

Research Operations Manager

DESCRIPTION OF WORK: Positions in this banded class manage and supervise activities necessary to operate one or more research work settings such as a laboratory, clinic, field and/or classroom (hereafter referred to as “laboratory”). Work requires knowledge of research concepts, practices and procedures, laboratory operations, regulatory requirements, and planning and budgeting. The range of duties includes, but is not limited to: facility planning and maintenance, inventory control, purchasing and maintenance of laboratory equipment, fiscal and administrative services, monitoring environmental risks and quality control, planning and scheduling work, determining staff assignments and training need, and human resources management.

EXAMPLES OF COMPETENCIES:

CONTRIBUTING:

Knowledge-Professional/Scientific: Scientific knowledge to effectively plan, direct and manage day-to-day operations of unit or area of responsibility; ability to stay current with changes in applicable field.

Planning and Organizing: Ability to plan work operations and priorities daily or weekly to meet research objectives; ability to set short-range deadlines; ability to provide instructions to others.

Budgeting: Ability to operate within assigned budget; ability to identify potential cost savings.

Human Resources Management: Ability to assign and monitor work of staff; ability to review work of staff upon completion to assess and problem solve. Ability to model work/job duties for employees. Ability to review and approve routine human resources policies questions and requests; may require ability to participate in recruitment and selection process and/or performance assessment. Ability to identify problems and bring to the attention to appropriate people; ability to resolve minor problems and complaints on an informal basis. Ability to identify and recommend career development opportunities with employees.

Laboratory Management: Ability to plan resources needed to operate the laboratory; ability to maintain inventory control; coordinates space, field, equipment and/or facilities; may require ability to monitor expenditures. Ability to understand and execute quality assurance.

JOURNEY

Knowledge-Professional/Scientific: Scientific knowledge to plan, direct and manage complex and/or multiple research programs and operations.

Planning and Organizing: Ability to determine long-range plans and schedules within established research objectives; ability to assist in preparing grant proposals. Ability to assess the needs of the laboratory and recommends changes in procedures, workflow and manpower assignments.

Budgeting: Ability to monitor expenditures and identify potential budget issues. Ability to prepare budget(s) for research proposals; ability to recommend needed expenditures and revisions to the project budget(s).

Human Resources Management: Ability to review accomplishments to ensure research project objectives are met; ability to conduct final review for most complex research protocols to assess and problem solve. Ability to plan for and deliver on-the-job training. Ability to participate in recruitment and selection process; ability to conduct performance management; ability to ensure human resources policies and related information is shared with employees. Ability to participate in resolution of disciplinary and grievance issues. Ability to ensure employees have access to tools and information for career development opportunities.

Laboratory Management: Ability to manage laboratory resources, including budget and personnel; ability to establish priorities in the use of resources including space, field, equipment and/or facilities. Ability to evaluate and modify quality assurance for unit and/or site. Ability to ensure adherence to procedures and work standards; ability to recommend changes.

ADVANCED

Knowledge-Professional/Scientific: Scientific knowledge to direct, research, and develop innovative approaches to laboratory research programs.

Planning and Organizing: Ability to determine

Human Resources Management: Ability to manage and design implementation of new programs administered by staff. Ability to determine training needs and provides training to specific employees;

multiple and more complex long-range plans and schedules within established research objectives; ability to assist in preparing grant proposals. Ability to arrange and assign work for multiple research projects and/or laboratories.

Budgeting: Ability to make and approve major expenditures.

ability to ensure employees have tools and knowledge to comply with research protocol and regulatory requirements; ability to develop training programs. Ability to determine work unit design; ability to apply policies to execute operational needs. Ability to resolve disciplinary and grievance issues. Ability to plan and coordinate career development opportunities.

Laboratory Management: Ability to manage and monitor multiple and/or complex laboratory resources, including budget and personnel; ability to establish priorities in the use of resources including space, field, equipment and/or facilities. Ability to manage and improve quality assurance program(s). Ability to manage adherence to procedures and work standards; ability to implement adjustments or changes to work standards; ability to anticipate changes.

MINIMUM TRAINING AND EXPERIENCE: Bachelor's degree and two years of general research experience; or equivalent combination of training and experience. All degrees must be received from appropriately accredited institutions.

Special Note: This is a generalized representation of positions in this class and is not intended to reflect essential functions per ADA. Examples of competencies are typical of the majority of positions, but may not be applicable to all positions.