

Job Family	Research Administration	Job Summary	Involves staffing, administering or managing research oversight and compliance committee activities related to research activities such as human subjects, animal use and care, conflict of interest and export control. Reviews research protocols for use in specific fields, assists in writing and reviewing protocols, and compliance with federal, state, and University mandated laws, regulations and policies.
Job Function	Research Compliance		
Category	Supervisory & Management		

Job Level	Supervisor 1	Supervisor 2
Job Title		Research Compliance Supervisor 2
Job Code		6233
Tracking Code		A0575
Personnel Program	PSS	PSS
FLSA	Exempt	Exempt
Generic Scope	Provides immediate supervision to a unit or group of operational or technical employees. A portion of time may be spent performing individual tasks related to the unit; however, supervisory activities must constitute a primary part of the job. Supervises unit operations to ensure compliance with departmental or organizational policies, procedures, and defined internal controls. Ensures accountability and stewardship of department resources (operational, financial, and human) in compliance with departmental standards and procedures.	Provides direct supervision typically to professionals or skilled technical employees. Functions as advisor to unit and administration. Analyzes and resolves problems, interprets policies (e.g., fiscal management, HR, contracts and grants, resource management in defined areas) and demonstrates solid subject matter knowledge. Exercises judgment within defined procedures and policies to determine appropriate action. Supervises staff to assure accountability and stewardship of department resources (operational, financial, and human) in compliance with departmental goals and objectives.
Custom Scope		Administers policies and procedures in designated research compliance area conforming to established federal and state agency regulations. Receives assignments in the form of objectives with goals and the process by which to meet goals. Provides direction to staff according to established policies and management guidance. Administers policies that directly affect subordinate staff. Recommends changes to department policies and practices. Identifies risks and responds accordingly. Provides priority setting and work flow analysis.
Key Resp 01		Assists with establishing procedural systems for relevant compliance area.
Key Resp 02		Serves as a resource and advisor to internal faculty involved in the development of grant proposals for relevant compliance area, pre-award agreements, international agreements, building and facility issues, etc.
Key Resp 03		May supervise the training and orientation of new committee members on the appropriate statutes, regulations, policies, and their duties as committee members.
Key Resp 04		Assists with implementing educational and training programs for faculty, staff and students relevant to specific compliance area.
Key Resp 05		Provides day-to-day management of compliance committees.
Key Resp 06		Represents the organization at meetings related to designated research compliance area.
Key Resp 07		Participates in the development and monitoring of policies and procedures for department or department operations.

Job Family	Research Administration	Job Summary	Involves staffing, administering or managing research oversight and compliance committee activities related to research activities such as human subjects, animal use and care, conflict of interest and export control. Reviews research protocols for use in specific fields, assists in writing and reviewing protocols, and compliance with federal, state, and University mandated laws, regulations and policies.
Job Function	Research Compliance		
Category	Supervisory & Management		

Job Level	Supervisor 1	Supervisor 2
Key Resp 08		May serve as a liaison between the organization and federal regulators (for example, DOE, FDA, etc.).
Key Resp 09		Responds to organizational inquiries regarding research issues.
Key Resp 10		
Key Resp 11		
Key Resp 12		
Key Resp 13		
Key Resp 14		
Key Resp 15		
Education 1		Bachelor's degree in related area and / or equivalent experience / training. Professional certification preferred for relevant compliance area (if applicable).
Education 2		
Education 3		
Education 4		
License 1		
License 2		
License 3		
License 4		
Cert 1		
Cert 2		
Cert 3		
Cert 4		
Spec Cond 1		Successful completion of a background check.
Spec Cond 2		
Spec Cond 3		
Spec Cond 4		
KSA 01		Managerial experience and proven success in managing compliance review board or committee.
KSA 02		Skill in managing established relationships with regulatory agencies for relevant compliance area.
KSA 03		Ability to apply a complex array of issues, mental flexibility, and creativity to relevant compliance area
KSA 04		
KSA 05		

Job Family	Research Administration	Job Summary	Involves staffing, administering or managing research oversight and compliance committee activities related to research activities such as human subjects, animal use and care, conflict of interest and export control. Reviews research protocols for use in specific fields, assists in writing and reviewing protocols, and compliance with federal, state, and University mandated laws, regulations and policies.
Job Function	Research Compliance		
Category	Supervisory & Management		

Job Level	Supervisor 1	Supervisor 2
KSA 06		
KSA 07		
KSA 08		
KSA 09		
KSA 10		
KSA 11		
KSA 12		
KSA 13		
KSA 14		
KSA 15		
Environment		Campus, medical center or other university setting and various external venues.
Career Path 1		Research Compliance Mgr 1
Career Path 2		
Career Path 3		
Career Path 4		
Career Path 5		
Career Path 6		