
Auburn University Job Description

Job Title: **Analyst, Research Compliance**

Job Family: No Family

Job Code: **KC15**

Grade RE08 \$47,300 - \$80,400

FLSA status: Exempt

Job Summary

The Research Compliance Analyst is responsible for evaluation, analysis, and administrative support for one or more compliance programs and/or processes assigned to the Office of Research Compliance. This includes the Research Integrity Program, the Animal Care and Use Program, the Human Research Protection Program, and the Biological Safety Program and their corresponding compliance committees. Facilitates institutional responsibilities for and oversight of compliance with federal regulatory requirements, state laws, and institutional policies and procedures.

Essential Functions

1. Provides regulatory advice, consultation, and support to investigators, compliance committees to include Institutional Review Boards for the Protection of Human Subjects in Research (IRB), Institutional Animal Care & Use Committee (IACUC), and Institutional Biosafety Committee (IBC), and university or college research administration on matters related to research integrity and/or compliance. Maintains currency with applicable federal regulations, state laws, and institutional policies related to areas of assignment.
 2. Provides recommendations and assists with development, implementation, and delivery of education and training programs to ensure compliance with federal regulations, state laws, and institutional policies.
 3. Conducts regulatory review and assessment of protocols, applications, and Conflict of Interest (COI) disclosures to evaluate adherence to applicable regulations, laws, policies, and guidance. In collaboration with the research integrity and compliance leadership team, determines needed changes, steps, actions necessary to achieve compliance.
 4. Develops and supports public relations and communication efforts for internal research integrity and/or compliance stakeholders and external agencies. Disseminates program outcomes and information through publications, articles, notices, or other media and updates the Office of Research Compliance's website on a timely basis.
 5. Participates in monitoring and inspection activities and evaluations of reported concerns to support institutional responsibilities for compliance oversight and the ethical and responsible conduct of research and regulated activities.
 6. Assists with development, review, and maintenance of policies, procedures, tools and resources based on changing regulatory environment or risk-based program analysis.
 7. Researches and gathers background information on a variety of research compliance and regulatory topics. Compiles information and prepares reports, records, and communication of a confidential nature for the purpose of documenting regulatory compliance. Creates and runs queries and analyses research compliance-related data.
 8. Acts as a liaison between faculty, students, or staff and the Office of Research Compliance. Assists researchers in preparing submissions, responding to reviewer comments, and technical assistance throughout the process lifecycle.
 9. Evaluates, recommends, and assists with implementation of process improvements that align with the University's strategic plan to streamline process, eliminates outdated programs, and creates efficiencies.
 10. Performs other related duties as assigned including providing back up support within unit and
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across the research integrity and/or compliance programs.

Supervisory Responsibility

May supervise employees but supervision is not the main focus of the job.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.



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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Degree in Business Administration, Law, Ethics, Science, Mathematics, Statistics, Analytics, or related fields. An advanced degree in a relevant field is desired.
Experience (yrs.)	5	Must have at least 3 years of experience in research or related and supporting area, regulatory compliance, research integrity, and/or research administration. Substitution limit: only 2 years of education can be substituted for the experience requirement.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

Knowledge of federal, state, local and University policies and regulations related to research compliance and/or research administration. Knowledge of research administration, the research enterprise, legal aspects of business entities, and roles of ownership and responsibilities within business entities. Working knowledge of human research, animal use, biological use, research integrity or ethics, the scientific method, and scientific terminology.

Knowledge of electronic compliance training and tracking systems to include COI-SMART FCOI disclosure management system, the CITI training system, and SharePoint. Strong technical skills with aptitude for expanding technical knowledge and experience in developing, designing, and/or maintaining electronic systems and electronic processes. Ability to thoroughly and accurately analyze large data sets, effectively present analysis (written and oral), and maintain detailed project records. Ability to lead, train, and functionally supervise as needed.

Ability to analyze submissions, determine compliance with regulations, and provide advice and guidance on how to achieve compliance. Strong analytical, deductive reasoning, critical thinking, and active learning skills. Ability to succeed in high-volume, high pressure, fast-paced environment to manage and prioritize a large task list with deadlines, interruptions, and competing priorities.

Demonstrated excellent oral and written communication. Demonstrated superior active listening skills, problem sensing and solving skills, and ability to maintain strict standards of confidentiality.

Strong attention to detail and the ability to manage multiple tasks simultaneously. Demonstrated time management, organizational, customer service skills and ability to establish and maintain effective working relationships. Demonstrated self-discipline and sound, independent judgement completing time-sensitive assignments. Ability to complete tasks independently as contributions to a team effort to accomplish established unit and institutional goals.

Certification or Licensure Requirements

Human Research Protection Program Certified IRB Professional (CIP) and/or Animal Care and Use Program Certified Professional in IACUC Administration (CPIA) is desired.

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Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, walking, sitting, talking, hearing, and lifting up to 10 pounds.

Job occasionally requires reaching, handling objects with hands, and lifting up to 25 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 9/6/2022
