

I. DESCRIPTION OF WORK

Positions in this banded class manage and supervise activities necessary to operate one or more research work settings such as a laboratory, clinic, field and/or classroom (hereafter referred to as "laboratory"). Work requires knowledge of research concepts, practices and procedures, laboratory operations, regulatory requirements, and planning and budgeting. The range of duties includes, but is not limited to: facility planning and maintenance, inventory control, purchasing and maintenance of laboratory equipment, fiscal and administrative services, monitoring environmental risks and quality control, planning and scheduling work, determining staff assignments and training need, and human resources management.

II. ROLE DESCRIPTIONS BY COMPETENCY LEVEL

Contributing	Journey	Advanced
Positions at this level manage and coordinate the activities of a research laboratory or research station. Positions acquire, coordinate, and allocate resources (staff, facility, equipment and supplies) among various research projects. Work is coordinated for multiple research projects with several principal investigators.	Positions at this level manage and coordinate a wide variety of activities at a research laboratory(ies) or research station(s) of moderate complexity.	Positions at this level manage and coordinate the activities of a research laboratory(ies) or research station(s) with significant complexity.

III. COMPETENCIES

Competency	Definition
Knowledge – Professional/Scientific	Achieves a high level of professional/scientific skill or knowledge in specific area(s) and keeps up with current developments and trends in area(s) of expertise. Knowledge of scientific/agricultural concepts, principles, practices and methods used to conduct sound research; serves as a resource on technical and program-related issues for staff and others; knowledge of related technology, instruments and equipment.
Planning and Organizing Work	Ability to develop plans to accomplish work operations and objectives; ability to arrange and assign work to use resources efficiently. At the advanced level, the ability to plan at a strategic level to develop plans, organizational structures, and systems to fulfill legislative or mission driven organizational goals. Ability to plan, develop and execute research operations; ability to arrange and assign work to best use research project funds.
Budgeting	Ability to plan and monitor the use of expenditures to meet organizational objectives and compliance; ability to prepare budget documents and reports; ability to systematically plan and monitor research project expenditures.
Human Resources Management	Ability to recruit, select, develop, counsel, discipline, and evaluate performance of employees to retain a diverse workforce; ability to administer and ensure compliance with human resources policies and procedures. Ability to observe and assess work; ability to provide feedback to staff, students, faculty and/or other clients; may require ability to provide technical supervision; ability to develop knowledge, skills and abilities of staff, students, faculty and/or other clients; ability to plan and support employees in career development opportunities.
Laboratory Management	Ability to provide oversight of technical programs and administrative activities in a research setting - research laboratories and/or agricultural research stations including quality assurance and safety programs; ability to coordinate and manage facilities, equipment, supplies and related resources; ability to monitor environmental risks and quality control; ability to understand and comply with safety standards to maintain a safe environment.

Note: Not all competencies apply to every position/employee; evaluate only those that apply. Competency statements are progressive.

IV. COMPETENCY STATEMENTS BY LEVEL

Knowledge – Professional/Scientific

Achieves a high level of professional/scientific skill or knowledge in specific area(s) and keeps up with current developments and trends in area(s) of expertise. Knowledge of scientific/agricultural concepts, principles, practices and methods used to conduct sound research; serves as a resource on technical and program-related issues for staff and others; knowledge of related technology, instruments and equipment.

Contributing	Journey	Advanced
Scientific knowledge to effectively plan, direct and manage day-to-day operations of unit or area of responsibility; ability to stay current with changes in applicable field.	Scientific knowledge to plan, direct and manage complex and/or multiple research programs and operations.	Scientific knowledge to direct, research, and develop innovative approaches to laboratory research programs.

Planning and Organizing Work

Ability to develop plans to accomplish work operations and objectives; ability to arrange and assign work to use resources efficiently. At the advanced level, the ability to plan at a strategic level to develop plans, organizational structures, and systems to fulfill legislative or mission driven organizational goals. Ability to plan, develop and execute research operations; ability to arrange and assign work to best use research project funds.

Contributing	Journey	Advanced
Ability to plan work operations and priorities daily or weekly to meet research objectives; ability to set short-range deadlines; ability to provide instructions to others.	Ability to determine long-range plans and schedules within established research objectives; ability to assist in preparing grant proposals. Ability to assess the needs of the laboratory and recommends changes in procedures, workflow and manpower assignments.	Ability to determine multiple and more complex long-range plans and schedules within established research objectives; ability to assist in preparing grant proposals. Ability to arrange and assign work for multiple research projects and/or laboratories.

Budgeting

Ability to plan and monitor the use of expenditures to meet organizational objectives and compliance; ability to prepare budget documents and reports; ability to systematically plan and monitor research project expenditures.

Contributing	Journey	Advanced
<p>Ability to operate within assigned budget; ability to identify potential cost savings.</p>	<p>Ability to monitor expenditures and identify potential budget issues. Ability to prepare budget(s) for research proposals; ability to recommend needed expenditures and revisions to the project budget(s).</p>	<p>Ability to make and approve major expenditures.</p>

Human Resources Management

Ability to recruit, select, develop, counsel, discipline, and evaluate performance of employees to retain a diverse workforce; ability to administer and ensure compliance with human resources policies and procedures. Ability to observe and assess work; ability to provide feedback to staff, students, faculty and/or other clients; may require ability to provide technical supervision; ability to develop knowledge, skills and abilities of staff, students, faculty and/or other clients; ability to plan and support employees in career development opportunities.

Contributing	Journey	Advanced
<p>Ability to assign and monitor work of staff; ability to review work of staff upon completion to assess and problem solve.</p> <p>Ability to model work/job duties for employees.</p> <p>Ability to review and approve routine human resources policies questions and requests; may require ability to participate in recruitment and selection process and/or performance assessment.</p> <p>Ability to identify problems and bring to the attention to appropriate people; ability to resolve minor problems and complaints on an informal basis.</p> <p>Ability to identify and recommend career development opportunities with employees.</p>	<p>Ability to review accomplishments to ensure research project objectives are met; ability to conduct final review for most complex research protocols to assess and problem solve.</p> <p>Ability to plan for and deliver on-the-job training.</p> <p>Ability to participate in recruitment and selection process; ability to conduct performance management; ability to ensure human resources policies and related information is shared with employees.</p> <p>Ability to participate in resolution of disciplinary and grievance issues.</p> <p>Ability to ensure employees have access to tools and information for career development opportunities.</p>	<p>Ability to manage and design implementation of new programs administered by staff.</p> <p>Ability to determine training needs and provides training to specific employees; ability to ensure employees have tools and knowledge to comply with research protocol and regulatory requirements; ability to develop training programs.</p> <p>Ability to determine work unit design; ability to apply policies to execute operational needs.</p> <p>Ability to resolve disciplinary and grievance issues.</p> <p>Ability to plan and coordinate career development opportunities.</p>

Laboratory Management

Ability to provide oversight of technical programs and administrative activities in a research setting - research laboratories and/or agricultural research stations including quality assurance and safety programs; ability to coordinate and manage facilities, equipment, supplies and related resources; ability to monitor environmental risks and quality control; ability to understand and comply with safety standards to maintain a safe environment.

Contributing	Journey	Advanced
<p>Ability to plan resources needed to operate the laboratory; ability to maintain inventory control; coordinates space, field, equipment and/or facilities; may require ability to monitor expenditures.</p> <p>Ability to understand and execute quality assurance.</p>	<p>Ability to manage laboratory resources, including budget and personnel; ability to establish priorities in the use of resources including space, field, equipment and/or facilities.</p> <p>Ability to evaluate and modify quality assurance for unit and/or site.</p> <p>Ability to ensure adherence to procedures and work standards; ability to recommend changes.</p>	<p>Ability to manage and monitor multiple and/or complex laboratory resources, including budget and personnel; ability to establish priorities in the use of resources including space, field, equipment and/or facilities.</p> <p>Ability to manage and improve quality assurance program(s).</p> <p>Ability to manage adherence to procedures and work standards; ability to implement adjustments or changes to work standards; ability to anticipate changes.</p>

V. MINIMUM TRAINING & EXPERIENCE

Bachelor’s degree and two years of general research experience; or equivalent combination of training and experience. All degrees must be received from appropriately accredited institutions.

Note: This is a generalized representation of positions in this class and is not intended to identify essential work functions per ADA. Examples of competencies are primarily those of the majority of positions in this class, but may not be applicable to all positions.