RESEARCH SPECIALIST

*Note: This material is not intended to represent a complete position description; it is meant as a job aid to provide a foundation for completing a detailed individual description. All functions and tasks listed below will not apply to every position and this is not an exhaustive list of potential duties. Supervisors should select any of this material which applies to provide a framework for their description, then add detail, context, and other functions relevant to their specific needs. This material is also competency-level neutral. In addition to functions and tasks, other considerations including but not limited to scope, organizational placement, and reporting relationship are key determining factors in position leveling.*

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| **FUNCTIONS** | **TASKS** |
| Work Planning  | * Meets with supervisor weekly/daily to develop plans for laboratory activities
* Performs literature reviews to assist in establishing, designing, or modifying relevant laboratory procedures
* Plans with the Principal Investigator the specific approach, procedures, and techniques to conduct laboratory activities
* Independently modifies, refines, or adapts lab techniques to meet specific experimental goals
* Independently plans and leads a research project or portion(s) of a large multiple-component project
* Provides considerable input into grant writing
* Stays abreast of technical advances for inclusion in experimental procedures
* Discusses experimental results with supervisor to make recommendations and determine appropriate next steps
* Independently researches methodologies and determines applicability in meeting overall research objectives
* Consults with researchers to determine appropriate methods and procedures to meet research objectives
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| Procedures/Tests/Analyses | * Exercises independent judgement in performing specialized experimental procedures [identify and elaborate on procedures performed]
* Functions as a technical expert in completing and troubleshooting highly specialized/complex laboratory procedures [identify and elaborate on procedures performed]
* Operates specialized laboratory instruments, and may instruct others in the use and operation of this equipment [identify and elaborate on the instruments and equipment used]
* Performs complex animal surgeries [identify surgeries and elaborate on the complexities]
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| Interpretation/Evaluation of Data | * Uses technical knowledge to perform preliminary analysis of experimental results and may propose quality control modifications
* Identifies deviations and consults with the Principal Investigator/supervisor
* Has primary responsibility for data interpretation, and recommends revisions based on analysis
* Collects data as required by research protocols, and for grant writing and reporting
* Plays a lead role in evaluating results and adapting experimental design
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| Presentation of Results | * Develops and delivers presentations, serving as a primary presenter at lab meetings and professional conferences
* Co-authors, and may first author, manuscripts and publications
* Contributes to the writing of scientific articles, mostly to the materials and methods section
* Prepares reports and presents results at lab meetings
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| Laboratory Management | * Serves as the lab manager, coordinating work flow, assigning and reviewing work, and ensuring quality control
* Determines staffing requirements and laboratory needs for specific projects
* Serves as lab safety officer, with responsibility to maintain safety plan documentation, maintain safety records, and ensure proper storage and disposal of hazardous materials
* Lab budget responsibility [elaborate on level of accountability {i.e., reconcile basic supply orders, advise on major equipment purchases, assist with project budget development, assist finance with core billing, etc.}]
* Oversees supplies and equipment needs, and ensures supplies are ordered as necessary
* Serves in a lead role to advise and instruct others on technical aspects of lab experiments and procedures
* Oversees lab animal colony management and animal husbandry
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| Team Lead | * Directs the daily workflow of other staff members by assigning tasks but does not exercise supervisory authority
* Trains new staff members on work methods, policies, and practices
* Provides feedback to supervisors on team members for performance evaluations
* Serves as a resource to other team members for questions or work issues
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| Supervision | * Provides full supervision to [define subordinate positions]; interviews and makes hiring decisions/recommendations; recommends initial pay rates and subsequent adjustments; ensures employees are trained in job responsibilities and provides for ongoing development; manages the performance review process and assigns performance ratings; addresses performance deficiencies and disciplinary issues as needed; sets work schedules and approves leave requests
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| Other Duties (5% max) | * Other duties as assigned by management to meet business needs
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**STATE–DEFINED COMPETENCIES** *(Use to complete section 7 of the position description by defining how these apply to your specific job. All competencies may not apply to all jobs. Do not add any additional competencies beyond those provided by the state.)*

* Knowledge – Professional/Scientific
* Research Design
* Conducting Experiments/Procedures
* Data Analysis
* Laboratory Management
* Communication
* Instruction

**MINIMUM TRAINING AND EXPERIENCE** (Cut and paste into section 8 of the position description form with no additions or deletions):

Bachelor’s degree in a discipline related to the area of assignment; or equivalent combination of training and experience. All degrees must be received from appropriately accredited institutions.