

### JOB INFORMATION

|                       |                                  |
|-----------------------|----------------------------------|
| Job Code              | KC15C                            |
| Job Description Title | Analyst III, Research Compliance |
| Pay Grade             | RE09                             |
| Range Minimum         | \$56,610                         |
| 33rd %                | \$69,820                         |
| Range Midpoint        | \$76,420                         |
| 67th %                | \$83,030                         |
| Range Maximum         | \$96,230                         |
| Exemption Status      | Exempt                           |
| Approved Date:        | 12/16/2024 6:07:05 PM            |

### JOB FAMILY AND FUNCTION

|               |                                 |
|---------------|---------------------------------|
| Job Family:   | Research                        |
| Job Function: | Research Integrity & Compliance |

### JOB SUMMARY

The Research Compliance Analyst leads evaluation, analysis, and administrative support for one or more compliance programs and/or processes assigned to the Office of Research Integrity and 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

- 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. Remains current on applicable federal regulations, state laws, and institutional policies related to areas of assignment.
- Leads development, implementation, and delivery of comprehensive education and training programs to ensure compliance with federal regulations, state laws, and institutional policies.
- 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, and actions necessary to achieve compliance.
- 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.
- 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.
- Assists with development, review, and maintenance of policies, procedures, tools, and resources based on changing regulatory environment or risk-based program analysis.
- 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 on compliance-related data.
- Acts as a liaison between faculty, students, or staff and the Office of Research Integrity and Compliance. Assists researchers in preparing submissions, responding to reviewer comments, and technical assistance throughout the process lifecycle.

## RESPONSIBILITIES

- Evaluates, recommends, and implements process improvements that align with the University's strategic plan to streamline processes, eliminate outdated programs, and create efficiencies.
- Performs other related duties as assigned including providing back up support within unit and across the research integrity and/or compliance programs.

## 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 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, Mathematics, Statistics, Analytics, or related fields. | and | 6 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, Mathematics, Statistics, Analytics, or related fields. | and | 4 years of          | experience in research or related and supporting area, regulatory compliance, research integrity, and/or research administration. | Or |
| Terminal          | Business Administration, Law, Ethics, Science, Mathematics, Statistics, Analytics, or related fields. | and | 2 years of          | experience in research or related and supporting area, regulatory compliance, research integrity, and/or research administration. |    |

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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.

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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 | And |
|---|---|------------|------------------|-----|
| CIP - Certified Institutional Review Board - IRB Professional | Human Research Protection Program Certified IRB Professional (CIP)                | Upon Hire  | Required         | 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.

