AUBURN
Human Resources

Behavior Analyst
Job Description

JOB INFORMATION

Job Code	CA19
Job Description Title	Behavior Analyst
Pay Grade	HW10
Range Minimum	$55,970
33rd %	$69,040
Range Midpoint	$75,570
67th %	$82,100
Range Maximum	$95,160
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	1/7/2022

JOB FAMILY AND FUNCTION

Job Family:	Health & Wellness
Job Function:	Mental & Behavioral Health

JOB SUMMARY

Provides professional services to children and adolescents. This action includes conducting training with caregivers in homes and residential staff members in facilities, consulting with teachers, consulting with Psychiatrists and Nursing personnel, communicating regularly with facility personnel and administrators, and serving in various professional capacities. As a part of the team responsibilities, this position contributes to the development and implementation of behavioral programming and data collection procedures.

RESPONSIBILITIES

- Delivers behavior-analytic services to children and adolescents who are at varying stages of the assessment and intervention process as deemed appropriate by the principal investigator.
- Provides supervision (in accordance with the Behavior Analysis Certification Board's published guidelines) for one to three graduate students enrolled in the Auburn University Applied Behavior Analysis (ABA) program per academic semester. This supervision includes but is not limited to, at least 60 minutes of direct observation of clinical service delivery per week and 30 minutes of office meetings per week. As a part of this process, the person in the position will also meet at least once per month with the Director of the Auburn ABA program.
- Meets weekly with the principal investigator to discuss caseload and supervision of graduate students in the Master's program. Also meets weekly with other ABSOPP behavior analysts (e.g., doctoral students in the Cognitive and Behavioral Science Program) to review caseloads and program development.
- Participates in weekly or biweekly meetings with team members and facility personnel.
- Provides recommendations to the team on the outcomes for each referred resident including using single-case designs (line graphs) to depict the effects of behavioral and pharmacological interventions on target behaviors of interest and retaining behavioral data in an orderly manner.
- Contributes to special projects as requested by the primary investigator to include, but are not limited to, developing training videos, writing sections of monthly or annual reports and manuscripts for peer review, and assisting the director in acquiring and organizing data for manuscripts that are submitted for possible publication.
- Participates in two or more professional development activities each year including watching webinars, attending conferences, and attending workshops. The topics of the activities focus on the implementation of behavioral services, training, supervising students, or both.
- Completes administrative duties including daily recording of time allocation and monthly summaries for each active client.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Master's Degree	Degree in Psychology, Applied Behavior Analysis, Education, or related field.	and	1 year of	Experience in development and delivery of behavior-analytic interventions.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Ability to write clearly (e.g., demonstrated knowledge of APA style) and to present technical information to families and to large groups (e.g., 20 to 40 individuals).	
Knowledge in Microsoft Office including Word, Excel, and PowerPoint. Fluent in the use of various data collection systems including partial interval recording and momentary time sampling.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
	Certification as a Board Certified Behavior Analyst (BCBA or BCBA-D) by Behavior Analysis Certification Board, Inc. is required.	Upon Hire	Required	And
	Licensed Behavior Analyst (LBA) certification in Alabama is required or the ability to obtain within 30 days of employment.	within 30 Days	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting				X		
Lifting	X					

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching			X			
Talking					X	
Hearing					X	
Repetitive Motions			X			
Eye/Hand/Foot Coordination			X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:

Ability to see information in print and/or electronically.