AUBURN
Human Resources

Analyst I, Research Compliance

Job Description

JOB INFORMATION

Job Code	KC15A
Job Description Title	Analyst I, Research Compliance
Pay Grade	RE07
Range Minimum	$46,010
33rd %	$55,220
Range Midpoint	$59,820
67th %	$64,420
Range Maximum	$73,620
Exemption Status	Exempt
Organizational use restricted to the following divisions	170 Senior VP Research Econ Development
Approved Date:	12/16/2024 6:06:06 PM

JOB FAMILY AND FUNCTION

Job Family:	Research
Job Function:	Research Integrity & Compliance

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.

RESPONSIBILITIES

- Assists with regulatory advice, consultation, and support for 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. Remains current on applicable federal regulations, state laws, and institutional policies related to areas of assignment.
- Assists in providing recommendations and assists with development, implementation, and delivery of education and training programs to ensure compliance with federal regulations, state laws, and institutional policies.
- Assists in conducting 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.
- Assists in developing and supporting 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.
- May participate 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.
- Assists with development, review, and maintenance of policies, procedures, tools and resources based on changing regulatory environment or risk-based program analysis.
- Assists with, researches, and gathers background information on a variety of research compliance and regulatory topics. Compiles information, prepares reports, and records communications of a confidential

RESPONSIBILITIES

	nature for the purpose of documenting regulatory compliance. Creates and runs queries and analyses on research compliance-related data.
•	Acts as a liaison between faculty, students, staff, and the Office of Research Compliance. May assist researchers in preparing submissions, responding to reviewer comments, and technical assistance throughout the process lifecycle.
•	Assists in evaluating and implementing the process of improvements that align with the University's strategic plan to streamline processes, eliminate outdated programs, and create efficiencies.
•	Provides backup support within the unit and across the research integrity and/or compliance programs.

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

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	
Bachelor's Degree	Business Administration, Law, Ethics, Science, Analytics, or related fields.	and	2 years of	experience in research or related and supporting area, regulatory compliance, research integrity, and/or research administration.	Or
Master's Degree	Business Administration, Law, Ethics, Science, Analytics, or related fields.	and	0 years of		

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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.

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
CIP - Certified Institutional Review Board - IRB Professional	Human Research Protection Program Certified IRB Professional (CIP)	Upon Hire	Desired	And
	Animal Care and Use Program Certified Professional in IACUC Administration (CPIA)	Upon Hire	Desired	

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:

Requires performing and/or viewing work on a computer screen for the majority of the day. Ability to view and interpret information on a computer screen for long periods of time.