

Research

Job Classification

Research I

Research II

Research III

Research IV

Research V

Pay Grade

2

4

5

7

8

Education/Experience Requirements

High school diploma or equivalent

Associate Degree in a relevant degree program or relevant equivalent experience

Bachelor's Degree in relevant field

Master's Degree in a relevant field of research or substitution of additional relevant experience

Master's Degree in a relevant field (PhD preferred)

Three months of experience or equivalent combination of relevant education and experience

Two years of experience or equivalent combination of relevant education and experience

Three years of experience

Five or more years of relevant experience

Common Activities

Operates and sets up basic laboratory and research equipment; prepares culture media, chemicals, compounds, and other expendables

Performs scientific reductions and analyses involving routine procedures

Performs complex scientific data reductions requiring use of independent judgment

Performs complex laboratory work and technical analysis

Serves as manager of a lab or core facility

Performs a variety of standard tests in the chemical analysis, hematological examinations, and bacteriological examinations of specimens

Operates laboratory and experimental testing equipment

Supervises library and computer searches for research data

Independently develops methods and procedures

Performs highly specialized laboratory work and technical analysis; requires significant scientific judgment and advanced academic qualifications

Applies a variety of simple numerical operations to data collected

Assists in surgical procedures on small animals

Performs laboratory procedures and tests; analyzes and interprets the results

Designs sophisticated research equipment

Collaborates on conceptual project design, determines details of the experimental process, and data analysis methodology

Collects, codes, or enters a variety of data

Conducts laboratory work requiring standard tests, routines, and analyses

Programs complex scientific and mathematical problems for solutions on a computer

Assists senior researchers in the design and plan of protocols and experiments of research projects

Conducts research initiated by the faculty principal investigator or other senior members of the research group; research steps and methods are discussed with appropriate investigator, including those outside the Research V staff member's immediate laboratory group

Cleans and maintains animal rooms and equipment

Develops curriculum materials for an educational research project

Coordinates all research activities, including data collection, data input, evaluation, and analysis for a segment of a research project

Assists in the writing of final reports for publication

May assist in surgical procedures on small animals

Operates complex scientific equipment and performs complex autopsies and surgical procedures on research animals

Implements the use of highly sophisticated scientific equipment, programs, and instrumentation

Organizational Impact

The results of actions have only a minor impact on a department's operations. Individual's actions are limited to a single work area and may affect the outcome of the research.

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The results of actions have a significant impact on the research and the operations of the work group.

The individual directly supports the efforts of several more senior members of the laboratory group, and results of actions have a significant impact on the quality, efficacy, veracity, and efficiency of the group's research.

Problem Solving

The job consists of repetitive manual or basic research tests that are covered by specific procedures or close supervision.

Performs routine research tasks under close supervision or from detailed and controlled procedures.

Required to have an understanding of practices and procedures. Resolves unique problems by collecting and interpreting information. Solutions may include modifying procedures and methods to address new conditions. Receives advice and input as needed from supervisor.

The job consists of broad responsibilities requiring the application of policies to dynamic and complex conditions. Problems generally require significant analysis and judgment. Solutions may include adapting existing practices and systems to address unique situations.

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Supervision

No Supervision

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May have responsibility for interviewing, orientation, scheduling, work assignment, and review for temporary employees, students, and volunteers.

Interviewing and selection, orientation, training, work assignment and review, performance appraisal, and recommendations for various personnel actions for non-exempt employees.

Participate in interviewing and selecting Research I-IV staff members; responsible for orientation and training of Research I-IV staff members and, potentially, students. May be responsible for work assignment and review/performance appraisal, and recommendations for various personnel actions for Research I-IV staff members.

Contact Level

Limited interaction within own work area and the University.

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Interacts with various levels within or outside the University. This interaction may include interpreting and explaining ideas and concepts, as well as solving problems and coordinating projects.

Interacts with various levels within or outside the University, these may include collaborating with faculty members both internal and external to the University. Interactions with senior investigators may include interpreting and explaining ideas and concepts as well as solving problems and coordinating projects.

Financial Budget

Does not participate in budget preparation. Has no authority to sign for materials or supplies.

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Does not participate in budget preparation. May be authorized to order and sign for materials or supplies.

Prepares and monitors budget, analyzes requisitions for conformance to budget, and compliance with specific requirements (such as for grants, gifts, gov. regulations) and recommends for approval.

Has critical input in preparation of budget; may have responsibility for planning and forecasting supply needs. May authorize and approve purchase requisitions and reimbursements for supplies and other items specifically identified by the principal investigator.