AUBURN
Human Resources

Mgr, Research Scientist Lab

Job Description

JOB INFORMATION

Job Code	HA08
Job Description Title	Mgr, Research Scientist Lab
Pay Grade	RE09
Range Minimum	$58,600
33rd %	$72,270
Range Midpoint	$79,110
67th %	$85,950
Range Maximum	$99,620
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	2/7/2022

JOB FAMILY AND FUNCTION

Job Family:	Research
Job Function:	Lab & Field Operations

JOB SUMMARY

The Research Scientist Laboratory Manager supports and assists the Director in the oversight of three areas within the Clinical Pharmacology Laboratory (CPL) to include therapeutic drug monitoring, endocrine, and analytical areas. Responsible for planning, performing, and reporting research involved in the discovery of new knowledge, techniques, and concepts utilizing fundamental and advanced scientific and research knowledge, skills. Supervises and provides assistance to laboratory staff, and manages the laboratory, equipment, and facilities.

RESPONSIBILITIES

- Supervises laboratory personnel to include Research Assistants, Research Aide, temporary employees, and student workers. Provides interface between staff and laboratory director; schedules and conducts laboratory meetings; provides input into laboratory policies regarding laboratory administration and day to day responsibilities. Seeks out opportunities to mentor and coach employees; showcases the successes of others. Looks for opportunities to give appropriate feedback on performance; reinforces efforts and checks on progress. Explains, demonstrates, and reinforces expected behaviors, knowledge, and skills. Inspires employees and coworkers to develop and grow.
- Directs routine and non-routine experiments, investigations, and studies in pursuit of new knowledge or the application of previously established knowledge, or new techniques, and concepts that will help with the development of new analytical methods that will be used for therapeutic drug monitoring or research projects. Provides professional assistance for method development to conduct complex analytical assays and protocols for the analytical laboratory. Develops written descriptions of High Performance Liquid Chromatography (HPLC) which can serve as an introduction to students of interest.
- Reviews and monitors the analytical information generated by the laboratory, including protocols; processes data; performs statistical analyses as it relates to quality assurance; interprets data; and prepares final reports including quality assurance documents in writing as well as presenting results to others. Provides professional assistance to generate protocols for the research projects and prepares final reports including quality assurance documents in writing as well as presenting results to others. Provides professional support to generate protocols for the research projects. Assigns work involved in the analytical activities of the laboratory. May assist the Laboratory Director in planning the agenda, meetings, administrative activities as cost analyses and budget for the laboratory.
- Supports researchers, prospective graduate students, and lab personnel with the implementation of a previously validated analytical assay, that includes training others on analytical techniques, proper use of instrumentation and software, analysis of data, and reporting. Directs, as appropriate, personnel in solution preparation (mobile phases, buffers, rinse and clean solutions, and reagents) as needed for therapeutic drug monitoring samples, and for research projects using established instructions and protocols.

RESPONSIBILITIES

- Serves as a Safety Officer to ensure that established safety rules are followed by the lab personnel. Coordinates with the appropriate personnel regarding chemical waste storage, pickup, and collection for the lab. Ensures Risk Management requirements are met by monitoring of the chemical inventory to include monitoring expiration dates of standards, reagents, and solvents; proper disposal of expired chemicals; and ordering of necessary chemicals as needed.
- Responsible for equipment, materials, labor and support of facility and lab operations. Coordinates the logistics of the maintenance of the analytical instrumentation, the safety procedures in the laboratory, the planning for materials, the personnel training and the general labor needs. Acquires knowledge related to analytical instrumentation and related software to include learning how to set up and maximize the effectiveness of equipment and features offered through the software to make analyzing and sorting of data easier.
- May assist in preparation of research results for publication or presentation at conferences to include assisting in literature reviews and assisting in the writing of material and methods, results and discussions.

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	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

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	in Chemistry, Biology, Biochemistry, or any relevant life science degree.	and	6 years of	experience in performing research and management of the lab and equipment to include maintenance and use of analytical instrumentation, including but not limited to HPLC and LC-MS; analytical method development and method validation, as well as use of associated analytical software such as Empower; and statistical analysis is necessary for method validation as well as quality assurance. 2 of the 6 years of experience required must be supervising laboratory staff.	

Substitutions Allowed for Education	Yes

Substitution allowed for Education: When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of basic math. Effectively applies technical and administrative knowledge to solve a range of problems.	
Knowledge of developing solutions to problems that cannot be solved using existing methods or approaches.	
Expertise in analytical method development and validation, software and Microsoft excel skills.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None 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					
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.