

Grant Job Toolkit – Job Descriptions

Model LABORATORY MAINTENANCE Job Family <i>(Applies primarily to student laboratories used for instructional purposes)</i>				Grade
Job Title	Job Description	Typical Minimum Requirements		
		Degree	Years of Exp.	
Laboratory Aide I	Working under direct supervision: <ul style="list-style-type: none"> • Maintains and cleans laboratory rooms or animal facilities and equipment to ensure cleanliness and proper maintenance. • Supports laboratory staff to ensure lab is prepared for student/faculty use; sets up equipment and materials for course instruction. • Performs other duties as assigned or required. 	High School Diploma	0-2	NE79
Laboratory Aide II	Working under direct supervision: <ul style="list-style-type: none"> • Maintains and cleans laboratory rooms or animal facilities and equipment to ensure cleanliness and proper maintenance. • Supports laboratory staff to ensure lab is prepared for student/faculty use; sets up equipment and materials for course instruction. • Monitors inventory to ensure acceptable levels. • May provide training and assistance in the use of equipment to ensure maximum usage. • Performs other duties as assigned or required. 	High School Diploma	3+	NE80
Laboratory Assistant I	Working under direct supervision: <ul style="list-style-type: none"> • Maintains and cleans laboratory rooms or animal facilities and equipment to ensure cleanliness and proper maintenance according to specifications. • Orders and stocks supplies and materials to ensure inventory is maintained at the appropriate level; purchases items as needed within budgetary restrictions. • Monitors and supports the activities of students, employees, and teaching assistants to ensure that standard policies and practices are followed; enforces all lab safety protocols. • Performs other duties as assigned or required. 	Bachelors	0-2	NE83

Laboratory Assistant II	<p>Working under general supervision:</p> <ul style="list-style-type: none"> • Maintains and cleans laboratory rooms or animal facilities and equipment to ensure cleanliness and proper maintenance according to specifications; maintains and performs minor maintenance to ensure that problems are fixed in a timely manner. • Orders and stocks supplies and materials to ensure inventory is maintained at the appropriate level; purchases items as needed within budgetary restrictions. • Monitors and supports the activities of students, employees, and teaching assistants to ensure that standard policies and practices are followed. • Educates users on safety protocol and appropriate storage of substances; disposes of chemical or biologic waste to ensure proper removal. • May develop and implement policies, procedures, and standards for lab operations to ensure the efficiency, effectiveness, and quality control of the laboratory and compliance with federal, state, and university regulations and standards. • Performs other duties as assigned or required. 	Bachelors	3-5	EX84
Laboratory Specialist	<p>Working under limited supervision:</p> <ul style="list-style-type: none"> • Coordinates all aspects of assigned laboratory. Maintains and cleans laboratory rooms or animal facilities and equipment to ensure cleanliness and proper maintenance according to specifications. Maintains and performs minor equipment maintenance to ensure that problems are fixed in a timely manner. • Acts as specialist on laboratory methods and equipment functions. • Develops and implements policies, procedures, and standards for lab operations to ensure the efficiency, effectiveness, and quality control of the laboratory and compliance with federal, state, and university regulations and standards. • Orders and stocks supplies and materials to ensure inventory is maintained at the appropriate level; purchases items as needed within budgetary restrictions. • Monitors and supports the activities of students, employees, and teaching assistants to ensure that standard policies and practices are followed. 	<p>Bachelors</p> <p>-OR-</p> <p>Masters</p>	<p>5+</p> <p>-OR-</p> <p>1+</p>	EX85

	<ul style="list-style-type: none">• Educates users on safety protocol and appropriate storage of substances; disposes of chemical or biologic waste to ensure proper removal.• Performs other duties as assigned or required.			
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Model LABORATORY RESEARCH Job Family <i>(Applies primarily to research laboratories; see also the CAREER RESEARCH Job Family)</i>				Grade
Job Title	Job Description	Typical Minimum Requirements		
		Degree	Years of Exp.	
Laboratory Research Technician I	Under direct supervision of a Principal Investigator or designee, supports simple to moderately complex research. <ul style="list-style-type: none"> • Contributes to basic and applied research activities; collects, analyzes, and processes laboratory samples or research data; performs a variety of tests, using routine and special techniques and methods. • May assist in report writing. • Advances expertise through education, training, and/or research experience. • Performs other job duties as assigned or required. 	High School Diploma	0-2	NE57 (NE80)
Laboratory Research Technician II	Under direct supervision of a Principal Investigator or designee, supports moderately complex research activities. <ul style="list-style-type: none"> • Contributes to basic and applied research activities; collects, analyzes, and processes laboratory samples or research data; performs a variety of tests, using routine techniques and methods. • Provides basic assistance to researchers in manipulating, computing, and analyzing data using specialized statistical computer software. • Assists in evaluating research methods, procedures, and techniques based on established objectives. • May assist in report writing and/or perform library research. • Performs other job duties as assigned or required. 	Associates	3-5	NE57 (NE81)
Laboratory Research Assistant I	Under direct supervision of a Principal Investigator or designee, supports moderately complex research activities. <ul style="list-style-type: none"> • Contributes to basic and applied research activities; collects, analyzes, and processes laboratory samples or research data; performs a variety of tests, using routine and special techniques and methods. • Provides basic assistance to researchers in manipulating, computing, and analyzing data using specialized statistical computer software. • Provides basic assistance to researchers in manipulating, 	Bachelors	0-2	NE57 (NE82)

	<p>computing, and analyzing.</p> <ul style="list-style-type: none"> Assists in evaluating research methods, procedures, and techniques based on established objectives. May assist in report writing and/or perform library research. Performs other job duties as assigned or required. 			
Laboratory Research Assistant II	<p>Under general supervision of a Principal Investigator or designee, supports moderately complex research activities.</p> <ul style="list-style-type: none"> Contributes to basic and applied research activities; collects, analyzes, and processes laboratory samples or research data; performs a variety of tests, using routine and special techniques and methods. Provides basic assistance to researchers in manipulating, computing, and analyzing data using specialized statistical computer software. Provides basic assistance to researchers in manipulating, computing, and analyzing. Assists in evaluating research methods, procedures, and techniques based on established objectives. Assists in the preparation of technical reports, summaries, protocols, and quantitative analyses of test results. May perform library research. May participate in formulating research methods and suggesting options for improving quality and recommending solutions. May participate in computer database design and utilization and research/data analysis, and suggest future improvements in data measurement. Performs other job duties as assigned or required. 	Bachelors	3-5	EX57 (EX84)
Laboratory Research Assistant III	<p>Under general supervision of a Principal Investigator or designee, supports complex research activities.</p> <ul style="list-style-type: none"> Contributes to basic and applied research activities; collects, analyzes, and processes laboratory samples or research data; performs a variety of tests, using routine and special techniques and methods. Acts as specialist on laboratory or other research methods and equipment functions. Provides basic assistance to researchers in manipulating, computing, and analyzing data using specialized statistical 	Bachelors	5+	EX57 (EX85)

	<p>computer software.</p> <ul style="list-style-type: none">• Provides basic assistance to researchers in manipulating, computing, and analyzing.• Assists in evaluating research methods, procedures, and techniques based on established objectives.• Assists in the preparation of technical reports, summaries, protocols, and quantitative analyses of test results.• May perform library research.• May participate in formulating research methods and suggesting options for improving quality and recommending solutions.• May participate in computer database design and utilization and research/data analysis, and suggest future improvements in data measurement.• May lead and direct the work of others.• Performs other job duties as assigned or required.			
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Model LABORATORY MANAGEMENT Job Family <i>(Applies to both instructional and research laboratories)</i>				Grade
Job Title	Job Description	Typical Minimum Requirements		
		Degree	Years of Exp.	
Laboratory Supervisor I	<p>Organizes and directs the daily activities of the laboratory.</p> <ul style="list-style-type: none"> • Responsible for supervising laboratory personnel, conducting and overseeing quality assurance and quality control, and collecting, analyzing, and interpreting lab results. • Considered a working supervisor with little authority for personnel actions. • Performs other duties as assigned or required. 	Bachelors	0-3	EX87 (EX57)
Laboratory Supervisor II	<p>Organizes and directs the daily activities of the laboratory.</p> <ul style="list-style-type: none"> • Responsible for supervising laboratory personnel, conducting and overseeing quality assurance and quality control, and collecting, analyzing, and interpreting lab results. • Has authority for personnel actions and oversees most day-to-day operations of group. • Provides input into development of departmental policies and procedures, participates in the development of new technical procedures, and ensures laboratory personnel maintain current knowledge of laboratory techniques, procedures, and equipment operation. • Performs other duties as assigned or required. 	Bachelors	4-7	EX88 (EX57)
Laboratory Research Manager	<p>Organizes and directs the daily activities of the laboratory.</p> <ul style="list-style-type: none"> • Manages the technical activities of assigned laboratory areas. • Ensures efficient and effective departmental operations; oversees quality control program to ensure high quality diagnostic testing and all laboratory activities comply with organization and regulatory agency standards. • Oversees development of departmental policies and procedures, participates in the development of new technical procedures, and ensures laboratory personnel maintain current knowledge of laboratory techniques, procedures, and equipment operation. • Performs other duties as assigned or required. 	Bachelors	7+	EX90 (EX57)

Model CLINICAL RESEARCH Job Family <i>(Applies primarily to clinical research; see also the CAREER RESEARCH Job Family)</i>				Grade
Job Title	Job Description	Typical Minimum Requirements		
		Degree	Years of Exp.	
Clinical Research Assistant	Under direct supervision of a Principal Investigator or designee, supports simple to moderately complex research. <ul style="list-style-type: none"> • Participates in the design, administration, and monitoring of clinical trials; analyzes and evaluates clinical data gathered during research. • Ensures compliance with protocol and overall clinical objectives, as well as FDA regulatory requirements. • May assist in report writing. • Advances expertise through education, training, and/or research experience. • Performs other job duties as assigned or required. 	Bachelors, RN, or BSN degree	0-3	NE57 (NE86)
Clinical Research Associate I	Under general supervision of a Principal Investigator or designee, supports moderately complex research activities. <ul style="list-style-type: none"> • Participates in the design, administration, and monitoring of clinical trials; analyzes and evaluates clinical data gathered during research. • Ensures compliance with protocol and overall clinical objectives, as well as FDA regulatory requirements. • May assist in report writing and/or perform library research. • Advances expertise through education, training, and/or research experience. • Performs other job duties as assigned or required. 	Bachelors, RN, or BSN degree	2-5	NE57 (EX87)
Clinical Research Associate II	Under general supervision of a Principal Investigator or designee, supports complex research activities. <ul style="list-style-type: none"> • Participates in the design, and monitoring of clinical trials; analyzes and evaluates clinical data gathered during research. • Ensures compliance with protocol and overall clinical objectives, as well as FDA regulatory requirements. • May assist in report writing and/or perform library research. • Advances expertise through education, training, and/or research experience. • Performs other job duties as assigned or required. 	Bachelors, RN, or BSN degree	5+	NE57 (EX89)

Model GENERAL RESEARCH Job Family <i>(Professional Track; to be used for non-students only)</i>				Grade
Job Title	Job Description	Typical Minimum Requirements		
		Degree	Years of Exp.	
Research Assistant I	Under direct supervision of a Principal Investigator or designee, supports moderately complex research activities at the University. <ul style="list-style-type: none"> • Contributes to basic and applied research activities. Performs a variety of tests, makes detailed observations, analyzes data, and interprets results. • Understands and interprets research protocols and procedures. • May participate in the publication of significant results. • Advances expertise through education, training, and/or research experience. • Performs other job duties as assigned or required. 	Bachelors	0-2	NE57 (NE83)
Research Assistant II	Under direct supervision of a Principal Investigator or designee, supports moderately complex to complex research activities at the University. <ul style="list-style-type: none"> • Contributes to basic and applied research activities. Performs a variety of tests requiring a high degree of proficiency, makes detailed observations, analyzes data, and interprets results. Evaluates experiment results using statistical and multivariate analysis. • Troubleshoots problems and recommends solutions. • Understands and interprets research protocols and procedures. • May participate in the publication of significant results. • Advances expertise through education, training, and/or research experience. • Performs other job duties as assigned or required. 	Bachelors	2-5	NE57 (NE84)
Research Assistant III	Under general supervision of a Principal Investigator or designee, supports complex research activities at the University. <ul style="list-style-type: none"> • Contributes to basic and applied research activities. Performs a variety of tests requiring a high degree of proficiency, makes detailed observations, analyzes data, and interprets results. Evaluates experiment results using statistical and multivariate analysis. • Troubleshoots problems and recommends solutions. • Understands and interprets research protocols and procedures. 	Bachelors	5+	EX57 (NE85)

	<ul style="list-style-type: none"> • Acts as a specialist on laboratory or other research methods and equipment functions. • May participate in the publication of significant results. • May assist in writing extramural proposals or monitor the work of lower-level assistants. • Advances expertise through education, training, and/or research experience. • Performs other job duties as assigned or required. 			
Research Associate I	<p>Under general supervision of a Principal Investigator or designee, supports complex research activities at the University.</p> <ul style="list-style-type: none"> • Helps develop, design and conduct research projects according to plan. • Oversees day-to-day operation of project. May supervise research support personnel and manage budget. • Contributes to basic and applied research activities. Performs a variety of tests requiring a high degree of proficiency, makes detailed observations, analyzes data, and interprets results. Evaluates experiment results using statistical and multivariate analysis. • Participates in formulating research methods and suggesting options for improving quality and recommending solutions. Participates in computer database design and utilization and research/data analysis, and suggests future improvements in data measurement. • Understands and interprets research protocols and procedures. • Acts as a specialist on laboratory or other research methods and equipment functions. • May participate in the publication of significant results. • May write extramural proposals or monitor the work of lower-level assistants. • Advances expertise through education, training, and/or research experience. • Performs other job duties as assigned or required. 	Masters	0-2	EX57 (EX85)
Research Associate II	<p>Under general supervision of a Principal Investigator or designee, supports complex research activities at the University.</p> <ul style="list-style-type: none"> • Helps develop, design and conduct research projects according to 	Masters	1-3	EX57 (EX86)

	<p>plan.</p> <ul style="list-style-type: none"> • Oversees day-to-day operation of project. May supervise research support personnel and manage budget. • Contributes to basic and applied research activities. Performs a variety of tests requiring a high degree of proficiency, makes detailed observations, analyzes data, and interprets results. Evaluates experiment results using statistical and multivariate analysis. • Participates in formulating research methods and suggesting options for improving quality and recommending solutions. Participates in computer database design and utilization and research/data analysis, and suggests future improvements in data measurement. • Understands and interprets research protocols and procedures. • Acts as a specialist on laboratory or other research methods and equipment functions. • May participate in the publication of significant results. • May write extramural proposals or monitor the work of lower-level assistants. • Advances expertise through education, training, and/or research experience. • Performs other job duties as assigned or required. 			
Research Associate III	<p>Under limited supervision of a Principal Investigator or designee, supports complex research activities at the University.</p> <ul style="list-style-type: none"> • Helps develop, design and conduct research projects according to plan. • Oversees day-to-day operation of project. May supervise research support personnel and manage budget. • Contributes to basic and applied research activities. Performs a variety of tests requiring a high degree of proficiency, makes detailed observations, analyzes data, and interprets results. Evaluates experiment results using statistical and multivariate analysis. • Participates in formulating research methods and suggesting options for improving quality and recommending solutions, and collaborates in the development of new techniques. Participates in computer database design and utilization and research/data 	Masters	3-5	EX57 (EX87)

	<p>analysis, and suggests future improvements in data measurement.</p> <ul style="list-style-type: none"> • Understands and interprets research protocols and procedures. May develop protocol and criteria; may determine interview procedures and approve protocols; may also design intervention protocols. • Acts as a specialist on laboratory or other research methods and equipment functions. • May participate in the publication of significant results. May co-author publications and may co-present results with Principal Investigator at meetings and/or conferences. • May write extramural proposals or monitor the work of lower-level assistants. • May act as liaison with other departments, divisions, or organizations. • Advances expertise through education, training, and/or research experience. • Performs other job duties as assigned or required. 			
Research Associate IV	<p>Under limited supervision of a Principal Investigator or designee, supports complex research activities at the University.</p> <ul style="list-style-type: none"> • Helps develop, design and conduct research projects according to plan. • Oversees day-to-day operation of project. May supervise research support personnel and manage budget. • Contributes to basic and applied research activities. Performs a variety of tests requiring a high degree of proficiency, makes detailed observations, analyzes data, and interprets results. Evaluates experiment results using statistical and multivariate analysis. • Participates in formulating research methods and suggesting options for improving quality and recommending solutions, and collaborates in the development of new techniques. Participates in computer database design and utilization and research/data analysis, and suggests future improvements in data measurement. • Understands and interprets research protocols and procedures. May develop protocol and criteria; may determine interview procedures and approve protocols; may also design intervention protocols. 	Masters	5+	EX57 (EX88)

	<ul style="list-style-type: none"> • Acts as a specialist on laboratory or other research methods and equipment functions. • May participate in the publication of significant results. May co-author publications and may co-present results with Principal Investigator at meetings and/or conferences. • May write extramural proposals or monitor the work of lower-level assistants. • May act as liaison with other departments, divisions, or organizations. • Advances expertise through education, training, and/or research experience. • Performs other job duties as assigned or required. 			
Post-Doc Research Associate	<p>In collaboration with senior research faculty and personnel, participates as skilled individual contributor on one or more research projects in specialized area.</p> <ul style="list-style-type: none"> • Conducts research in area of expertise, writing results for inclusion in broader research project. Designs and applies scientific and numerical models in research. Oversees development of data collection and instruments. Monitors integrity of data collection and use of protocols and procedures. . • Designs instrumentation, theoretical models, equipment or other vehicles for data gathering and analysis. • Investigates, modifies and applies new procedures, techniques or applications of technology, integrating new findings in field of study. • Reviews and critiques reports and analysis of other researchers and conducts ongoing, periodic and final analyses of data, using specialized techniques and programming. • Writes and collaborates with other researchers on manuscripts, abstracts and other publications of research findings. May present results of study at professional meetings and other forums. • Collaborates with other researchers on long-range plans for project/program, acting as expert in specialized area. • May be responsible for administrative, financial, personnel and planning aspects of project. May oversee researchers and staff engaged in day-to-day operations. • May administer programs for visiting scholars, researchers and 	Doctorate	0-2	EX57 (EX86)

	<p>fellows.</p> <ul style="list-style-type: none"> • May collaborate on new curricular offerings and course instruction. • May lead research and project committees. • Performs other duties as assigned or required. 			
Assistant Research Scientist	<p>In collaboration with senior research faculty and personnel, participates as skilled individual contributor and/or lead researcher on one or more research projects serving as expert in specialized area.</p> <ul style="list-style-type: none"> • Responsible for administrative, financial, personnel and planning aspects of project. • Designs instrumentation, theoretical models, equipment or other vehicles for data gathering and analysis. • Investigates, modifies and applies new procedures, techniques or applications of technology, integrating new findings in field of study. • Conducts research in area of expertise, writing results for inclusion in broader research project. Designs and applies scientific and numerical models in research. Oversees development of data collection and instruments. Monitors integrity of data collection and use of protocols and procedures. • Reviews and critiques reports and analysis of other researchers and conducts ongoing, periodic and final analyses of data, using specialized techniques and programming. • Writes and collaborates with other researchers on manuscripts, abstracts and other publications of research findings. Presents results of study at professional meetings and other forums. • Oversees researchers and staff engaged in day-to-day operations. • Collaborates with other researchers on long-range plans for project/program, acting as expert in specialized area. • Administers programs for visiting scholars, researchers and fellows. • Monitors expenditures of funds and grants. • May collaborate on new curricular offerings and course instruction. • Leads research and project committees. • Performs other duties as assigned or required. 	Doctorate	2-5	EX57 (EX87)

Associate Research Scientist	<p>In collaboration with senior research faculty and personnel, participates as skilled individual contributor and/or lead researcher on one or more research projects serving as expert in specialized area.</p> <ul style="list-style-type: none"> • Responsible for administrative, financial, personnel and planning aspects of project. • Designs instrumentation, theoretical models, equipment or other vehicles for data gathering and analysis. • Investigates, modifies and applies new procedures, techniques or applications of technology, integrating new findings in field of study. • Conducts research in area of expertise, writing results for inclusion in broader research project. Designs and applies scientific and numerical models in research. Oversees development of data collection and instruments. Monitors integrity of data collection and use of protocols and procedures. • Reviews and critiques reports and analysis of other researchers and conducts ongoing, periodic and final analyses of data, using specialized techniques and programming. • Writes and collaborates with other researchers on manuscripts, abstracts and other publications of research findings. Presents results of study at professional meetings and other forums. • Oversees researchers and staff engaged in day-to-day operations. • Collaborates with other researchers on long-range plans for project/program, acting as expert in specialized area. • Administers programs for visiting scholars, researchers and fellows. • Monitors expenditures of funds and grants. • May collaborate on new curricular offerings and course instruction. • Leads research and project committees. • Performs other duties as assigned or required. 	Doctorate; has achieved national recognition in field as evidenced by publications in quality journals and presentations at national meetings.	5+	EX57 (EX88)
Research Scientist	<p>Leads a highly specialized or multifaceted research program and directs the work of other research scholars and associates.</p> <ul style="list-style-type: none"> • May lead the submission of proposals for external sponsored funding and may serve as principal investigators on sponsored projects. • Responsible for administrative, financial, personnel and planning 	Doctorate; has achieved national recognition in field as evidenced by publications in quality journals and	10+	EX57 (EX90)

	<p>aspects of project.</p> <ul style="list-style-type: none"> • Designs instrumentation, theoretical models, equipment or other vehicles for data gathering and analysis. • Investigates, modifies and applies new procedures, techniques or applications of technology, integrating new findings in field of study. • Conducts research in area of expertise, writing results for inclusion in broader research project. Designs and applies scientific and numerical models in research. Oversees development of data collection and instruments. Monitors integrity of data collection and use of protocols and procedures. • Reviews and critiques reports and analysis of other researchers and conducts ongoing, periodic and final analyses of data, using specialized techniques and programming. • Writes and collaborates with other researchers on manuscripts, abstracts and other publications of research findings. Presents results of study at professional meetings and other forums. • Oversees researchers and staff engaged in day-to-day operations. • Collaborates with other researchers on long-range plans for project/program, acting as expert in specialized area. • Administers programs for visiting scholars, researchers and fellows. • Monitors expenditures of funds and grants. • May collaborate on new curricular offerings and course instruction. • Leads research and project committees. • Performs other duties as assigned or required. 	<p>presentations at national and international meetings.</p>		
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Model RESEARCH PROGRAM MANAGEMENT Job Family (NEW)				
Job Title	Job Description	Typical Minimum Requirements		Grade
		Degree	Yrs. Of Exp.	
Program Coordinator	<p>Working under general direction, executes the daily activities for an assigned program.</p> <ul style="list-style-type: none"> • Serves as the staff liaison between member committees and the organization. • Conducts communication with participants including maintaining updated lists and contact information and responding to, and directing requests for, information. • Performs other duties as assigned or required. 	Bachelors	2+	NE57 (NE83)
Program Manager I	<p>Working under limited direction, develops and manages one of the organization's programs.</p> <ul style="list-style-type: none"> • Coordinates the program budget and staffing requirements and ensures the program meets its stated objectives. • Performs other duties as assigned or required. 	Bachelors	5+	EX57 (EX86)
Program Manager II	<p>Working under limited direction, develops and manages one of the organization's programs.</p> <ul style="list-style-type: none"> • Coordinates the program budget and staffing requirements and ensures the program meets its stated objectives. • Participates in the program budgeting and accounting process. • Assists in developing research; may participate in professional conferences and provide public relations support. • Performs other duties as assigned or required. 	Masters/Doctorate	1-3	EX57 (EX87)
Program Director I	<p>Independently manages a large research program, including budget and programming integrity.</p> <ul style="list-style-type: none"> • Directs departments within the programming area. • Recommends or initiates personnel actions and administers policies for the program(s). • Performs other duties as assigned or required. 	Bachelors	7+	EX57 (EX89)
Program Director II	<p>Independently manages a large research program, including budget and programming integrity.</p> <ul style="list-style-type: none"> • Directs departments within the programming area to include education and research. • Designs and develops major program components, develops and maintains curricula, develops research, leads professional 	Masters/Doctorate	3-5	EX57 (EX90)

	<p>conferences and provides public relations support.</p> <ul style="list-style-type: none"> • Develops ideas and options for faculty review and decision, and develops and implements instruction and research programs that reflect faculty interests. • Evaluates effectiveness of curriculum and effectiveness of program in meeting goals. • May teach seminars and workshops and participate with faculty on research. • Plans, directs and controls program budget. • Supervises program staff. Recommends or initiates personnel actions and administers policies for the program(s). • Performs other duties as assigned or required. 			
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Model COMPUTATIONAL RESEARCH Job Family				
Job Title	Job Description	Typical Minimum Requirements		Grade
		Degree	Yrs. Of Exp.	
Research Programmer I	<p>Working under immediate supervision, reviews, analyzes, and modifies programming systems including encoding, testing, debugging, and documenting programs.</p> <ul style="list-style-type: none"> • Has knowledge of commonly-used concepts, practices, and procedures within a particular field. • Performs other duties as assigned or required. 	Bachelors	0-2	NE57 (NE85)
Research Programmer II	<p>Working under general supervision, reviews, analyzes, and modifies programming systems including encoding, testing, debugging, and documenting programs.</p> <ul style="list-style-type: none"> • Familiar with standard concepts, practices, and procedures within a particular field. • Performs other duties as assigned or required. 	Bachelors	2-5	EX57 (EX87)
Research Database Analyst I	<p>Working under immediate supervision, reviews, evaluates, designs, implements and maintains research databases.</p> <ul style="list-style-type: none"> • Identifies data sources, constructs data decompensation diagrams, provides data flow diagrams, and documents processes. • Writes code for database access, modifications, and constructions including stored procedures. • Has knowledge of commonly-used concepts, practices, and procedures within a particular field. • Performs other duties as assigned or required. 	Bachelors	0-2	NE57 (NE85)
Research Database Analyst II	<p>Working under general supervision, reviews, evaluates, designs, implements and maintains research databases.</p> <ul style="list-style-type: none"> • Identifies data sources, constructs data decompensation diagrams, provides data flow diagrams, and documents processes. • Writes code for database access, modifications, and constructions including stored procedures. • Familiar with standard concepts, practices, and procedures within a particular field. • Performs other duties as assigned or required. 	Bachelors	2-5	EX57 (EX88)

Research Database Analyst III	<p>Working under general supervision, reviews, evaluates, designs, implements and maintains research databases.</p> <ol style="list-style-type: none"> 1. Identifies data sources, constructs data decompensation diagrams, provides data flow diagrams, and documents processes. 2. Writes code for database access, modifications, and constructions including stored procedures. 3. May lead and direct the work of others. 4. Familiar with a variety of the field's concepts, practices and procedures. 5. Performs other duties as assigned or required. 	Bachelors	5+	EX57 (EX89)
Data Analyst I	<p>Working under immediate supervision, analyzes and interprets data from various sources.</p> <ul style="list-style-type: none"> • Interprets results using a variety of techniques, ranging from simple data aggregation via statistical analysis to complex data mining. • Compiles reports, charts, and tables based on established statistical methods. • Designs, develops, implements and maintains business solutions. • Works directly with clients and project and business leaders to identify analytical requirements. • Has knowledge of commonly-used concepts, practices, and procedures within a particular field. • Performs other duties as assigned or required. 	Bachelors	0-2	NE57 (NE85)
Data Analyst II	<p>Working under general supervision, analyzes and interprets data from various sources.</p> <ul style="list-style-type: none"> • Interprets results using a variety of techniques, ranging from simple data aggregation via statistical analysis to complex data mining. • Compiles reports, charts, and tables based on established statistical methods. • Designs, develops, implements and maintains business solutions. • Works directly with clients and project and business leaders to identify analytical requirements. • Familiar with commonly-used concepts, practices, and procedures within a particular field. • Performs other duties as assigned or required. 	Bachelors	2-4	EX57 (EX86)

<p>Statistician I</p>	<p>Working under general supervision, analyzes and interprets data from various sources.</p> <ul style="list-style-type: none"> • Interprets results using a variety of techniques, ranging from simple data aggregation via statistical analysis to complex data mining. • Compiles reports, charts, and tables based on established statistical methods. • Designs, develops, implements and maintains business solutions. • Works directly with clients and project and business leaders to identify analytical requirements. • Familiar with concepts, practices, and procedures within a particular field. • Performs other duties as assigned or required. 	<p>Bachelors</p>	<p>4-6</p>	<p>EX57 (EX88)</p>
<p>Statistician II</p>	<p>Working under general supervision, analyzes and interprets data from various sources.</p> <ul style="list-style-type: none"> • Interprets results using a variety of techniques, ranging from simple data aggregation via statistical analysis to complex data mining. • Compiles reports, charts, and tables based on established statistical methods. • Designs, develops, implements and maintains business solutions. • Works directly with clients and project and business leaders to identify analytical requirements. • Familiar with a variety of concepts, practices, and procedures within a particular field. • May direct and lead the work of others. • Performs other duties as assigned or required. 	<p>Bachelors</p>	<p>6-8</p>	<p>EX57 (EX89)</p>
<p>Biostatistician II</p>	<p>Working under general supervision, collaborates in designing and monitoring biomedical research projects and assumes primary responsibility for the analysis and presentation of project data.</p> <ul style="list-style-type: none"> • Collaborates with biomedical investigators and assists in developing objectives, designing sampling, randomization and data collection procedures to achieve study objectives. • Prepares analysis plans and writes detailed specifications for analysis files, consistency checks, tables, and figures; communicates with clients regarding statistical analysis issues. • Designs tables and statistical procedures for specific research 	<p>Bachelors -OR- Masters</p>	<p>3+ -OR- 0-3</p>	<p>EX57 (EX88)</p>

	<p>studies.</p> <ul style="list-style-type: none"> • Collaborates with clinic and other personnel, including analyst/programmers in monitoring and assessing data quality. • Writes statistical computer programs and reviews computer output for consistency and quality; analyzes data and prepares tables for interim and final reports. • Writes the results section of reports or publications. • Provides direction and guidance to support personnel. • Performs other duties as assigned or required. 			
Biostatistician III	<p>Working under limited supervision, collaborates with biomedical researchers in designing, implementing, and publishing results from biomedical research projects and assumes primary responsibility for writing statistical design, methods, and analysis for research proposals.</p> <ul style="list-style-type: none"> • Collaborates with biomedical investigators and assists in developing objectives, designing sampling, randomization and data collection procedures to achieve study objectives. • Writes statistical computer programs and reviews computer output for consistency and quality. • Analyzes data and prepares tables for interim and final reports. Designs tables and statistical procedures for specific research studies. • Writes the results section of reports and publications. • Develops the statistical design and planned analyses for research grant proposals and takes primary responsibility for writing the statistical design, including sample size, and statistical considerations in grant proposals for faculty throughout the school. • Assumes major responsibilities in research projects, e.g. serving on committees, supervision of project personnel, coordination of quality control efforts, and serving on writing teams. • Develops and implements new innovative procedures in the areas of data collection, quality control, presentation of results, and statistical analyses. • Performs other duties as assigned or required. 	Masters	5+	EX57 (EX89)
Biostatistician IV	<p>Working under limited supervision, collaborates independently or as Co-Investigator with biomedical researchers in designing, implementing, and publishing results from biomedical research projects and assumes primary responsibility for writing statistical design, methods, and analysis for</p>	Masters	8+	EX57 (EX90)

	<p>research proposals.</p> <ul style="list-style-type: none"> • Collaborates with biomedical investigators and assists in developing objectives, designing sampling, randomization and data collection procedures to achieve study objectives. • Assumes primary responsibility for writing statistical computer programs and reviews computer output for consistency and quality. • Analyzes data and prepares tables for interim and final reports. Designs tables and statistical procedures for specific research studies. Writes statistical methods and results sections of reports and publications. • Develops the statistical design and planned analyses for research grant proposals and takes primary responsibility for writing the statistical design, including sample size, and statistical considerations in grant proposals for faculty throughout the school. • Assumes major responsibilities in research projects, including administrative duties (e.g., budget preparation and justification, planning and/or proposing staffing patterns, coordinating training sessions). • Assumes leadership responsibilities on committees, working groups, and research project teams including directing and/or supervising project personnel, coordinating quality control efforts, and serving on writing teams. • Applies for specific extramural grants (e.g., NIH R-O3, private foundation) as principal investigator. • Prepares scientific manuscripts and abstracts including primary authorship of research papers. Makes oral presentations at professional/scientific meetings, workshops, and seminar series. • May participates in the teaching of statistics topics within graduate programs. • Supervises the work of lower-level Biostatisticians and other staff members. • Performs other duties as assigned or required. 			
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