Identify methodological problems in research protocol and implement modifications to optimize results

Prepare specifications for equipment and supplies for study

Manage research database

Calibrate data

Ensure quality control

Present research at conferences

Serve as the principal spokesperson for project

Consistent with OSHA and certification requirements may serve as Chemical Hygiene Officer

LEVELS AND COMPETENCIES

The primary distinction between levels is reflected in the Level Descriptors. As levels increase, scope, complexity and degree of independence increase. Higher levels may perform duties of lower levels. Education and experience are stated at the minimum threshold for the level. Additional education or experience may be desirable for some positions.

<u>**Level 1**</u>   **Grade 78**
PCLS: 05001   **Non-Exempt**

Descriptors
Work is performed under intermittent supervision. Complete tasks independently with only periodic direction from Principal Investigator (PI) or supervisor. Solve research questions/problems by using analytical skills. Retrieve data for processing, may provide some analysis of retrieved data. Draft reports for use in publications. May design processes for gathering information.
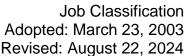
Knowledge, Skills, and Abilities
Knowledge of research methods and analytical procedures. Knowledge of standard reporting procedures. Skilled in accurate data collection methods. Ability to use computerized tools to organize and analyze information and communicate findings.

Education and Experience
Bachelor's degree and six months experience in a field relevant to the research (e.g. science, math, business), or an equivalent combination of training and experience.

Level 2   **Grade 79**
PCLS: 05002   **Exempt**
***Alternate PCLS: 09100

Descriptors

Work is performed under administrative supervision. Solve complex* research questions/problems using analytical skills. Create reports for use in publications. Combine own work with work of other research professionals and faculty to produce complete projects. May design processes or tools for gathering information. May coordinate the work of other research professionals or research technicians. May develop, with guidance, models for use by other research professionals or faculty members. May use fiscal/statistical knowledge to develop reports.

Knowledge, Skills, and Abilities

Same as level one, plus: Knowledge of publishing requirements. Knowledge of statistical/fiscal methods. Knowledge of fiscal restrictions associated with research monies. Analytical skills. Ability to communicate findings for internal- and external- reporting.

Education and Experience

Bachelor's degree and one year experience in a field relevant to the research (e.g. science, math, business), or an equivalent combination of training and experience.

Level 3   **Grade 80**
 PCLS: 05003   **Exempt**
***Alternate PCLS: 05013

Descriptors

Work is performed under general direction. Assignments are only outlined. Contribute to work of other research professionals and faculty to produce complete projects. Develop models for use by other research professionals or faculty members. May lead* research technicians or lower level research professionals.

Knowledge, Skills, and Abilities

Same as level two, plus: Advanced knowledge of research methods and analytical procedures. Ability to successfully lead* the work of others. Proven ability to develop models for use by other research professionals.

Education and Experience

Master's degree and two years research experience at the postgraduate level in a field relevant to the research (e.g. science, math, business), or an equivalent combination of training and experience.