- ☐ Non-Exempt

## Role Impact
- ☐ People Manager
- ☑ Individual Contributor

## Job Code
- REBIOP3

## Job Level
- P3

## Job Family Description
Responsible for all aspects of research projects and research facilities. Plans and conducts clinical and non-clinical research; facilitates and monitors daily activities of clinical trials or research projects. Directs engineering and technical support activities to develop and maintain tools and computational methods needed to gather and analyze data.

## Job Level Description
Requires in-depth knowledge and experience. Uses best practices and knowledge of internal or external University issues to improve products or services. Solves complex problems; takes a new perspective using existing solutions. Works independently, receives minimal guidance. Acts as a resource for colleagues with less experience.

## Responsibilities
1. Develop programs to perform analyses and generate both routine and ad hoc reports.
2. Guides with researchers to analyze problems, recommend technology-based solutions, or determine computational strategies.
3. Designs and perform formal evaluation of informatics methods and products.
4. Manipulates publicly accessible, commercial, or proprietary genomic, proteomic, or post-genomic databases
5. Performs other related work as needed.

## Education, Experience and Certifications

### Education
- Minimum requirements include a college or university degree in related field.

### Experience
- Minimum requirements include knowledge and skills developed through 5-7 years of work experience in a related job discipline.

### Licenses and Certifications
- None.
### Job Profile: Bioinformatics, Sr. Analyst

#### Job Summary
The job administers programs and support all phases of bioinformatics activities by helping devise or modify procedures to solve complex problems.

#### FLSA Status
- ☑ Exempt
- ☐ Non-Exempt

#### Role Impact
- ☐ People Manager
- ☑ Individual Contributor

#### Job Code
REBIOP2

#### Job Level
P2

#### Job Family Description
Responsible for all aspects of research projects and research facilities. Plans and conducts clinical and non-clinical research; facilitates and monitors daily activities of clinical trials or research projects. Directs engineering and technical support activities to develop and maintain tools and computational methods needed to gather and analyze data.

#### Job Level Description
Requires knowledge and experience in own discipline; still acquiring higher-level knowledge and skills. Builds knowledge of the organization, processes and customers. Solves a range of straightforward problems. Analyzes possible solutions using standard procedures. Receives a moderate level of guidance and direction.

#### Responsibilities
1. Participates in creating data algorithms and specialized computer software to identify and classify components of a biological system (i.e. DNA and protein sequences).
2. Applies basic application of computational tools and information technology to gather, analyze and visualize data in biology and biomedical research.
3. Interprets data analysis of high throughput genomics, proteomics and genetic data.
4. Plans own resources to implement or modify existing web-based bioinformatics tools.
5. Performs other related work as needed.

#### Education, Experience and Certifications

##### Education
- Minimum requirements include a college or university degree in related field.

##### Experience
- Minimum requirements include knowledge and skills developed through 2-5 years of work experience in a related job discipline.

##### Licenses and Certifications
- None.
Job Profile: Executive Director, Clinical Research

Job Summary
The job provides leadership and direction through senior managers and directs the daily activities of clinical research including the collection, documentation, analysis of clinical trial data, and reporting of clinical research data. Oversees the strategic, administrative, operational, and financial initiatives that impact clinical research conducted across the University.

FLSA Status
- ☒ Exempt
- ☐ Non-Exempt

Role Impact
- ☒ People Manager
- ☐ Individual Contributor

Job Code
- RECRTM5

Job Level
- M5

Job Family Description
Responsible for all aspects of research projects and research facilities. Plans and conducts clinical and non-clinical research; facilitates and monitors daily activities of clinical trials or research projects. Directs engineering and technical support activities to develop and maintain tools and computational methods needed to gather and analyze data.

Job Level Description
Provides divisional leadership and direction through senior managers. Is accountable for the performance and results of a unit. Gives input and executes sub-function strategy to achieve key University objectives that have campus-wide or institutional impact. Decisions are guided by functional strategy and objectives.

Responsibilities
1. Manages employees through senior managers. Oversees the development of performance goals, establishes the structure for allocating resources and assessing division or University policies.
2. Oversees financial transactions, revenues, and expenditures. Ensures the accurate recording of data, the complete and complex billing of sponsors and third party payers, and the timely collection of accounts receivable.
3. Provides leadership by reviewing, negotiating and finalizing contractual agreements and budgets between sponsors, OCRs and other vendors. Directs the development, monitoring and reporting of project budgets and annual projections.
4. Represents the function as leadership, serving as a point of contact for research conduct and compliance. Acts as a key resource for clinical trial research management.
5. Performs other related work as needed.

Education, Experience and Certifications

Education
- Minimum requirements include a college or university degree in related field.

Experience
- Minimum requirements include knowledge and skills developed through 10+ years of work experience in a related job discipline.

Licenses and Certifications
- None.
# Job Profile: Clinical Research, Director

## Job Summary

The job provides leadership and direction through managers and directs the daily activities of clinical research including the collection, documentation, analysis of clinical trial data, and reporting of clinical research data. Oversees the strategic, administrative, operational, and financial initiatives that impact clinical research conducted across the University.

### FLSA Status

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### Job Code

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### Job Family Description

Responsible for all aspects of research projects and research facilities. Plans and conducts clinical and non-clinical research; facilitates and monitors daily activities of clinical trials or research projects. Directs engineering and technical support activities to develop and maintain tools and computational methods needed to gather and analyze data.

### Job Level Description

Provides leadership and direction through managers. Is accountable for the performance and results of related departments. Executes functional plans and contributes to the development of unit strategy. Decisions are guided by division, school or sub-function strategy and priorities.

### Responsibilities

1. Manages employees through subordinates, usually other managers, to record, analyze, and report all financial transactions for clinical research trials. Evaluates potential study protocols for feasibility and cost effectiveness.
2. Oversees financial transactions, revenues, and expenditures. Ensures the accurate recording of data, the complete billing of sponsors and third party payers, and the timely collection of accounts receivable.
3. Reviews, negotiates and finalizes contractual agreements and budgets between sponsors, OCRs and other vendors. Directs the development, monitoring and reporting of project budgets and annual projections.
4. Represents the function, serving as a point of contact for research conduct and compliance. Acts as a key resource for clinical trial research management.
5. Performs other related work as needed.

### Education, Experience and Certifications

#### Education

- Minimum requirements include a college or university degree in related field.

#### Experience

- Minimum requirements include knowledge and skills developed through 10+ years of work experience in a related job discipline.

#### Licenses and Certifications

- None.
**Job Profile: Clinical Research Director**

**Job Summary**

The job manages multiple related teams of managers and professional staff responsible for performing clinical research including the collection, documentation, analysis of clinical trial data, and reporting of clinical research data. Manages the strategic, administrative, operational, and financial decisions that impact clinical research conducted across the University.

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**Job Family Description**

Responsible for all aspects of research projects and research facilities. Plans and conducts clinical and non-clinical research; facilitates and monitors daily activities of clinical trials or research projects. Directs engineering and technical support activities to develop and maintain tools and computational methods needed to gather and analyze data.

**Job Level Description**

Provides leadership to managers and professional staff. Is accountable for the performance and results of multiple related teams. Develops departmental plans, including business, operational and/or organizational priorities. Decisions are guided by resource availability and functional objectives.

**Responsibilities**

1. Manages managers and professional staff to monitor financial transactions, revenues and expenditures for clinical research trials. Ensures all data is accurately recorded, utilizing institutional (accounting and research) policies.
2. Monitors project management and ensures that clinical trials are conducted in compliance with federal and institutional regulations. Manages, monitors and reports project budgets and annual projections.
3. Develops departmental plans, including strategic initiatives for the department, in collaboration with departmental and divisional leadership.
4. Advises faculty and research staff on all facets of clinical trial research management, including research conduct and compliance.
5. Performs other related work as needed.

**Education, Experience and Certifications**

**Education**

- Minimum requirements include a college or university degree in related field.

**Experience**

- Minimum requirements include knowledge and skills developed through 7+ years of work experience in a related job discipline.

**Licenses and Certifications**

- None.
Job Profile: Clinical Research, Manager

Job Summary
The job manages a team of professional staff responsible for performing clinical research including the collection, documentation, analysis of clinical trial data, and reporting of clinical research data. Manages the strategic, administrative, operational, and financial decisions that impact clinical research conducted across the University.

FLSA Status
☑ Exempt ☐ Non-Exempt

Role Impact
☑ People Manager ☐ Individual Contributor

Job Code
RECRTM2

Job Level
M2

Job Family Description
Responsible for all aspects of research projects and research facilities. Plans and conducts clinical and non-clinical research; facilitates and monitors daily activities of clinical trials or research projects. Directs engineering and technical support activities to develop and maintain tools and computational methods needed to gather and analyze data.

Job Level Description
Manages professional employees and/or supervisors. Is accountable for the performance and results of a team within own discipline. Adapts departmental plans and priorities to address resource and operational challenges. Decisions are guided by policies, procedures and business plan; receives guidance from manager. Provides technical guidance to employees, colleagues and/or customers.

Responsibilities
1. Manages and directs the protocol review process for all clinical trials which includes the receipt and coordination of protocols for review, committee meetings, and clinical research conferences.
2. Plans and manages the protocol review process for all clinical trials which includes the receipt and coordination of protocols for review, committee meetings, and clinical research conferences.
3. Advises the development of a formalized training program for both new and existing staff within the unit and any affiliates and/or partners. Monitors federal regulatory agency requirements related to clinical research training requirements and ensures training activities comply with requirements.
4. Manages PI and other senior research faculty and personnel, participates as a skilled individual contributor and/or lead researcher as expert in specialized area. Ensures research projects progress according to plan by overseeing the coordination of the daily clinical trial activities.
5. Performs other related work as needed.

Education, Experience and Certifications

Education
- Minimum requirements include a college or university degree in related field.

Experience
- Minimum requirements include knowledge and skills developed through 7+ years of work experience in a related job discipline.

Licenses and Certifications
- None.
# Job Profile: Clinical Research, Sr. Specialist

## Job Summary

The job leads and provides expertise to the development of programs for the collection, documentation, analysis of clinical trial data, and reporting of clinical research data. Provides input into the strategic, administrative, operational, and financial decisions that impact clinical research conducted across the University.

## FLSA Status

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## Role Impact

- ☐ People Manager
- ☑️ Individual Contributor

## Job Code

RECRTP4

## Job Level

P4

## Job Family Description

Responsible for all aspects of research projects and research facilities. Plans and conducts clinical and non-clinical research; facilitates and monitors daily activities of clinical trials or research projects. Directs engineering and technical support activities to develop and maintain tools and computational methods needed to gather and analyze data.

## Job Level Description

Requires specialized depth and/or breadth of expertise. Interprets internal or external University issues and recommends best practices. Solves complex problems; takes a broad perspective to identify innovative solutions. Works independently, with guidance in only the most complex situations. May lead cross-functional or divisional teams or projects.

## Responsibilities

1. Solves the daily administrative and technical activities in a single highly complex, large clinical trial or multiple moderately complex, concurrent clinical trials. Designs and guides internal and external audits and manages external surveys.
2. Leads and implements Good Clinical Practices (GCP) and all relevant current local, state, and federal laws, regulations, policies and procedures. Develops and implements consistent standards and protocols.
3. Solves complex problems relating to data management and the analysis of large administrative datasets. Works independently to develop, manage, and report on key data and ensures timeliness of data and reporting submissions from multiple investigators.
4. Provides expertise on the basics of clinical research and related aspects of clinical study for colleagues with less experience. Prepares and evaluates writing protocols, IRB submissions, grant applications, manuscripts, reports, and dissemination tools.
5. Performs other related work as needed.

## Education, Experience and Certifications

### Education

- Minimum requirements include a college or university degree in related field.

### Experience

- Minimum requirements include knowledge and skills developed through 7+ years of work experience in a related job discipline.

### Licenses and Certifications

- None.
# Job Profile: Clinical Research, Specialist

## Job Summary
The job independently manages the collection, documentation, analysis of clinical trial data, and reporting of clinical research data. Provides input into the strategic, administrative, operational, and financial decisions that impact clinical research conducted across the University.

## FLSA Status
| Exempt | Non-Exempt |
| ☑ Exempt | ☐ Non-Exempt |

## Role Impact
- ☑ People Manager
- ☑ Individual Contributor

## Job Code
| Job Code | Job Level |
| RECRTP3 | P3 |

## Job Family Description
Responsible for all aspects of research projects and research facilities. Plans and conducts clinical and non-clinical research; facilitates and monitors daily activities of clinical trials or research projects. Directs engineering and technical support activities to develop and maintain tools and computational methods needed to gather and analyze data.

## Job Level Description
Requires in-depth knowledge and experience. Uses best practices and knowledge of internal or external University issues to improve products or services. Solves complex problems; takes a new perspective using existing solutions. Works independently, receives minimal guidance. Acts as a resource for colleagues with less experience.

## Responsibilities
1. Manages the daily administrative and technical activities in a single highly complex, large clinical trial or multiple moderately complex, concurrent clinical trials. Designs and guides internal and external audits and manages external surveys.
2. Implements Good Clinical Practices (GCP) and all relevant current local, state, and federal laws, regulations, policies and procedures. Develops and implements consistent standards and protocols.
3. Solves complex problems relating to data management and the analysis of large administrative datasets. Works independently to develop, manage, and report on key data and ensures timeliness of data and reporting submissions from multiple investigators.
4. Acts as a resource on the basics of clinical research and related aspects of clinical study for colleagues with less experience. Prepares and evaluates writing protocols, IRB submissions, grant applications, manuscripts, reports, and dissemination tools.
5. Performs other related work as needed.

## Education, Experience and Certifications

### Education
- Minimum requirements include a college or university degree in related field.

### Experience
- Minimum requirements include knowledge and skills developed through 5-7 years of work experience in a related job discipline.

### Licenses and Certifications
- None.
# Job Profile: Clinical Research, Sr. Analyst

## Job Summary

The job compiles, documents, analyzes, and reports on clinical research data. Provides input to support the strategic, administrative, operational, and financial decisions that impact clinical research conducted across the University.

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<td>☒ Exempt</td>
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<th>Job Code</th>
<th>Job Level</th>
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<tbody>
<tr>
<td>RECRTP2</td>
<td>P2</td>
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</table>

## Job Family Description

Responsible for all aspects of research projects and research facilities. Plans and conducts clinical and non-clinical research; facilitates and monitors daily activities of clinical trials or research projects. Directs engineering and technical support activities to develop and maintain tools and computational methods needed to gather and analyze data.

Requires knowledge and experience in own discipline; still acquiring higher-level knowledge and skills. Builds knowledge of the organization, processes and customers. Solves a range of straightforward problems. Analyzes possible solutions using standard procedures. Receives a moderate level of guidance and direction.

## Responsibilities

1. Analyzes, facilitates and participates in the daily activities of multiple moderately complex clinical trials and performs all aspects of clinical data management, including patient data retrieval, referring MD office records, preparing clinical research charts, and participation in program audits.
2. Prepares program conference lists for multidisciplinary conferences and workshops. Participates in all pharmaceutical site visits. Uses moderate understanding of clinical trials to collect and store patient specimens, radiology scans and reports.
3. Solves a range of straightforward problems relating to the administration of the compliance, financial and other related aspects of a clinical study.
4. Interprets the data needed for insurance submissions. Gathers pre-testing results if obtained at an outside facility.
5. Performs other related work as needed.

## Education, Experience and Certifications

### Education

- Minimum requirements include a college or university degree in related field.

### Experience

- Minimum requirements include knowledge and skills developed through 2-5 years of work experience in a related job discipline.

### Licenses and Certifications

- None.
## Job Profile: Clinical Research, Analyst

### Job Summary
The job performs routine assignments related to the documentation, analysis, and reporting of research data. Provides input to support the strategic, administrative, operational, and financial decisions that impact clinical research conducted across the University.

### FLSA Status
- ☒ Exempt
- ☐ Non-Exempt

### Role Impact
- ☐ People Manager
- ☒ Individual Contributor

### Job Code
- RECRTP1

### Job Level
- P1

### Job Family Description
Responsible for all aspects of research projects and research facilities. Plans and conducts clinical and non-clinical research; facilitates and monitors daily activities of clinical trials or research projects. Directs engineering and technical support activities to develop and maintain tools and computational methods needed to gather and analyze data.

### Job Level Description
Performs routine assignments in the entry level to a professional job progression. Typically requires a college or university degree or the equivalent work experience that provides knowledge and exposure to fundamental theories, principles and concepts. Develops competence by performing structured work assignments. Uses existing procedures to solve routine or standard problems. Receives instruction, guidance and direction from others.

### Responsibilities
1. Performs various aspects of clinical research, such as collecting and processing specimens, interviewing subjects, taking vital signs, and contributing to the case report.
2. Analyzes protocols and advise treating physicians on appropriate dosage modifications or treatment calculations based on patient characteristics.
3. Coordinates and may participate in quality assurance reviews conducted by study sponsors, federal agencies, or specially designated review groups.
4. Analyzes study-related documentation, such as protocol worksheets, procedural manuals, adverse event reports, institutional review board documents, or progress reports.
5. Performs other related work as needed.

### Education, Experience and Certifications

#### Education
- Minimum requirements include a college or university degree in related field.

#### Experience
- Minimum requirements include knowledge and skills developed through less than 2 years of work experience in a related job discipline.

#### Licenses and Certifications
- None.
## Job Profile: Clinical Research, Technician

### Job Summary
The job provides technical support activities related to documents, analyzes, and reports on clinical research data. Provides input to support the strategic, administrative, operational, and financial decisions that impact clinical research conducted across the University.

### FLSA Status
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### Job Code
| RECRTT2 |

### Job Level
| T2 |

### Job Family Description
Responsible for all aspects of research projects and research facilities. Plans and conducts clinical and non-clinical research; facilitates and monitors daily activities of clinical trials or research projects. Directs engineering and technical support activities to develop and maintain tools and computational methods needed to gather and analyze data.

### Job Level Description
Expands skills in own work area within an analytical/scientific method or operational process. Maintains appropriate licenses, training and/or certifications, as needed. Applies experience and skills to complete assigned work within our area of expertise. Works within standard operating procedures and/or scientific methods. Works with a moderate degree of supervision.

### Responsibilities
1. Perform specific protocol procedures such as interviewing subjects, taking vital signs, and performing electrocardiograms.
2. Understands protocols and advises treating physicians on appropriate dosage modifications or treatment calculations based on patient characteristics.
3. Prepares for or participate in quality assurance audits conducted by study sponsors, federal agencies, or specially designated review groups.
4. Participates in study-related documentation, such as protocol worksheets, procedural manuals, adverse event reports, institutional review board documents, or progress reports.
5. Performs other related work as needed.

### Education, Experience and Certifications

#### Education
- Minimum requirements include vocational training, apprenticeships or the equivalent experience in related field (not typically required to have a four-year degree).

#### Experience
- Minimum requirements include knowledge and skills developed through 2-5 years of work experience in a related job discipline.

#### Licenses and Certifications
- None.
# Job Profile: Data Science, Manager

## Job Summary

The job manages a team of professional staff responsible for the development of programs for data manipulation, statistical applications, programming, analysis and modeling in order to implement projects related to the University’s various internal data systems as well as from external sources.

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<th>Job Level Description</th>
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<tr>
<td>Responsible for all aspects of research projects and research facilities. Plans and conducts clinical and non-clinical research; facilitates and monitors daily activities of clinical trials or research projects. Directs engineering and technical support activities to develop and maintain tools and computational methods needed to gather and analyze data.</td>
<td>Manages professional employees and/or supervisors. Is accountable for the performance and results of a team within own discipline. Adapts departmental plans and priorities to address resource and operational challenges. Decisions are guided by policies, procedures and business plan; receives guidance from manager. Provides technical guidance to employees, colleagues and/or customers.</td>
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</tbody>
</table>

## Responsibilities

1. Manages and develops frameworks from which the team analyzes complex data sets for the purpose of extracting and purposefully using applicable information. Reviews and recommends infrastructure improvements that connect medium to large complex data sets.
2. Advise staff or faculty members in project creation and implementation by applying principals of data science in manipulation, statistical applications, programming, analysis and modeling.
3. Establishes and improves upon the set operational protocols for designing and evaluating statistical models and reproducible data processing pipelines. Plans the collection and analysis of information from the University's various internal data systems as well as from external sources.
4. Provides technical and general guidance to direct reports and staff members who work with data scientists. Recommends and ensures process improvements for high level or complex data-related requests, and engages other IT resources as needed. Establishes relationships and liaises with other campus teams to assist faculty with data science related needs.
5. Performs other related work as needed.

## Education, Experience and Certifications

### Education
- Minimum requirements include a college or university degree in related field.

### Experience
- Minimum requirements include knowledge and skills developed through 7+ years of work experience in a related job discipline.

### Licenses and Certifications
- None.

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Table of Contents
## Job Profile: Data Science, Sr. Specialist

### Job Summary
The job leads and provides expertise to the development of programs for data manipulation, statistical applications, programming, analysis and modeling in order to implement projects related to the University's various internal data systems as well as from external sources.

### FLSA Status
| ☒ Exempt | ☐ Non-Exempt | ☐ People Manager | ☒ Individual Contributor |

### Job Code
| REDATP4 |

### Job Level
| P4 |

### Job Family Description
Responsible for all aspects of research projects and research facilities. Plans and conducts clinical and non-clinical research; facilitates and monitors daily activities of clinical trials or research projects. Directs engineering and technical support activities to develop and maintain tools and computational methods needed to gather and analyze data.

### Job Level Description
Requires specialized depth and/or breadth of expertise. Interprets internal or external University issues and recommends best practices. Solves complex problems; takes a broad perspective to identify innovative solutions. Works independently, with guidance in only the most complex situations. May lead cross-functional or divisional teams or projects.

### Responsibilities
1. Leads and develops methods to analyze complex data sets for the purpose of extracting and purposefully using applicable information. Develops and maintains infrastructure that connects medium to large complex data sets.
2. Provides expertise to staff or faculty members in defining the project and applies principals of data science in manipulation, statistical applications, programming, analysis and modeling.
3. Recommends process improvements for data calibration between large and complex research and administrative datasets. Implements and may improve upon the established operational protocols for collecting and analyzing information from the University's various internal data systems as well as from external sources.
4. Leads the design and evaluation of statistical models and reproducible data processing pipelines using expertise of best practices in machine learning and statistical inference. Provides expertise and/or recommends process improvements for high level or complex data-related requests and engages other IT resources as needed. Establishes partnerships with other campus teams to assist faculty with data science related needs.
5. Performs other related work as needed.

### Education, Experience and Certifications

#### Education
- Minimum requirements include a college or university degree in related field.

#### Experience
- Minimum requirements include knowledge and skills developed through 7+ years of work experience in a related job discipline.

#### Licenses and Certifications
- None.
### Job Profile: Data Science, Specialist

**Job Summary**

The job uses best practices and knowledge of data manipulation, statistical applications, programming, analysis and modeling in order to implement projects related to the University's various internal data systems as well as from external sources. The job is responsible for managing operational protocols.

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**Job Code**

REDATP3

**Job Level**

P3

**Job Family Description**

Responsible for all aspects of research projects and research facilities. Plans and conducts clinical and non-clinical research; facilitates and monitors daily activities of clinical trials or research projects. Directs engineering and technical support activities to develop and maintain tools and computational methods needed to gather and analyze data.

**Job Level Description**

Requires in-depth knowledge and experience. Uses best practices and knowledge of internal or external University issues to improve products or services. Solves complex problems; takes a new perspective using existing solutions. Works independently, receives minimal guidance. Acts as a resource for colleagues with less experience.

### Responsibilities

1. Has a deep understanding of methods to analyze complex data sets for the purpose of extracting and purposefully using applicable information. May develop and maintain infrastructure that connects data sets.
2. Guides staff or faculty members in defining the project and applies principals of data science in manipulation, statistical applications, programming, analysis and modeling.
3. Calibrates data between large and complex research and administrative datasets. Guides and may set the operational protocols for collecting and analyzing information from the University's various internal data systems as well as from external sources.
4. Designs and evaluates statistical models and reproducible data processing pipelines using expertise of best practices in machine learning and statistical inference. Provides expertise for high level or complex data-related requests and engages other IT resources as needed. Partners with other campus teams to assist faculty with data science related needs.
5. Performs other related work as needed.

### Education, Experience and Certifications

**Education**

- Minimum requirements include a college or university degree in related field.

**Experience**

- Minimum requirements include knowledge and skills developed through 5-7 years of work experience in a related job discipline.

**Licenses and Certifications**

- None.
# Job Profile: Data Science, Sr. Analyst

## Job Summary
The job provides professional support and solves problems in collecting, organizing, and analyzing information from the University's various internal data systems as well as from external sources. The job performs data analysis assignments related to data manipulation, statistical applications, programming, analysis and modeling in order to support projects.

## FLSA Status
- ☑ Exempt
- ☐ Non-Exempt

## Role Impact
- ☑ People Manager
- ☑ Individual Contributor

## Job Code
- REDATP2

## Job Level
- P2

## Job Family Description
Responsible for all aspects of research projects and research facilities. Plans and conducts clinical and non-clinical research; facilitates and monitors daily activities of clinical trials or research projects. Directs engineering and technical support activities to develop and maintain tools and computational methods needed to gather and analyze data.

## Job Level Description
Requires knowledge and experience in own discipline; still acquiring higher-level knowledge and skills. Builds knowledge of the organization, processes and customers. Solves a range of straightforward problems. Analyzes possible solutions using standard procedures. Receives a moderate level of guidance and direction.

## Responsibilities
1. Analyzes moderately complex data sets for the purpose of extracting and purposefully using applicable information.
2. Provides professional support to staff or faculty members in defining the project and applying principals of data science in manipulation, statistical applications, programming, analysis and modeling.
3. Cleans, transforms, merges, and matches between large and complex research and administrative datasets. Plans own resources to collect, organize, and analyze information from the University's various internal data systems as well as from external sources.
4. Builds and analyzes statistical models and reproducible data processing pipelines using knowledge of best practices in machine learning and statistical inference. Serves as a single point of contact for all requests and engages other IT resources to assist as needed. May partner with other campus teams to assist faculty with data science related needs.
5. Performs other related work as needed.

## Education, Experience and Certifications

### Education
- Minimum requirements include a college or university degree in related field.

### Experience
- Minimum requirements include knowledge and skills developed through 2-5 years of work experience in a related job discipline.

### Licenses and Certifications
- None.
# Job Profile: Data Science, Analyst

## Job Summary

Under direct supervision, this job performs a broad range of operational activities, which may include collecting, organizing, and analyzing information from the University’s various internal data systems as well as from external sources. This job also performs assignments related to data manipulation, statistical applications, programming, analysis and modeling.

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</table>

## Job Family Description

Responsible for all aspects of research projects and research facilities. Plans and conducts clinical and non-clinical research; facilitates and monitors daily activities of clinical trials or research projects. Directs engineering and technical support activities to develop and maintain tools and computational methods needed to gather and analyze data.

## Job Level Description

Performs routine assignments in the entry level to a professional job progression. Typically requires a college or university degree or the equivalent work experience that provides knowledge and exposure to fundamental theories, principles and concepts. Develops competence by performing structured work assignments. Uses existing procedures to solve routine or standard problems. Receives instruction, guidance and direction from others.

## Responsibilities

1. Assists in analyzing data for the purpose of extracting applicable information. Performs research projects that provide analysis for a number of programs and initiatives.
2. May assist staff or faculty members with data manipulation, statistical applications, programming, analysis and modeling on a scheduled or ad-hoc basis.
3. Collects, organizes, and may analyze information from the University’s various internal data systems as well as from external sources.
4. Maintains and analyzes statistical models using general knowledge of best practices in machine learning and statistical inference. Performs maintenance on large and complex research and administrative datasets. Responds to requests and engages other IT resources as needed.
5. Performs other related work as needed.

## Education, Experience and Certifications

**Education**
- Minimum requirements include a college or university degree in related field.

**Experience**
- Minimum requirements include knowledge and skills developed through less than 2 years of work experience in a related job discipline.

**Licenses and Certifications**
- None.
### Job Profile: Engineering & Design, Sr. Manager

#### Job Summary
The job manages multiple related teams of managers and professional staff responsible for establishing operating data and conducting experimental tests for a function within the University. Manages testing of products and systems performed by field staff or for assigned functions or departments within the University. Establishes unified responsibility for the management of all operations, maintenance, engineering, and utilities management on campus and in off-campus non-dormitory residences.

#### FLSA Status
- ☑ Exempt
- ☐ Non-Exempt

#### Role Impact
- ☑ People Manager
- ☐ Individual Contributor

#### Job Code
REENGM3

#### Job Level
M3

#### Job Family Description
Responsible for all aspects of research projects and research facilities. Plans and conducts clinical and non-clinical research; facilitates and monitors daily activities of clinical trials or research projects. Directs engineering and technical support activities to develop and maintain tools and computational methods needed to gather and analyze data.

#### Job Level Description
Provides leadership to managers and professional staff. Is accountable for the performance and results of multiple related teams. Develops departmental plans, including business, operational and/or organizational priorities. Decisions are guided by resource availability and functional objectives.

#### Responsibilities
1. Manages department activities, through subordinates, to design new systems and/or of electric or electronic components, equipment, systems, etc.; modify existing designs; improve production techniques; and develop test procedures.
2. Monitors technology trends, human resource needs, and market demand to plan projects. Confers with management to determine engineering feasibility and cost effectiveness for new and existing systems and/or of electric or electronic components, equipment, systems, etc.
3. Manages operating costs of the department and directs the preparation of budget requests for an assigned function or department including operating requirements and equipment and material purchases.
4. Manages personnel activities of department, such as recruitment, hiring, performance evaluations, and salary adjustments. May direct field testing of products and systems performed by field staff.
5. Performs other related work as needed.

#### Education, Experience and Certifications

**Education**
- Minimum requirements include a college or university degree in related field.

**Experience**
- Minimum requirements include knowledge and skills developed through 7+ years of work experience in a related job discipline.

**Licenses and Certifications**
- None.
## Job Profile: Engineering & Design, Manager

### Job Summary

The job manages a team of professional staff responsible for establishing operating data and conducting experimental tests for a function within the University. Manages testing of products and systems performed by field staff or for assigned functions or departments within the University. Monitors the design, modification, and testing of electronic systems and equipment. Makes recommendations based on engineering feasibility and cost effectiveness.

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<td>Responsible for all aspects of research projects and research facilities. Plans and conducts clinical and non-clinical research; facilitates and monitors daily activities of clinical trials or research projects. Directs engineering and technical support activities to develop and maintain tools and computational methods needed to gather and analyze data.</td>
<td>Manages professional employees and/or supervisors. Is accountable for the performance and results of a team within own discipline. Adapts departmental plans and priorities to address resource and operational challenges. Decisions are guided by policies, procedures and business plan; receives guidance from manager. Provides technical guidance to employees, colleagues and/or customers.</td>
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### Responsibilities

1. Manages engineering professionals, reviewing their work and authorizing their activities. Based on department strategy, creates plans to design new systems and/or of electric or electronic components, improve production techniques, and develop test procedures.
2. Monitors technology trends, human resource needs, and market demand to plan projects.
3. Confers with management to determine engineering feasibility and cost effectiveness of systems upgrades and equipment.
4. Manages the preparation of budget requests for an assigned function or department including operating requirements and equipment and material purchases. Manages the improvement of existing projects or components by undertaking analysis.
5. Performs other related work as needed.

### Education, Experience and Certifications

**Education**
- Minimum requirements include a college or university degree in related field.

**Experience**
- Minimum requirements include knowledge and skills developed through 7+ years of work experience in a related job discipline.

**Licenses and Certifications**
- None.
Job Profile: Engineering & Design, Sr. Specialist

Job Summary
The job leads and provides expertise to the development of programs for establishing operating data and conducting experimental tests for assigned functions or departments within the University. Designs, modifies, and tests electronic systems and equipment. Confers with management to determine engineering feasibility and cost effectiveness. Requires knowledge and experience in own discipline.

FLSA Status
- ☒ Exempt
- ☐ Non-Exempt

Role Impact
- ☐ People Manager
- ☒ Individual Contributor

Job Code
REENGP4

Job Level
P4

Job Family Description
Responsible for all aspects of research projects and research facilities. Plans and conducts clinical and non-clinical research; facilitates and monitors daily activities of clinical trials or research projects. Directs engineering and technical support activities to develop and maintain tools and computational methods needed to gather and analyze data.

Job Level Description
Requires specialized depth and/or breadth of expertise. Interprets internal or external University issues and recommends best practices. Solves complex problems; takes a broad perspective to identify innovative solutions. Works independently, with guidance in only the most complex situations. May lead cross-functional or divisional teams or projects.

Responsibilities
1. Independently researches, designs and evaluates a variety of mechanical processes and machinery.
2. Recommends process development activities including drawing board layout, interpretation and implementation of project specifications and documentation requirements.
3. Uses solid understanding of construction to install and repair new and existing electronic systems. Analyzes equipment to establish operating data and conduct experimental tests.
4. Conducts engineering studies and assigns work to technical staff. Has considerable knowledge of the organization, processes and customers. Plans own resources effectively to ensure projects are delivered on time, to standard and to budget.
5. Performs other related work as needed.

Education, Experience and Certifications

Education
- Minimum requirements include a college or university degree in related field.

Experience
- Minimum requirements include knowledge and skills developed through 7+ years of work experience in a related job discipline.

Licenses and Certifications
- None.
# Job Profile: Engineering & Design, Sr. Analyst

## Job Summary
The job plans and executes engineering activities to establish operating data and conduct experimental tests for assigned functions or departments within the University. Designs, modifies, and tests electronic systems and equipment. Confers with management to determine engineering feasibility and cost effectiveness. Requires knowledge and experience in own discipline while acquiring higher-level knowledge and skills.

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## Job Family Description
Responsible for all aspects of research projects and research facilities. Plans and conducts clinical and non-clinical research; facilitates and monitors daily activities of clinical trials or research projects. Directs engineering and technical support activities to develop and maintain tools and computational methods needed to gather and analyze data.

## Job Level Description
Requires knowledge and experience in own discipline; still acquiring higher-level knowledge and skills. Builds knowledge of the organization, processes and customers. Plans own resources effectively to ensure projects are delivered on time, to standard and to budget.

## Responsibilities
1. With a moderate level of guidance, researches, designs and evaluates a variety of mechanical processes and machinery.
2. Performs development activities including drawing board layout, interpretation and implementation of project specifications and documentation requirements.
3. Uses solid understanding of construction to install and repair new and existing electronic systems. Analyzes equipment to establish operating data and conduct experimental tests.
4. Conducts engineering studies and assigns work to technical staff. Builds knowledge of the organization, processes and customers. Plans own resources effectively to ensure projects are delivered on time, to standard and to budget.
5. Performs other related work as needed.

## Education, Experience and Certifications
### Education
- Minimum requirements include a college or university degree in related field.

### Experience
- Minimum requirements include knowledge and skills developed through 2-5 years of work experience in a related job discipline.

### Licenses and Certifications
- None.
## Job Profile: Engineering & Design, Analyst

### Job Summary

The job performs routine assignments related to engineering activities to establish operating data and conduct experimental tests for assigned functions or departments within the University. Designs, modifies, and tests electronic systems and equipment. Confers with management to determine engineering feasibility and cost effectiveness. Requires knowledge and experience in own discipline while acquiring higher-level knowledge and skills.

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### Job Family Description

Responsible for all aspects of research projects and research facilities. Plans and conducts clinical and non-clinical research; facilitates and monitors daily activities of clinical trials or research projects. Directs engineering and technical support activities to develop and maintain tools and computational methods needed to gather and analyze data.

### Job Level Description

Performs routine assignments in the entry level to a professional job progression. Typically requires a college or university degree or the equivalent work experience that provides knowledge and exposure to fundamental theories, principles and concepts. Develops competence by performing structured work assignments. Uses existing procedures to solve routine or standard problems. Receives instruction, guidance and direction from others.

### Responsibilities

1. Has limited authority on construction, installation, operation, maintenance, repair, and development of new, modified, and/or existing systems and/or of electric or electronic components, equipment, systems, etc.
2. Conducts engineering studies and may assign work to technical staff.
3. Analyzes equipment to establish operating data and conduct experimental tests.
4. Performs development activities including drawing board layout and interpretation and implementation of project specifications and documentation requirements. Provides drafting and design services by preparing and maintaining blueprints, maps and engineering, architectural, or electrical drawings.
5. Performs other related work as needed.

### Education, Experience and Certifications

**Education**
- Minimum requirements include a college or university degree in related field.

**Experience**
- Minimum requirements include knowledge and skills developed through less than 2 years of work experience in a related job discipline.

**Licenses and Certifications**
- None.
### Job Profile: Engineering & Design, Technical Specialist

#### Job Summary

The job leads technical support activities and reviews engineering activities to analyze operating data and conduct experimental tests for assigned functions or departments within the University. Works within defined processes and procedures to design, modify, and test electronic systems and equipment. Completes a variety of assignments, such as field testing for products and systems. Completes work with a limited degree of supervision.

#### FLSA Status

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#### Job Code

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#### Job Level

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#### Job Family Description

Responsible for all aspects of research projects and research facilities. Plans and conducts clinical and non-clinical research; facilitates and monitors daily activities of clinical trials or research projects. Directs engineering and technical support activities to develop and maintain tools and computational methods needed to gather and analyze data.

#### Job Level Description

Has advanced and specialized expertise in an analytical/scientific method or operational process, typically developed through a combination of job-related training and considerable on-the-job experience. Completes assignments and facilitates the work activities of others; may coordinate work beyond own area. Proposes improvements to processes and methods. Acts as a lead, coordinating the work of others - but is not a supervisor. Works autonomously within established procedures and practices.

#### Responsibilities

1. Provides electrical and/or mechanical technical support to engineering in the development, analysis, and maintenance of processes, products, or equipment.
2. Interprets engineering change orders, blueprints, diagrams, sketches, photographs, or other process and product documentation as they relate to assigned duties.
3. Lays out, builds, tests, troubleshoots, repairs, and modifies electronic developmental and production equipment, parts, components, and systems according to engineering instructions.
4. Tests machinery and equipment, consistent with engineering and other specifications. Devises, fabricates, and assembles new or modified mechanical components or assemblies. Sets up and tests complete units.
5. Performs other related work as needed.

#### Education, Experience and Certifications

**Education**

- Minimum requirements include vocational training, apprenticeships or the equivalent experience in related field (not typically required to have a four-year degree).

**Experience**

- Minimum requirements include knowledge and skills developed through 7+ years of work experience in a related job discipline.

**Licenses and Certifications**

- None.
## Job Profile: Engineering & Design, Sr. Technician

### Job Summary
The job conducts a range of technical processes and procedures in engineering activities to analyze operating data and conduct experimental tests for assigned functions or departments within the University. Works within defined processes and procedures to design, modify, and test electronic systems and equipment. Completes a variety of assignments, such as field testing for products and systems. Completes work with a limited degree of supervision.

### FLSA Status
- ☐ Exempt
- ☒ Non-Exempt

### Role Impact
- ☐ People Manager
- ☒ Individual Contributor

### Job Code
- REENGT3

### Job Level
- T3

### Job Family Description
Responsible for all aspects of research projects and research facilities. Plans and conducts clinical and non-clinical research; facilitates and monitors daily activities of clinical trials or research projects. Directs engineering and technical support activities to develop and maintain tools and computational methods needed to gather and analyze data.

### Job Level Description
Has developed proficiency in a range of processes or procedures through job-related training and considerable on-the-job experience. Completes a variety of atypical assignments, as needed. Works within defined processes and procedures or methodologies and may help determine the appropriate approach for new assignments. Completes work with a limited degree of supervision. Likely to act as an informal resource for colleagues with less experience.

### Responsibilities
1. Under a limited degree of supervision, provides technical support in the development, analysis, and maintenance of engineering processes, products, or equipment.
2. Works within defined processes to interpret engineering and product documentation, such as change orders, blueprints, diagrams, sketches, and photographs.
3. Assembles, tests, and repairs electronic and production equipment, machinery, systems, and units. Evaluates the performance and reliability of a prototype or production model.
4. Recommends changes in circuitry, installation specifications, equipment, products or test methods. Summarizes scientific and engineering principles in an easy to understand manner.
5. Performs other related work as needed.

### Education, Experience and Certifications

#### Education
- Minimum requirements include vocational training, apprenticeships or the equivalent experience in related field (not typically required to have a four-year degree).

#### Experience
- Minimum requirements include knowledge and skills developed through 5-7 years of work experience in a related job discipline.

#### Licenses and Certifications
- None.
### Job Profile: Research, Director

**Job Summary**
The job provides leadership and direction through managers who are responsible for directing the management, scientific technological development, and operation of major research projects or research facilities. Ensures compliance of research activities with institutional, state, and federal regulatory policies, procedures, directives and mandates. Reviews articles, reports and manuscripts. Oversees the presentation of research findings at meetings and/or conferences.

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</table>

**Job Family Description**
Responsible for all aspects of research projects and research facilities. Plans and conducts clinical and non-clinical research; facilitates and monitors daily activities of clinical trials or research projects. Directs engineering and technical support activities to develop and maintain tools and computational methods needed to gather and analyze data.

**Job Level Description**
Provides leadership and direction through managers. Is accountable for the performance and results of related departments. Executes functional plans and contributes to the development of unit strategy. Decisions are guided by division, school or sub-function strategy and priorities.

**Responsibilities**
1. Manages research and research support staff through subordinates, usually other managers. Establishes performance goals, allocates resources and assesses policies for direct subordinates. Contributes to departmental strategy.
2. Oversees activities related to data collection, analysis, and reporting. Reviews articles, reports and manuscripts. Oversees the presentation of research findings at meetings and/or conferences.
3. Develops long-term plans and operating budgets for research projects. Establishes goals and operating procedures, practices, and guidelines.
4. Ensures compliance of research activities with institutional, state, and federal regulatory policies, procedures, directives and mandates. Ensure the compliance with protocols and with all relevant local, federal, and state regulatory and institutional polices.
5. Performs other related work as needed.

**Education, Experience and Certifications**

**Education**
- Minimum requirements include a college or university degree in related field.

**Experience**
- Minimum requirements include knowledge and skills developed through 10+ years of work experience in a related job discipline.

**Licenses and Certifications**
- None.
# Job Profile: Research, Sr. Manager

## Job Summary
The job manages a team of managers and professional staff responsible for scientific research projects and research facilities. Ensures compliance of research activities with institutional, state, and federal regulatory policies, procedures, directives, and mandates. Manages the production of articles, reports, and manuscripts, and presents research findings at meetings and/or conferences.

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## Job Family Description
Responsible for all aspects of research projects and research facilities. Plans and conducts clinical and non-clinical research; facilitates and monitors daily activities of clinical trials or research projects. Directs engineering and technical support activities to develop and maintain tools and computational methods needed to gather and analyze data.

Provides leadership to managers and professional staff. Is accountable for the performance and results of multiple related teams. Develops departmental plans, including business, operational and/or organizational priorities. Decisions are guided by resource availability and functional objectives.

## Responsibilities
1. Ensures compliance of research activities with institutional, state, and federal regulatory policies, procedures, directives and mandates.
2. Develops long-range plans for research projects and oversees the development of research projects. Ensures research projects progress according to plan.
3. Manages grant/funding applications. Establishes, monitors, and controls project budgets.
4. Manages, investigates, modifies and applies new procedures, techniques or applications of technology. Oversees the establishment of goals and operating procedures, practices, and guidelines. Develops research in area of expertise. Writes articles, reports and manuscripts. Presents research findings at meetings and/or conference.
5. Performs other related work as needed.

## Education, Experience and Certifications

### Education
- Minimum requirements include a college or university degree in related field.

### Experience
- Minimum requirements include knowledge and skills developed through 7+ years of work experience in a related job discipline.

### Licenses and Certifications
- None.
# Job Profile: Research, Manager

## Job Summary

The job manages a team of professional staff responsible for scientific research projects and research facilities. Ensures compliance of research activities with institutional, state, and federal regulatory policies, procedures, directives, and mandates. Manages the production of articles, reports, and manuscripts, and presents research findings at meetings and/or conferences.

## FLSA Status

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## Job Code

| RERESM2 | M2 |

## Job Family Description

Responsible for all aspects of research projects and research facilities. Plans and conducts clinical and non-clinical research; facilitates and monitors daily activities of clinical trials or research projects. Directs engineering and technical support activities to develop and maintain tools and computational methods needed to gather and analyze data.

## Job Level Description

Manages professional employees and/or supervisors. Is accountable for the performance and results of a team within own discipline. Adapts departmental plans and priorities to address resource and operational challenges. Decisions are guided by policies, procedures and business plan; receives guidance from manager. Provides technical guidance to employees, colleagues and/or customers.

## Responsibilities

1. Manages research professionals and support staff involved with planning, monitoring, and compliance aspects of research projects. Advises other researchers on long-range plans for research projects.
2. Develops goals and operating procedures, practices, and guidelines for research activity based on department strategy.
3. Manages the laboratory facilities, including the purchase of new equipment and the maintenance and repair of laboratory equipment.
4. Reviews research of others, and may conduct own research, in area of expertise. Edits and approves articles, reports and manuscripts. Presents research findings at meetings and/or conference. Manages the research of processes in clinical or non-clinical settings. Program and use computers to store, process, and analyze data.
5. Performs other related work as needed.

## Education, Experience and Certifications

### Education

- Minimum requirements include a college or university degree in related field.

### Experience

- Minimum requirements include knowledge and skills developed through 7+ years of work experience in a related job discipline.

### Licenses and Certifications

- None.
**Job Profile: Research, Sr. Specialist**

**Job Summary**
The job leads and provides expertise to the development of programs for scientific research facilities. Uses considerable on-the-job experience to ensure compliance of research activities with institutional, state, and federal regulatory policies. Works independently to write articles, reports and manuscripts, and presents research findings at meetings and/or conferences.

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**Job Family Description**
Responsible for all aspects of research projects and research facilities. Plans and conducts clinical and non-clinical research; facilitates and monitors daily activities of clinical trials or research projects. Directs engineering and technical support activities to develop and maintain tools and computational methods needed to gather and analyze data.

**Job Level Description**
Requires specialized depth and/or breadth of expertise. Interprets internal or external University issues and recommends best practices. Solves complex problems; takes a broad perspective to identify innovative solutions. Works independently, with guidance in only the most complex situations. May lead cross-functional or divisional teams or projects.

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<th>Responsibilities</th>
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<tbody>
<tr>
<td>1. Provides expertise to researchers on compliance of research activities with institutional, state, and federal regulatory policies, procedures, directives and mandates.</td>
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<tr>
<td>2. Provides expertise to researchers and research support staff. Oversees activities related to data collection and analysis.</td>
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<td>3. Leads the establishment of new laboratories and provides assistance with purchasing new laboratory equipment; ensuring efficient operation of laboratory, including overseeing maintenance and repair of laboratory equipment.</td>
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<tr>
<td>4. Improves financial, personnel, planning, compliance and other administrative aspects of research project. Collaborates with other researchers on long-range plans for research projects. Leads, investigates, modifies and applies new procedures, techniques or applications of technology. Establishes goals and operating procedures, practices, and guidelines.</td>
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<tr>
<td>5. Performs other related work as needed.</td>
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**Education, Experience and Certifications**

**Education**
- Minimum requirements include a college or university degree in related field.

**Experience**
- Minimum requirements include knowledge and skills developed through 7+ years of work experience in a related job discipline.

**Licenses and Certifications**
- None.
# Job Profile: Research, Specialist

## Job Summary

The job manages scientific research projects or scientific research facilities. Uses considerable on-the-job experience to ensure compliance of research activities with institutional, state, and federal regulatory policies. Works independently to write articles, reports and manuscripts, and presents research findings at meetings and/or conferences.

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## Job Family Description

Responsible for all aspects of research projects and research facilities. Plans and conducts clinical and non-clinical research; facilitates and monitors daily activities of clinical trials or research projects. Directs engineering and technical support activities to develop and maintain tools and computational methods needed to gather and analyze data.

## Job Level Description

Requires in-depth knowledge and experience. Uses best practices and knowledge of internal or external University issues to improve products or services. Solves complex problems; takes a new perspective using existing solutions. Works independently, receives minimal guidance. Acts as a resource for colleagues with less experience.

## Responsibilities

1. Uses subject matter and best practices knowledge to perform lab and/or research-related duties and tasks. Works independently to assist with project design.
2. Solves complex problems relating to the administration of projects, including planning new procedures, adapting existing procedures to the needs of the project, and making significant contributions to methodology.
4. Presents research findings at meetings and conferences, as well as to funding agencies. Conducts literature reviews. Develop and maintain liaisons and effective working relations with groups and individuals, agencies, and the public to encourage cooperative management strategies or to develop information and interpret findings.
5. Performs other related work as needed.

## Education, Experience and Certifications

### Education

- Minimum requirements include a college or university degree in related field.

### Experience

- Minimum requirements include knowledge and skills developed through 5-7 years of work experience in a related job discipline.

### Licenses and Certifications

- None.
# Job Profile: Research, Sr. Analyst

## Job Summary
The job participates in scientific research projects. Ensures compliance of research activities with institutional, state, and federal regulatory policies, procedures, directives and mandates. Analyzes possible solutions using standard procedures. Writes articles, reports and manuscripts. Assists in drafting presentations on research findings.

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<tr>
<td>RERESP2</td>
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## Job Family Description
Responsible for all aspects of research projects and research facilities. Plans and conducts clinical and non-clinical research; facilitates and monitors daily activities of clinical trials or research projects. Directs engineering and technical support activities to develop and maintain tools and computational methods needed to gather and analyze data.

## Job Level Description
Requires knowledge and experience in own discipline; still acquiring higher-level knowledge and skills. Builds knowledge of the organization, processes and customers. Solves a range of straightforward problems. Analyzes possible solutions using standard procedures. Receives a moderate level of guidance and direction.

## Responsibilities
1. Applies research principles and relevant subject matter knowledge relevant to administer a research project. With a moderate level of direction, manages lab and/or research-related duties and tasks. Helps develop, design and conduct research projects according to plan.
2. Supports data collection and analytical needs of research projects. Conducts literature reviews and helps write reports and manuscripts. Ensures project compliance with different policies, procedures, directives, and mandates.
3. Takes responsibility for the following non-laboratory duties: transcribing and coding data; developing data collection instruments; presenting research; and recruiting and scheduling research subjects. Acquires higher-level skills and knowledge in the process.
4. Takes responsibility for the following laboratory duties: recognizing abnormal results and varying conditions or procedures to correct problems; setting up and performing experiments. Analyze the meaning, significance, causes, and effects of the subject.
5. Performs other related work as needed.

## Education, Experience and Certifications

### Education
- Minimum requirements include a college or university degree in related field.

### Experience
- Minimum requirements include knowledge and skills developed through 2-5 years of work experience in a related job discipline.

### Licenses and Certifications
- None.
## Job Profile: Research, Analyst

### Job Summary
The job performs routine assignments related to scientific research projects. Ensures compliance of research activities with institutional, state, and federal regulatory policies, procedures, directives and mandates. Analyzes possible solutions using standard procedures. Writes articles, reports and manuscripts. Assists in drafting presentations on research findings.

### FLSA Status
| ☒ Exempt | ☐ Non-Exempt | ☐ People Manager | ☒ Individual Contributor |

### Job Code
| RERESP1 |

### Job Level
| P1 |

### Job Family Description
Responsible for all aspects of research projects and research facilities. Plans and conducts clinical and non-clinical research; facilitates and monitors daily activities of clinical trials or research projects. Directs engineering and technical support activities to develop and maintain tools and computational methods needed to gather and analyze data.

### Job Level Description
Performs routine assignments in the entry level to a professional job progression. Typically requires a college or university degree or the equivalent work experience that provides knowledge and exposure to fundamental theories, principles and concepts. Develops competence by performing structured work assignments. Uses existing procedures to solve routine or standard problems. Receives instruction, guidance and direction from others.

### Responsibilities
1. Maintains technical and administrative support for a research project.
2. Analyzes and maintains data and/or specimens. Conducts literature reviews. Assists with preparation of reports, manuscripts and other documents.
3. Installs, sets up and performs experiments; interacting with students and other laboratory staff under the direction of the principal investigator.
4. Maintains recruiting and scheduling research subjects; assisting with developing or amending study protocols; assisting with developing data collection tools; assisting with building databases; and providing general administrative support. Has general awareness in research techniques or methods, regulatory policies and procedures, and relevant scientific field.
5. Performs other related work as needed.

### Education, Experience and Certifications

#### Education
- Minimum requirements include a college or university degree in related field.

#### Experience
- Minimum requirements include knowledge and skills developed through less than 2 years of work experience in a related job discipline.

#### Licenses and Certifications
- None.
Job Profile: Research, Technical Specialist

Job Summary
The job leads technical support activities and reviews scientific research projects. Ensures compliance of research activities with institutional, state, and federal regulatory policies, procedures, directives and mandates. Analyzes possible solutions using standard procedures. Writes articles, reports and manuscripts. Assists in drafting presentations on research findings.

FLSA Status | Role Impact
--- | ---
☐ Exempt | ☒ Non-Exempt
☐ People Manager | ☒ Individual Contributor

Job Code | Job Level
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REREST4 | T4

Job Family Description | Job Level Description
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Responsible for all aspects of research projects and research facilities. Plans and conducts clinical and non-clinical research; facilitates and monitors daily activities of clinical trials or research projects. Directs engineering and technical support activities to develop and maintain tools and computational methods needed to gather and analyze data.

Has advanced and specialized expertise in an analytical/scientific method or operational process, typically developed through a combination of job-related training and considerable on-the-job experience. Completes assignments and facilitates the work activities of others; may coordinate work beyond own area. Proposes improvements to processes and methods. Acts as a lead, coordinating the work of others - but is not a supervisor. Works autonomously within established procedures and practices.

Responsibilities

1. Maintains technical and administrative support for a research project. Acts as a lead for employees performing similar duties.
2. Analyzes and maintains data and/or specimens. Analyzes data. Conducts literature reviews. Assists with preparation of reports, manuscripts and other documents.
3. Installs, sets up and performs experiments; interacting with students and other laboratory staff under the direction of the principal investigator.
4. Maintains recruiting and scheduling research subjects; assisting with developing or amending study protocols; assisting with developing data collection tools; assisting with building databases; and providing general administrative support. Has general awareness in research techniques or methods, regulatory policies and procedures, and relevant scientific field.
5. Performs other related work as needed.

Education, Experience and Certifications

Education
- Minimum requirements include vocational training, apprenticeships or the equivalent experience in related field (not typically required to have a four-year degree).

Experience
- Minimum requirements include knowledge and skills developed through 7+ years of work experience in a related job discipline.

Licenses and Certifications
- None.

Table of Contents
## Job Profile: Research, Technician

### Job Summary
The job provides technical support activities related to scientific research projects. Ensures compliance of research activities with institutional, state, and federal regulatory policies, procedures, directives and mandates. Assists in drafting presentations on research findings.

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### Job Code
- Job Code: REREST2
- Job Level: T2

### Job Family Description
- Responsible for all aspects of research projects and research facilities. Plans and conducts clinical and non-clinical research; facilitates and monitors daily activities of clinical trials or research projects. Directs engineering and technical support activities to develop and maintain tools and computational methods needed to gather and analyze data.

### Job Level Description
- Expands skills in own work area within an analytical/scientific method or operational process. Maintains appropriate licenses, training and/or certifications, as needed. Applies experience and skills to complete assigned work within our area of expertise. Works within standard operating procedures and/or scientific methods. Works with a moderate degree of supervision.

### Responsibilities
1. Provides technical and administrative support for a research project.
2. Collects and enters data. Assists in analyzing data. Assists with preparation of reports, manuscripts and other documents.
3. Assists with the installation, sets up and performs experiments; interacting with students and other laboratory staff under the direction of the principal investigator.
4. May assist recruiting and scheduling research subjects; assisting with developing or amending study protocols; assisting with developing data collection tools; assisting with building databases; and providing general administrative support. Is developing skills in research techniques or methods, regulatory policies and procedures, and relevant scientific field.
5. Performs other related work as needed.

### Education, Experience and Certifications

#### Education
- Minimum requirements include vocational training, apprenticeships or the equivalent experience in related field (not typically required to have a four-year degree).

#### Experience
- Minimum requirements include knowledge and skills developed through 2-5 years of work experience in a related job discipline.

#### Licenses and Certifications
- None.
## Job Profile: Research, Technical Assistant

### Job Summary
The job provides basic technical support activities related to scientific research projects. Complies with institutional, state, and federal regulatory policies, procedures, directives and mandates. Assists in drafting presentations on research findings.

### FLSA Status
- ☐ Exempt
- ☒ Non-Exempt

### Role Impact
- ☐ People Manager
- ☒ Individual Contributor

### Job Code
REREST1

### Job Level
T1

### Job Family Description
Responsible for all aspects of research projects and research facilities. Plans and conducts clinical and non-clinical research; facilitates and monitors daily activities of clinical trials or research projects. Directs engineering and technical support activities to develop and maintain tools and computational methods needed to gather and analyze data.

### Job Level Description
Entry-level position with appropriate licenses/training certifications. Has basic skills in an analytical or scientific method or operational process. Works within clearly defined standard operating procedures and/or scientific methods and adheres to quality guidelines. Work is completed with close supervision.

### Responsibilities
1. This job provides technical and administrative support in a laboratory environment performing basic laboratory techniques, research and analysis under direction.
2. Provides routine or standardized laboratory duties by collecting data in support of research projects under direct supervision.
3. Collects and enters data. Assists in analysis of data and with preparation of reports, manuscripts and other documents.
4. Complies with institution, state and federal regulatory policies, procedures, directives, and mandates.
5. Performs other related work as needed.

### Education, Experience and Certifications

#### Education
- Minimum requirements include vocational training, apprenticeships or the equivalent experience in related field (not typically required to have a four-year degree).

#### Experience
- Minimum requirements include knowledge and skills developed through less than 2 years of work experience in a related job discipline.

#### Licenses and Certifications
- None.
# Job Profile: Research, Business Sr. Assistant

## Job Summary
The job provides business support within established procedures related to scientific research projects. Ensures compliance of research activities with institutional, state, and federal regulatory policies, procedures, directives and mandates. Assists in drafting presentations on research findings.

## FLSA Status

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## Job Code

| RERESB2 | B2 |

## Job Family Description

Responsible for all aspects of research projects and research facilities. Plans and conducts clinical and non-clinical research; facilitates and monitors daily activities of clinical trials or research projects. Directs engineering and technical support activities to develop and maintain tools and computational methods needed to gather and analyze data.

## Job Level Description

Has developed knowledge and skills through formal training or considerable work experience. Works within established procedures with a moderate degree of supervision.

## Responsibilities
1. Assists with data entry and reports on results.
2. Assists in analyzing data. Assists with preparation of reports, manuscripts and other documents.
3. Assists with the installation, set up and performing experiments; interacting with students and other laboratory staff under the direction of the principal investigator.
4. May assist recruiting and scheduling research subjects; assisting with developing or amending study protocols; assisting with developing data collection tools; and providing general administrative support. Is developing skills in research techniques or methods, regulatory policies and procedures, and relevant scientific field.
5. Performs other related work as needed.

## Education, Experience and Certifications

### Education
- Minimum requirements include vocational training, apprenticeships or the equivalent experience in related field (not typically required to have a four-year degree).

### Experience
- Minimum requirements include knowledge and skills developed through 2-5 years of work experience in a related job discipline.

### Licenses and Certifications
- None.

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*Table of Contents*
# Job Profile: Research & Survey Lab Services, Manager

## Job Summary
The job manages a team of professional staff responsible for performing technical laboratory procedures to support clinical research and specialty research.

## FLSA Status
- Exempt
- Non-Exempt

## Role Impact
- People Manager
- Individual Contributor

## Job Code
RERSLM2

## Job Level
M2

## Job Family Description
Responsible for all aspects of research projects and research facilities. Plans and conducts clinical and non-clinical research; facilitates and monitors daily activities of clinical trials or research projects. Directs engineering and technical support activities to develop and maintain tools and computational methods needed to gather and analyze data.

## Job Level Description
Manages professional employees and/or supervisors. Is accountable for the performance and results of a team within own discipline. Adapts departmental plans and priorities to address resource and operational challenges. Decisions are guided by policies, procedures and business plan; receives guidance from manager. Provides technical guidance to employees, colleagues and/or customers.

## Responsibilities
1. Manages the administration of the database(s) and subscribers, including the team's installation and maintenance of hardware and software.
2. Creates operational plans for the development of search engines, data restructuring, hyper-media, and applications in computational linguistics for the database(s).
3. Manages user support. Ensures that the team provides prompt and effective answers and issue resolutions to incoming questions.
4. Maintains mathematical or simulation models of problems, relating constants and variables, restrictions, alternatives, conflicting objectives, and their numerical parameters. Monitors the performance of project team members, providing and documenting performance feedback.
5. Performs other related work as needed.

## Education, Experience and Certifications

### Education
- Minimum requirements include a college or university degree in related field.

### Experience
- Minimum requirements include knowledge and skills developed through 7+ years of work experience in a related job discipline.

### Licenses and Certifications
- None.
## Job Profile: Research & Survey Lab Services, Supervisor

### Job Summary
The job supervises and monitors a team of support staff responsible for performing technical laboratory procedures to support clinical research and specialty research.

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### Job Family Description
Responsible for all aspects of research projects and research facilities. Plans and conducts clinical and non-clinical research; facilitates and monitors daily activities of clinical trials or research projects. Directs engineering and technical support activities to develop and maintain tools and computational methods needed to gather and analyze data.

### Job Level Description
Supervises the daily activities of business or technical support or operations team. Sets priorities for the team to ensure task completion; coordinates work activities with other supervisors. Decisions are guided by policies, procedures and business plan; receives guidance and oversight from manager. Typically does not perform the work supervised.

### Responsibilities
1. Coordinates and monitors compliance with applicable policies and procedures governing the chemical storage and waste disposal and laboratory safety
2. Serves as liaison for technician responsible for equipment repairs and minor renovations. Researches sources for equipment repairs.
3. Prepares the results of tests or experiments to ensure conformity to specifications, using special mechanical or electrical devices.
4. Acts as a lead for new personnel and may coordinate the work of others. Observes the current system in operation and gather and analyze information about each of the parts of component problems, using a variety of sources.
5. Performs other related work as needed.

### Education, Experience and Certifications

#### Education
- Minimum requirements include a college or university degree in related field.

#### Experience
- Minimum requirements include knowledge and skills developed through 5-7 years of work experience in a related job discipline.

#### Licenses and Certifications
- None.
# Job Profile: Research & Survey Lab Services, Sr. Specialist

## Job Summary
The job uses specialized knowledge and breadth of expertise for laboratory data collection and analysis to support clinical research, and assists in specialty research involving animals, MRI technologies, histology, among others.

## FLSA Status

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## Role Impact

| ☒ Exempt | ☐ Non-Exempt | ☐ People Manager | ☒ Individual Contributor |

## Job Code
RERSLP4

## Job Level
P4

## Job Family Description
Responsible for all aspects of research projects and research facilities. Plans and conducts clinical and non-clinical research; facilitates and monitors daily activities of clinical trials or research projects. Directs engineering and technical support activities to develop and maintain tools and computational methods needed to gather and analyze data.

## Job Level Description
Requires specialized depth and/or breadth of expertise. Interprets internal or external University issues and recommends best practices. Solves complex problems; takes a broad perspective to identify innovative solutions. Works independently, with guidance in only the most complex situations. May lead cross-functional or divisional teams or projects.

## Responsibilities

1. Solves complex problems relating to the overall compliance of CAP/CLIA molecular laboratory standards and the management and direction of the Center. Interprets and reviews incoming requests for cost proposals and develops work scopes and budgets for prospective work.
2. Leads marketing for the Survey Lab’s services, including advertising formal coursework and recruiting suitable clients for research practice. Develops new tests and evaluates new technology for implementation in diagnostic testing.
3. Provides expertise to the operations staff and manages progress for all in-house projects. Has full authority in managing a database of clinical patient records and results, and maintains an inventory of laboratory supplies and reagents.
4. Prepares quality and safety control measures for the laboratory, such as checks of equipment, temperature control, and documentation of quality improvement projects. Collaborates with the director, administrator and operational staff to maintain and improve efficient systems for proposal preparation, staff training, and project management.
5. Performs other related work as needed.

## Education, Experience and Certifications

### Education
- Minimum requirements include a college or university degree in related field.

### Experience
- Minimum requirements include knowledge and skills developed through 7+ years of work experience in a related job discipline.

### Licenses and Certifications
- None.
# Job Profile: Research & Survey Lab Services, Specialist

## Job Summary
The job manages laboratory data collection and analysis to support clinical research, and assists in specialty research involving animals, MRI technologies, histology, among others.

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### Job Family Description
Responsible for all aspects of research projects and research facilities. Plans and conducts clinical and non-clinical research; facilitates and monitors daily activities of clinical trials or research projects. Directs engineering and technical support activities to develop and maintain tools and computational methods needed to gather and analyze data.

### Job Level Description
Requires in-depth knowledge and experience. Uses best practices and knowledge of internal or external University issues to improve products or services. Solves complex problems; takes a new perspective using existing solutions. Works independently, receives minimal guidance. Acts as a resource for colleagues with less experience.

## Responsibilities
1. Guides ongoing compliance with all CAP/CLIA molecular laboratory standards and assists the laboratory director in the preparation of the laboratory for on-site inspections by helping update procedure manuals, quality control procedures, and all relevant documentation.
2. Develops new tests and evaluates new technology for implementation in diagnostic testing.
3. Has full authority in managing a database of clinical patient records and results, and maintains an inventory of laboratory supplies and reagents.
4. Prepares quality and safety control measures for the laboratory, such as checks of equipment, temperature control, and documentation of quality improvement projects. Under a limited degree of supervision, provides support to clinical research studies.
5. Performs other related work as needed.

## Education, Experience and Certifications

### Education
- Minimum requirements include a college or university degree in related field.

### Experience
- Minimum requirements include knowledge and skills developed through 5-7 years of work experience in a related job discipline.

### Licenses and Certifications
- None.
### Job Profile: Research & Survey Lab Services, Sr. Analyst

#### Job Summary
The job plans and executes laboratory data collection and analysis to support clinical research, and assists in specialty research involving animals, MRI technologies, histology, among others.

#### FLSA Status
- ☒ Exempt
- ☐ Non-Exempt

#### Role Impact
- ☐ People Manager
- ☒ Individual Contributor

#### Job Code
RERSLP2

#### Job Level
P2

#### Job Family Description
Responsible for all aspects of research projects and research facilities. Plans and conducts clinical and non-clinical research; facilitates and monitors daily activities of clinical trials or research projects. Directs engineering and technical support activities to develop and maintain tools and computational methods needed to gather and analyze data.

#### Job Level Description
Requires knowledge and experience in own discipline; still acquiring higher-level knowledge and skills. Builds knowledge of the organization, processes and customers. Solves a range of straightforward problems. Analyzes possible solutions using standard procedures. Receives a moderate level of guidance and direction.

#### Responsibilities
1. Plans own resources and training on various methods and techniques related to molecular-based genetic tests to new laboratory technologists, rotating residents, clinical fellows, researchers, and others.
2. Applies standard laboratory procedures to support clinical research studies, such as the preparation of reagents. Handles, processes, banks, and ships patient samples.
3. Analyzes the results and relays them to physicians after testing and examining specimens.
4. Prepares quality and safety control measures for the laboratory, such as checks of equipment, temperature control, and documentation of quality improvement projects. Under a moderate degree of supervision, provides support to clinical research studies.
5. Performs other related work as needed.

#### Education, Experience and Certifications

**Education**
- Minimum requirements include a college or university degree in related field.

**Experience**
- Minimum requirements include knowledge and skills developed through 2-5 years of work experience in a related job discipline.

**Licenses and Certifications**
- None.
## Job Profile: Research & Survey Lab Services, Analyst

### Job Summary

The job performs routine laboratory data collection and analysis to support clinical research, and assists in specialty research involving animals, MRI technologies, histology, among others.

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**Job Family Description**

Responsible for all aspects of research projects and research facilities. Plans and conducts clinical and non-clinical research; facilitates and monitors daily activities of clinical trials or research projects. Directs engineering and technical support activities to develop and maintain tools and computational methods needed to gather and analyze data.

**Job Level Description**

Performs routine assignments in the entry level to a professional job progression. Typically requires a college or university degree or the equivalent work experience that provides knowledge and exposure to fundamental theories, principles and concepts. Develops competence by performing structured work assignments. Uses existing procedures to solve routine or standard problems. Receives instruction, guidance and direction from others.

### Responsibilities

1. Under guidance and direction, analyzes clinical samples and specimens and reports results. Prepares specimens for examination, and looks for abnormalities using automated equipment, and computerized instruments capable of performing a number of tests simultaneously.
2. Conducts new tests and researches on new technologies for implementation in the laboratory. Solves routine or standard problems relating to the collection and management of patient results and data.
3. Has general awareness of safety, quality control, and quality assurance procedures. Maintains quality and safety control measures for the laboratory.
4. Writes statistical computer programs and reviews computer output for consistency and quality. Analyzes and interprets statistical data to identify significant differences in relationships among sources of information.
5. Performs other related work as needed.

### Education, Experience and Certifications

**Education**

- Minimum requirements include a college or university degree in related field.

**Experience**

- Minimum requirements include knowledge and skills developed through less than 2 years of work experience in a related job discipline.

**Licenses and Certifications**

- None.
# Job Profile: Research & Survey Lab Services, Sr. Technician

## Job Summary
The job provides clinical research laboratories with technical support. Works within defined processes and procedures to assist in specialty research potentially involving animals, MRI technologies, and histology. Completes work with a limited degree of supervision.

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## Job Family Description
Responsible for all aspects of research projects and research facilities. Plans and conducts clinical and non-clinical research; facilitates and monitors daily activities of clinical trials or research projects. Directs engineering and technical support activities to develop and maintain tools and computational methods needed to gather and analyze data.

## Job Level Description
Has developed proficiency in a range of processes or procedures through job-related training and considerable on-the-job experience. Completes a variety of atypical assignments, as needed. Works within defined processes and procedures or methodologies and may help determine the appropriate approach for new assignments. Completes work with a limited degree of supervision. Likely to act as an informal resource for colleagues with less experience.

## Responsibilities
1. Under a limited degree of supervision, provides technical support to clinical research studies.
2. Works within defined processes and procedures to handle and process research samples and specimens. Prepares samples and specimens for testing and examination. Assists in analyzing samples and specimens.
3. Assists with quality and safety control measures for the laboratory, such as checks of equipment, temperature control, and documentation of quality improvement projects.
4. Maintains data security by monitoring access to electronic files, rooms, and cabinets where data is stored. Collaborates with the director, administrator and operational staff to maintain and improve efficient systems for proposal preparation, staff training, and project management. Provides expertise to produce documentation of the questionnaire development process, data collection methods, sampling designs, and decisions related to sample statistical weighting.
5. Performs other related work as needed.

## Education, Experience and Certifications

### Education
- Minimum requirements include vocational training, apprenticeships or the equivalent experience in related field (not typically required to have a four-year degree).

### Experience
- Minimum requirements include knowledge and skills developed through 5-7 years of work experience in a related job discipline.

### Licenses and Certifications
- None.
# Job Profile: Research & Survey Lab Services, Technician

## Job Summary
The job provides clinical research laboratories with technical support. Works within defined processes and procedures to assist in specialty research potentially involving animals, MRI technologies, and histology. Completes work with a moderate degree of supervision.

## FLSA Status
| □ Exempt | ☒ Non-Exempt |

## Role Impact
| □ People Manager | ☒ Individual Contributor |

## Job Code
RERSLT2

## Job Level Description
T2

## Job Family Description
Responsible for all aspects of research projects and research facilities. Plans and conducts clinical and non-clinical research; facilitates and monitors daily activities of clinical trials or research projects. Directs engineering and technical support activities to develop and maintain tools and computational methods needed to gather and analyze data.

Expands skills in own work area within an analytical/scientific method or operational process. Maintains appropriate licenses, training and/or certifications, as needed. Applies experience and skills to complete assigned work within our area of expertise. Works within standard operating procedures and/or scientific methods. Works with a moderate degree of supervision.

## Responsibilities
1. Assists with subject enrollment to ensure that informed consent is properly obtained and documented.
2. Assess eligibility of potential subjects through methods such as screening interviews, reviews of medical records, or discussions with physicians and nurses.
3. Prepare study-related documentation, such as protocol worksheets, procedural manuals, adverse event reports, institutional review board documents, or progress reports.
4. Prepares quality and safety control measures for the laboratory, such as checks of equipment, temperature control, and documentation of quality improvement projects.
5. Performs other related work as needed.

## Education, Experience and Certifications

### Education
- Minimum requirements include vocational training, apprenticeships or the equivalent experience in related field (not typically required to have a four-year degree).

### Experience
- Minimum requirements include knowledge and skills developed through 2-5 years of work experience in a related job discipline.

### Licenses and Certifications
- None.
## Job Profile: Research Computing, Manager

### Job Summary
The job manages a team of professional staff responsible for software development related to data acquisition, ingestion, and integration of research projects. Creates operational plans to automate and integrate scientific workflows in multi-institutional research projects, in alignment with research strategies of University objectives.

### FLSA Status | Role Impact
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[ ] Exempt | ☑ People Manager
[ ] Non-Exempt | ☐ Individual Contributor

### Job Code | Job Level
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RERECM2 | M2

### Job Family Description | Job Level Description
Responsible for all aspects of research projects and research facilities. Plans and conducts clinical and non-clinical research; facilitates and monitors daily activities of clinical trials or research projects. Directs engineering and technical support activities to develop and maintain tools and computational methods needed to gather and analyze data.

Manages professional employees and/or supervisors. Is accountable for the performance and results of a team within own discipline. Adapts departmental plans and priorities to address resource and operational challenges. Decisions are guided by policies, procedures and business plan; receives guidance from manager. Provides technical guidance to employees, colleagues and/or customers.

### Responsibilities
1. Manages professional staff that support and develop cluster partnership programs, consultant partnership programs, new faculty programs, and outreach programs.
2. Monitors achievement of programmatic and operational goals. Directs the management of projects, as appropriate, including ensuring that all priorities are reasonably set and appropriately met.
3. Manages relationships with faculty and researchers to address their needs, both to further develop existing services and to identify new opportunities.
4. Ensures reliable delivery of services provided by the team, including prompt reaction to and resolution of problems. Develops performance standards, and evaluate work in light of established standards.
5. Performs other related work as needed.

### Education, Experience and Certifications

**Education**
- Minimum requirements include a college or university degree in related field.

**Experience**
- Minimum requirements include knowledge and skills developed through 7+ years of work experience in a related job discipline.

**Licenses and Certifications**
- None.
# Job Profile: Research Computing, Specialist

## Job Summary
The job develops front and back-end software structures that scale and integrate scientific workflows in multi-institutional research projects. Uses in-depth knowledge of software development to facilitate solutions to data acquisition, ingestion and data integration from heterogeneous sources.

## FLSA Status
- ☑ Exempt
- ☐ Non-Exempt

## Role Impact
- ☑ People Manager
- ☑ Individual Contributor

## Job Code
- RERECP3

## Job Level
- P3

## Job Family Description
Responsible for all aspects of research projects and research facilities. Plans and conducts clinical and non-clinical research; facilitates and monitors daily activities of clinical trials or research projects. Directs engineering and technical support activities to develop and maintain tools and computational methods needed to gather and analyze data.

## Job Level Description
Requires in-depth knowledge and experience. Uses best practices and knowledge of internal or external University issues to improve products or services. Solves complex problems; takes a new perspective using existing solutions. Works independently, receives minimal guidance. Acts as a resource for colleagues with less experience.

## Responsibilities
1. Develops, tests, debugs, and maintains new and existing application software.
2. Works independently to define and document project requirements and provides overall technical guidance in design, architecture and implementation of software solutions.
3. Evaluates new technologies and software products to determine feasibility and desirability of incorporating their capabilities within research projects.
4. Evaluates project plans and proposals to assess feasibility issues. Implement strategies for collection, analysis, or display of geographic data.
5. Performs other related work as needed.

## Education, Experience and Certifications

### Education
- Minimum requirements include a college or university degree in related field.

### Experience
- Minimum requirements include knowledge and skills developed through 5-7 years of work experience in a related job discipline.

### Licenses and Certifications
- None.
# Job Profile: Research Computing, Sr. Analyst

## Job Summary
The job develops software to support the data acquisition, ingestion, and integration for research projects. Assists in the development of user interfaces and scalable back-end services to automate and accelerate the scientific output of multi-institutional research projects.

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## Job Family Description
Responsible for all aspects of research projects and research facilities. Plans and conducts clinical and non-clinical research; facilitates and monitors daily activities of clinical trials or research projects. Directs engineering and technical support activities to develop and maintain tools and computational methods needed to gather and analyze data.

## Job Level Description
Requires knowledge and experience in own discipline; still acquiring higher-level knowledge and skills. Builds knowledge of the organization, processes and customers. Solves a range of straightforward problems. Analyzes possible solutions using standard procedures. Receives a moderate level of guidance and direction.

## Responsibilities

1. Participates in the product development life cycle, providing professional assistance to the design of front-end applications and database systems back-end schema. Analyzes high-level system specifications and makes sure that all application development standards are met.
2. Develops and presents technical training materials and web-based documentation. Ensures timely systems support and updates. Assists in conducting information security assessments and risk analysis of computing environment.
3. Evaluates past and present technologies to help develop new tools. Ensures all the new tools have been through quality control reviews.
4. With a moderate level of guidance, provides hardware, user and application level authentication and authorization. Implements modern web authentication methods such as XACML, SAML, OAuth2, Shibboleth, and LDAP directory server administration. Applies theoretical expertise and innovation to create or apply new technology, such as adapting principles for applying computers to new uses.
5. Performs other related work as needed.

## Education, Experience and Certifications

### Education
- Minimum requirements include a college or university degree in related field.

### Experience
- Minimum requirements include knowledge and skills developed through 2-5 years of work experience in a related job discipline.

### Licenses and Certifications
- None.
## Job Profile: Research Professional, Sr. Manager

### Job Summary
The job manages multiple related teams of managers and professional staff responsible for a research project or contributes to the scientific direction of a research resource.

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<td>Responsible for all aspects of research projects and research facilities. Plans and conducts clinical and non-clinical research; facilitates and monitors daily activities of clinical trials or research projects. Directs engineering and technical support activities to develop and maintain tools and computational methods needed to gather and analyze data.</td>
<td>Provides leadership to managers and professional staff. Is accountable for the performance and results of multiple related teams. Develops departmental plans, including business, operational and/or organizational priorities. Decisions are guided by resource availability and functional objectives.</td>
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### Responsibilities
1. Manages, plans, and evaluates regulatory elements of multiple or complex research projects for a designated department, program, or central unit.
2. Ensures the identification, collection, and analysis of data that serve as a basis for outcome measurement of assigned research studies.
3. Monitors and follows a large caseload of study participants from study screening through end-of-study evaluations, including all necessary source documentation and data collection/entry.
4. Establishes standard operating procedures for continuous review and development of quality improvement plans for our unit. Advances research objectives through participation in professional committees and presentations. Ensures timely reporting of research data, following study specific guidelines.
5. Performs other related work as needed.

### Education, Experience and Certifications

**Education**
- Minimum requirements include a PhD in related field.

**Experience**
- Minimum requirements include knowledge and skills developed through 7+ years of work experience in a related job discipline.

**Licenses and Certifications**
- None.
# Job Profile: Research Professional, Advisor

## Job Summary

The job is recognized as an expert within University, leading a research project or contributes to the scientific direction of a research resource.

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## Job Family Description

Responsible for all aspects of research projects and research facilities. Plans and conducts clinical and non-clinical research; facilitates and monitors daily activities of clinical trials or research projects. Directs engineering and technical support activities to develop and maintain tools and computational methods needed to gather and analyze data.

Is a centralized role and a recognized expert within the University with campus-wide impact. Anticipates internal and or external business challenges that impact the University, vendor and/or regulatory issues; recommends process, product or service improvements. Solves unique and complex problems that have a broad impact on the University. Progression to this level is restricted on the basis of University requirements.

## Responsibilities

1. Under limited supervision, plans, evaluates, coordinates and/or manages regulatory elements of multiple or complex research projects for a designated department, program, or central unit.
2. Identifies, collects and analyzes data that serve as a basis for outcome measurement of assigned research studies.
3. Follows large caseload of study participants from study screening through end-of-study evaluations, including all necessary source documentation and data collection/entry.
4. Assists in establishing standard operating procedures for continuous review and development of quality improvement plans for our unit. Advances research objectives through participation in professional committees and presentations. Ensures timely reporting of research data, following study specific guidelines.
5. Performs other related work as needed.

## Education, Experience and Certifications

### Education

- Minimum requirements include a PhD in related field.

### Experience

- Minimum requirements include knowledge and skills developed through 7+ years of work experience in a related job discipline.

### Licenses and Certifications

- None.
Job Profile: Research Professional, Sr. Specialist

Job Summary
The job leads a research project or contributes to the scientific direction of a research resource.

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Job Family Description
Responsible for all aspects of research projects and research facilities. Plans and conducts clinical and non-clinical research; facilitates and monitors daily activities of clinical trials or research projects. Directs engineering and technical support activities to develop and maintain tools and computational methods needed to gather and analyze data.

Job Level Description
Requires specialized depth and/or breadth of expertise. Interprets internal or external University issues and recommends best practices. Solves complex problems; takes a broad perspective to identify innovative solutions. Works independently, with guidance in only the most complex situations. May lead cross-functional or divisional teams or projects.

Responsibilities
1. Uses specialized depth and breadth of expertise to lead and conduct research experiments.
2. Interprets and collects data and trains others in the interpretation of data. Leads the dissemination of data and significantly contributes to scientific publications and grant writing.
3. Leads others to solve complex problems, providing expertise to the team which includes of scientists and clinicians from the University and nationally.
4. Provides expertise to identify protocol problems, inform investigators of problems, or assist in problem resolution efforts, such as protocol revisions. Provides expertise to evaluate factors such as sample collection processes, data management plans, or potential subject risks.
5. Performs other related work as needed.

Education, Experience and Certifications

Education
- Minimum requirements include a PhD in related field.

Experience
- Minimum requirements include knowledge and skills developed through 7+ years of work experience in a related job discipline.

Licenses and Certifications
- None.
# Job Profile: Research Professional, Specialist

## Job Summary

The job develops and implements programs to promote a research project or contributes to the scientific direction of a research resource.

## FLSA Status

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## Job Family Description

Responsible for all aspects of research projects and research facilities. Plans and conducts clinical and non-clinical research; facilitates and monitors daily activities of clinical trials or research projects. Directs engineering and technical support activities to develop and maintain tools and computational methods needed to gather and analyze data.

## Job Level Description

Requires in-depth knowledge and experience. Uses best practices and knowledge of internal or external University issues to improve products or services. Solves complex problems; takes a new perspective using existing solutions. Works independently, receives minimal guidance. Acts as a resource for colleagues with less experience.

## Responsibilities

1. Serves as a resource for collecting data and performing analysis. Facilitates and promotes a research project by providing scientific or intellectual information.
2. Develops laboratory protocols and training on new techniques. Manage, analyze and make recommendations on complex data sets for research.
3. Creates first drafts for scientific writing and publications, including protocols and grants.
4. Trains and mentors laboratory personnel.
5. Performs other related work as needed.

## Education, Experience and Certifications

### Education

- Minimum requirements include a PhD in related field.

### Experience

- Minimum requirements include knowledge and skills developed through 5-7 years of work experience in a related job discipline.

### Licenses and Certifications

- None.
**Job Profile: Research Professional, Sr. Analyst**

**Job Summary**
The job facilitates and promotes a research project or contributes to the scientific direction of a research resource. Receives a moderate level of guidance and direction.

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**Job Family Description**
Responsible for all aspects of research projects and research facilities. Plans and conducts clinical and non-clinical research; facilitates and monitors daily activities of clinical trials or research projects. Directs engineering and technical support activities to develop and maintain tools and computational methods needed to gather and analyze data.

**Job Level Description**
Requires knowledge and experience in own discipline; still acquiring higher-level knowledge and skills. Builds knowledge of the organization, processes and customers. Solves a range of straightforward problems. Analyzes possible solutions using standard procedures. Receives a moderate level of guidance and direction.

**Responsibilities**
1. Serves as a resource for collecting data and performing analysis. Contributes to facilitating and promoting a research project by providing scientific or intellectual information.
2. Reviews laboratory protocols and training on new techniques. Manage complex data sets for research.
3. Leads the contributions to scientific writing and publications, including protocols and grants.
4. Trains new laboratory personnel.
5. Performs other related work as needed.

**Education, Experience and Certifications**

**Education**
- Minimum requirements include a PhD in related field.

**Experience**
- Minimum requirements include knowledge and skills developed through 2-5 years of work experience in a related job discipline.

**Licenses and Certifications**
- None.
# Job Profile: Research Professional, Analyst

## Job Summary
The job performs routine assignments that facilitate and promote a research project or contributes to the scientific direction of a research resource. Receives instruction, guidance, and direction from others.

## FLSA Status
- Exempt
- Non-Exempt

## Role Impact
- People Manager
- Individual Contributor

## Job Code
REREPP1

## Job Level
P1

## Job Family Description
Responsible for all aspects of research projects and research facilities. Plans and conducts clinical and non-clinical research; facilitates and monitors daily activities of clinical trials or research projects. Directs engineering and technical support activities to develop and maintain tools and computational methods needed to gather and analyze data.

## Job Level Description
Performs routine assignments in the entry level to a professional job progression. Typically requires a college or university degree or the equivalent work experience that provides knowledge and exposure to fundamental theories, principles and concepts. Develops competence by performing structured work assignments. Uses existing procedures to solve routine or standard problems. Receives instruction, guidance and direction from others.

## Responsibilities
1. Performs experiments and collects and analyzes data. Participates in the promotion of a research project.
2. Participates in the preparation and writing of grant applications and reports, and co-authors/authors scientific research manuscripts. Provides peer review of grant applications and scientific manuscripts.
3. Collaborates on development of new research projects with academic and community-based organizations.
4. May present work at scientific meetings.
5. Performs other related work as needed.

## Education, Experience and Certifications
### Education
- Minimum requirements include a PhD in related field.

### Experience
- Minimum requirements include knowledge and skills developed through less than 2 years of work experience in a related job discipline.

### Licenses and Certifications
- None.
# Job Profile: Statistician, Manager

## Job Summary

The job manages a team of professional staff responsible for the statistical design, implementation, and publication of results from research projects. Creates strategies for the development and implementation of new innovative procedures in the areas of data collection, quality control, statistical analyses, and presentation of results.

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<th>FLSA Status</th>
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<td>☑ Exempt</td>
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<tr>
<td>Responsible for all aspects of research projects and research facilities. Plans and conducts clinical and non-clinical research; facilitates and monitors daily activities of clinical trials or research projects. Directs engineering and technical support activities to develop and maintain tools and computational methods needed to gather and analyze data.</td>
<td>Manages professional employees and/or supervisors. Is accountable for the performance and results of a team within own discipline. Adapts departmental plans and priorities to address resource and operational challenges. Decisions are guided by policies, procedures and business plan; receives guidance from manager. Provides technical guidance to employees, colleagues and/or customers.</td>
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</table>

## Responsibilities

1. Designs plans for and manages the execution of data mining, statistical analyses, spatial analyses, application development, operational reporting projects and streamlined data processes for supervised teams.
2. Develops analytics programs that guide both strategy and daily operations of several teams.
3. Manages the development of reporting universes and a data warehouse that adequately supports operational reporting needs as well as in-depth analysis.
4. Hires, manages, evaluates, develops and terminates staff as needed and as assigned. Monitors and manages annual budget.
5. Performs other related work as needed.

## Education, Experience and Certifications

### Education
- Minimum requirements include a college or university degree in related field.

### Experience
- Minimum requirements include knowledge and skills developed through 7+ years of work experience in a related job discipline.

### Licenses and Certifications
- None.
# Job Profile: Statistician, Specialist

## Job Summary
The job independently designs, performs analysis, and publishes results from research projects, applying statistical methods from proposal phase through report phase. Develops objectives, designing sampling, randomization, and data collection procedures. Develops and implements new innovative procedures in the areas of data collection, quality control, statistical analyses, and presentation of results.

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**Job Family Description**
Responsible for all aspects of research projects and research facilities. Plans and conducts clinical and non-clinical research; facilitates and monitors daily activities of clinical trials or research projects. Directs engineering and technical support activities to develop and maintain tools and computational methods needed to gather and analyze data.

**Job Level Description**
Requires in-depth knowledge and experience. Uses best practices and knowledge of internal or external University issues to improve products or services. Solves complex problems; takes a new perspective using existing solutions. Works independently, receives minimal guidance. Acts as a resource for colleagues with less experience.

## Responsibilities
1. Collaborates with researchers in designing, conducting, and publishing results from research projects and assumes primary responsibility for writing statistical design, methods, and analysis for research proposals.
2. Designs tables and statistical procedures for specific research studies. Takes primary responsibility for writing the statistical design and documenting statistical considerations in grant proposals for faculty throughout the unit.
3. May serve on committees, supervise project personnel, and coordinate quality control efforts to support the efforts and ensure success of research projects. Writes the results section of reports and publications.
4. Develops and new innovative procedures in the areas of data collection, quality control, statistical analyses, and presentation of results. Reviews and improves statistical computer programs.
5. Performs other related work as needed.

## Education, Experience and Certifications

### Education
- Minimum requirements include a college or university degree in related field.

### Experience
- Minimum requirements include knowledge and skills developed through 5-7 years of work experience in a related job discipline.

### Licenses and Certifications
- None.
## Job Profile: Statistician, Sr. Analyst

### Job Summary

The job performs a range of activities to support the statistical design and implementation of research analysis. Uses knowledge of statistics to communicate analyses for research proposals and draft reports detailing their results. Follows objectives and procedures for sampling, randomization, data collection, analysis, and quality control.

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<td>Responsible for all aspects of research projects and research facilities. Plans and conducts clinical and non-clinical research; facilitates and monitors daily activities of clinical trials or research projects. Directs engineering and technical support activities to develop and maintain tools and computational methods needed to gather and analyze data.</td>
<td>Requires knowledge and experience in own discipline; still acquiring higher-level knowledge and skills. Builds knowledge of the organization, processes and customers. Solves a range of straightforward problems. Analyzes possible solutions using standard procedures. Receives a moderate level of guidance and direction.</td>
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### Responsibilities

1. Performs a range of activities to facilitate the design of research project and the publication of their results. Uses knowledge of statistics to help develop objectives and statistical procedures for the project.
2. Analyzes data and prepares data tables, charts, and graphs for reports. Writes grant proposals for faculty throughout the unit.
3. Helps develop and implements new innovative procedures in the areas of data collection, quality control, presentation of results, and statistical analysis.
4. Writes statistical computer programs and reviews computer output for consistency and quality.
5. Performs other related work as needed.

### Education, Experience and Certifications

**Education**
- Minimum requirements include a college or university degree in related field.

**Experience**
- Minimum requirements include knowledge and skills developed through 2-5 years of work experience in a related job discipline.

**Licenses and Certifications**
- None.
**Job Profile: Statistician, Analyst**

**Job Summary**
The job performs a broad range of operational business activities to support the statistical design and implementation of research analysis. Uses knowledge of statistics to communicate analyses for research proposals and draft reports detailing their results. Follows objectives and procedures for sampling, randomization, data collection, analysis, and quality control.

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**Job Family Description**
Responsible for all aspects of research projects and research facilities. Plans and conducts clinical and non-clinical research; facilitates and monitors daily activities of clinical trials or research projects. Directs engineering and technical support activities to develop and maintain tools and computational methods needed to gather and analyze data.

**Job Level Description**
Performs routine assignments in the entry level to a professional job progression. Typically requires a college or university degree or the equivalent work experience that provides knowledge and exposure to fundamental theories, principles and concepts. Develops competence by performing structured work assignments. Uses existing procedures to solve routine or standard problems. Receives instruction, guidance and direction from others.

**Responsibilities**
1. Relies on administrative guidance and review, collaborates with researchers in designing, implementing, and monitoring research projects and assumes primary responsibility for the analysis and presentation of project data.
2. With researcher guidance assists in developing objectives, designing sampling, randomization, and data collection procedures to achieve study objectives.
3. Analyzes data and prepares tables for interim and final reports. Designs tables and statistical procedures for specific research studies.
4. Maintains collaboration with other research support personnel, including analysts and programmers in monitoring and assessing data quality.
5. Performs other related work as needed.

**Education, Experience and Certifications**

**Education**
- Minimum requirements include a college or university degree in related field.

**Experience**
- Minimum requirements include knowledge and skills developed through less than 2 years of work experience in a related job discipline.

**Licenses and Certifications**
- None.
## Job Profile: Statistician, Technical Lead

### Job Summary

The job acts as working supervisor for technical support activities and reviews the statistical design and implementation of research analysis. Uses knowledge of statistics to communicate analyses for research proposals and draft reports detailing their results. Follows objectives and procedures for sampling, randomization, data collection, analysis, and quality control.

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### Job Family Description

Responsible for all aspects of research projects and research facilities. Plans and conducts clinical and non-clinical research; facilitates and monitors daily activities of clinical trials or research projects. Directs engineering and technical support activities to develop and maintain tools and computational methods needed to gather and analyze data.

### Job Level Description

Has the highest level of expertise in an analytical/scientific method or operational process, typically developed through distinguished on-the-job service. Analyses information to solve on-going problems and is responsible for the results of the team and may lead projects beyond own area. Acts as a working supervisor of a technical support team, and may spend a portion of time performing the work supervised. Is responsible for results of the team.

### Responsibilities

1. Relies on administrative guidance and review, collaborates with researchers in designing, implementing, and monitoring research. Reviews computer output for consistency and quality. Writes statistical computer programs.
2. Leads in developing objectives, designing sampling, randomization, and data collection procedures to achieve study objectives.
3. Leads analyzing data and prepares tables for interim and final reports. Helps design tables and statistical procedures for specific research studies.
4. Maintains high levels of close collaboration with other research support personnel, including analysts and programmers in monitoring and assessing data quality.
5. Performs other related work as needed.

### Education, Experience and Certifications

#### Education

- Minimum requirements include vocational training or apprenticeships in related field (not typically required to have a four-year degree).

#### Experience

- Minimum requirements include knowledge and skills developed through 10+ years of work experience in a related job discipline.

#### Licenses and Certifications

- None.
**Job Profile: Statistician, Technical Specialist**

### Job Summary

The job leads technical support activities and reviews the statistical design and implementation of research analysis. Uses knowledge of statistics to communicate analyses for research proposals and draft reports detailing their results. Follows objectives and procedures for sampling, randomization, data collection, analysis, and quality control.

### FLSA Status

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### Role Impact

| People Manager | Individual Contributor |

### Job Code

| RESTAT4 | T4 |

### Job Family Description

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Responsible for all aspects of research projects and research facilities. Plans and conducts clinical and non-clinical research; facilitates and monitors daily activities of clinical trials or research projects. Directs engineering and technical support activities to develop and maintain tools and computational methods needed to gather and analyze data.

### Job Level Description

Has advanced and specialized expertise in an analytical/scientific method or operational process, typically developed through a combination of job-related training and considerable on-the-job experience. Completes assignments and facilitates the work activities of others; may coordinate work beyond own area. Proposes improvements to processes and methods. Acts as a lead, coordinating the work of others - but is not a supervisor. Works autonomously within established procedures and practices.

### Responsibilities

1. Relies on administrative guidance and review, collaborates with researchers in designing, implementing, and monitoring research. Reviews computer output for consistency and quality. May write statistical computer programs.
2. With low levels of researcher guidance assists in developing objectives, designing sampling, randomization, and data collection procedures to achieve study objectives.
3. Supports analyzing data and prepares tables for interim and final reports. Helps design tables and statistical procedures for specific research studies.
4. Maintains close collaboration with other research support personnel, including analysts and programmers in monitoring and assessing data quality.
5. Performs other related work as needed.

### Education, Experience and Certifications

#### Education

- Minimum requirements include vocational training, apprenticeships or the equivalent experience in related field (not typically required to have a four-year degree).

#### Experience

- Minimum requirements include knowledge and skills developed through 7+ years of work experience in a related job discipline.

#### Licenses and Certifications

- None.
# Job Profile: Statistician, Sr. Technician

## Job Summary
The job conducts a range of technical processes and procedures for the statistical design and implementation of research analysis. Uses knowledge of statistics to communicate analyses for research proposals and draft reports detailing their results. Follows objectives and procedures for sampling, randomization, data collection, analysis, and quality control.

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**Job Family Description**

Responsible for all aspects of research projects and research facilities. Plans and conducts clinical and non-clinical research; facilitates and monitors daily activities of clinical trials or research projects. Directs engineering and technical support activities to develop and maintain tools and computational methods needed to gather and analyze data.

Has developed proficiency in a range of processes or procedures through job-related training and considerable on-the-job experience. Completes a variety of atypical assignments, as needed. Works within defined processes and procedures or methodologies and may help determine the appropriate approach for new assignments. Completes work with a limited degree of supervision. Likely to act as an informal resource for colleagues with less experience.

## Responsibilities

1. Relies on administrative guidance and review, collaborates with researchers in designing, implementing, and monitoring research. Reviews computer output for consistency and quality. May write statistical computer programs.
2. With researcher guidance assists in developing objectives, designing sampling, randomization, and data collection procedures to achieve study objectives.
3. Supports analyzing data and prepares tables for interim and final reports. May help design tables and statistical procedures for specific research studies.
4. Maintains close collaboration with other research support personnel, including analysts and programmers in monitoring and assessing data quality.
5. Performs other related work as needed.

## Education, Experience and Certifications

### Education
- Minimum requirements include vocational training, apprenticeships or the equivalent experience in related field (not typically required to have a four-year degree).

### Experience
- Minimum requirements include knowledge and skills developed through 5-7 years of work experience in a related job discipline.

### Licenses and Certifications
- None.
# Job Profile: Statistician, Technician

## Job Summary
The job provides technical support activities related to the statistical design and implementation of research analysis. Uses knowledge of statistics to communicate analyses for research proposals and draft reports detailing their results. Follows objectives and procedures for sampling, randomization, data collection, analysis, and quality control.

## FLSA Status
- ☑ Non-Exempt

## Role Impact
- ☑ Individual Contributor

## Job Code
- RESTAT2

## Job Level
- T2

## Job Family Description
Responsible for all aspects of research projects and research facilities. Plans and conducts clinical and non-clinical research; facilitates and monitors daily activities of clinical trials or research projects. Directs engineering and technical support activities to develop and maintain tools and computational methods needed to gather and analyze data.

## Job Level Description
Expands skills in own work area within an analytical/scientific method or operational process. Maintains appropriate licenses, training and/or certifications, as needed. Applies experience and skills to complete assigned work within our area of expertise. Works within standard operating procedures and/or scientific methods. Works with a moderate degree of supervision.

## Responsibilities
1. Relies on administrative guidance and review, collaborates with researchers in designing, implementing, and monitoring research. Reviews computer output for consistency and quality.
2. With moderate levels of researcher guidance assists in developing objectives, designing sampling, randomization, and data collection procedures to achieve study objectives.
3. Assists analyzing data and prepares tables for interim and final reports. May help design tables and statistical procedures for specific research studies.
4. Maintains collaboration with other research support personnel, including analysts and programmers in monitoring and assessing data quality.
5. Performs other related work as needed.

## Education, Experience and Certifications

### Education
- Minimum requirements include vocational training, apprenticeships or the equivalent experience in related field (not typically required to have a four-year degree).

### Experience
- Minimum requirements include knowledge and skills developed through 2-5 years of work experience in a related job discipline.

### Licenses and Certifications
- None.
### Job Profile: Statistician, Technical Assistant

#### Job Summary
The job provides basic technical support activities related to the statistical design and implementation of research analysis. Uses knowledge of statistics to communicate analyses for research proposals and draft reports detailing their results. Follows objectives and procedures for sampling, randomization, data collection, analysis, and quality control.

#### FLSA Status
- **☐** Exempt
- **☒** Non-Exempt

#### Role Impact
- **☐** People Manager
- **☒** Individual Contributor

#### Job Code
- RESTAT1

#### Job Level
- T1

#### Job Family Description
Responsible for all aspects of research projects and research facilities. Plans and conducts clinical and non-clinical research; facilitates and monitors daily activities of clinical trials or research projects. Directs engineering and technical support activities to develop and maintain tools and computational methods needed to gather and analyze data.

#### Job Level Description
Entry-level position with appropriate licenses/training certifications. Has basic skills in an analytical or scientific method or operational process. Works within clearly defined standard operating procedures and/or scientific methods and adheres to quality guidelines. Work is completed with close supervision.

#### Responsibilities
1. Relies on administrative guidance and review, collaborates with researchers in designing, implementing, and monitoring research.
2. With high levels of researcher guidance assists in developing objectives, designing sampling, randomization, and data collection procedures to achieve study objectives.
3. Assists analyzing data and prepares tables for interim and final reports. May help design tables and statistical procedures for specific research studies.
4. Maintains collaboration with other research support personnel, including analysts and programmers in monitoring and assessing data quality.
5. Performs other related work as needed.

#### Education, Experience and Certifications

##### Education
- Minimum requirements include vocational training, apprenticeships or the equivalent experience in related field (not typically required to have a four-year degree).

##### Experience
- Minimum requirements include knowledge and skills developed through less than 2 years of work experience in a related job discipline.

##### Licenses and Certifications
- None.