Classification Specification for Unclassified Service

Title: Senior Research Compliance Specialist

Pay Scale Group: 17
FLSA: Exempt

Essential Function

Under general supervision from a designated administrator, serve as the main point of contact to facilitate action on research protocols/studies. Provide assistance and advice to assist Review Board/Committee decisions. Translate Board/Committee decisions and processes to maintain continuity and timely communications. Monitor protocols to insure regulatory compliance.

Characteristic Duties

- Serve as liaison for designated research protocols/studies; perform initial/ongoing research protocol reviews and provide advice to the Board/Committee; perform protocol audits as required.

- Use independent judgment to: interpret, analyze and apply federal, state and local regulations, along with University rules and regulations, to insure that ethical research practices are followed; to report suspected or known instances of noncompliance with University or federal regulations.

- Attend Board/Committee meetings to review and discuss studies to insure compliance with federal, state, local regulations, and University policies & procedures.

- Act as a resource for Board/Committee members regarding regulations during research protocol review. Resolve all issues involving research protocols.

- Coordinate information to meet protocol reporting requirements.

- Resolve complex issues involving research protocols including direct communication with investigators and research staff.

- Act as project lead in the development and maintenance of daily operational policy and procedures.

- Interact with investigators, faculty, students and administration of all levels.

- Routinely provide training and serve as a primary mentor to office staff.

- May conduct on-site audits.

- Conduct audits of internal records and processes.

- May serve as full member on review board/committee.

- May provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).
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- Perform related duties based on departmental need.

**Minimum Qualifications**

- Bachelor’s degree with three (3) years experience; -OR- Associate’s degree with five (5) years experience; -OR- seven (7) years experience. Experience must be in a compliance, basic science or clinical research environment. Appropriate certification(s) required. Experience may also include one (1) year supervision.