AUBURN
Human Resources

Mgr, CPS-Performance Research & Development

Job Description

JOB INFORMATION

Job Code	HC76
Job Description Title	Mgr, CPS-Performance Research & Development
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	10/25/2017

JOB FAMILY AND FUNCTION

Job Family:	Research
Job Function:	Animal Research

JOB SUMMARY

Manages and supervises the daily operations of Canine Performance Services (CPS) research and breeding programs. Assists the Directors in daily administration, operations, and management of the CPS program to ensure the program operates in an efficient manner while adhering to regulatory requirements.

RESPONSIBILITIES

- Develops and manages specifications and plans in specific areas of CPS research and production programs. Communicates and collaborates with employees, department heads, upper administration, other institutions, businesses, and consultants to conduct advanced research.
- Oversees records, maintains data related to CPS research activities, and disseminates data to appropriate people. Performs research data analysis and report writing.
- Oversees, develops and maintains institutional protocol requirements for research and production programs. Ensures programs comply with University, state, and federal regulations. Provides technical consultation, administrative and facilities coordination, and assistance for CPS research programs and facilities.
- Maintains financial resources of research programs to include budget and financial reports. Ensures budget controls, assessments, projections, expenditures, and modifications are maintained and accurate.
- Coordinates with CVM communications and marketing personnel regarding promotion of CPS activities, including contact with media, social media, and various presentations and promotional activities. Coordinates with CVM development team regarding presentations and promotional activities.
- Directs and coordinates assigned labor force involved in CPS research and production programs to include training, developing work schedules, and completing personnel forms. Oversees and develops SOPs for safety training.
- Forecasts resource requirements and oversees the receipt, storage, and care of material and equipment to complete CPS research and production areas.
- Supervises the maintenance and repair of physical facilities and equipment associated within specific CPS research and production areas.

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 Exercise Physiology, Biomechanics, Kinesiology, or Sports Medicine.	and	5 years of	experience in canine research and production programs and development of research and production programs with progressively increasing levels of responsibility and accountability. At least one year experience involved in the budgeting aspect within a canine research program. At least 1 year experience in supervising, mentoring or leading the work of others.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of canine breeding, development, and training.	
Knowledge of canine research protocol requirements.	
Knowledge of basic financial principles.	

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.