



Research Assistant I & II
Social Sciences & Clinical Research

2011 Salary Information:	Minimum		Midpoint		Maximum	
	Hourly	Annualized	Hourly	Annualized	Hourly	Annualized
Research Assistant I	17.23	35,838.40	20.54	42,723.20	23.84	49,587.20
Research Assistant II	20.04	41,683.20	23.89	49,691.20	27.74	57,699.20

Position Summary:

The position of Research Assistant in the Social Sciences and Clinical Research fields support a study/program through a variety of recruitment and assessment methods. There are two levels to the Research Assistant position, with duties ranging from scheduling subjects for transportation and testing and entering data in study databases under direct supervision to assisting with enrolling subjects in a study and retrieving literature for project support in a more independent manner.

Level I

Typical duties at this level include:

- assisting with the enrollment of study subjects
- explaining the study procedures to subjects
- scheduling subjects for follow-up test, coordinating with labs
- entering and maintaining data in study databases
- providing phone follow-up to subjects
- escorting subjects to reception or clinical area

Level II

Typical duties at this level include Level I duties and the following usual duties:

- assisting subjects with paperwork or questionnaire information
- collecting data via mail, telephone or in person interviews
- checking data for completeness and follow-up
- retrieving articles and literature for project support
- training of co-workers on data management may be necessary

Job Qualifications	Level I	Level II
B.S. or B.A. degree in a health-related field or familiarity with health-related fields	X	X
General knowledge of research procedures gained through education or experience	X	X
Ability to understand VA regulations and procedures regarding research	X	X
Familiar with MS Word, Excel and database use	X	X
Organizational skills and attention to detail	X	X
Effective communication skills, both orally and in writing	X	X
Basic math skills	X	X
Good interpersonal abilities necessary for interacting with subjects	X	X

Job Qualifications	Level I	Level II
Experienced in follow-up data collection		X
Experienced in data management and data analysis		X
Ability to grasp concepts in scientific papers for key methods or findings to support the research		X
Knowledge of key medical terms and abbreviations to obtain data from patient records		X



**Research Assistant I - Neuropsychometrist
Clinical Research**

2011 Salary Information:	Minimum		Midpoint		Maximum	
	Hourly	Annualized	Hourly	Annualized	Hourly	Annualized
Position Title						
Research Assistant I	17.23	35,838.40	20.54	42,723.20	23.84	49,587.20

Position Summary:

The position of Research Assistant I - Neuropsychometrist provides administrative support to a Neuropsychologist for subjects regarding their evaluations at baseline, and at various intervals. The position works under the direct supervision of a Neuropsychologist.

Typical duties of this position include:

- administering and scoring neuropsychological battery of tests
- re-scoring neuropsychological forms to assure reliability
- preparing initial drafts of neuropsychological reports for use by the Neuropsychologist
- copying and distributing completed battery of tests to appropriate staff
- maintaining testing material supplies
- file testing materials

Job Qualifications
B.A./B.S. or higher in related field
Experienced in administering neurological tests under supervision
Understanding of the research method, process and protocols
Good organizational skills
Effective communication skills with staff and patients
Knowledge of math and statistics



**Research Associate I, II & III
Clinical Research**

2011 Salary Information:	Minimum		Midpoint		Maximum	
	Hourly	Annualized	Hourly	Annualized	Hourly	Annualized
Research Associate I	22.07	45,905.60	27.64	57,491.20	33.20	69,056.00
Research Associate II	26.10	54,288.00	34.63	72,030.40	43.16	89,772.80
Research Associate III	28.51	59,300.80	37.83	78,686.40	47.14	98,051.20

Position Summary:

The position of Research Associate in the Clinical Research field performs a wide variety of duties to support the organization's clinical research studies/trials. There are three levels to the Research Associate position, which cover duties ranging from managing the administrative aspects of a clinical trial to evaluating and analyzing the clinical data for presentation and publication. The Research Associate in Clinical Research is required to work under a Scope of Practice.

Level I

Typical duties at this level include:

- managing administrative duties of the study/trial
- implementing clinical research studies with an understanding of the protocol
- collecting pertinent biological data
- evaluating and analyzing clinical data
- complying with technical guidelines and overall clinical objectives
- performing literature searches and retrieving articles
- reviewing, abstracting and synthesizing data from retrieved articles
- preparing tables and figures for reports and manuscripts

Level II

Typical duties at this level include Research Associate I duties and the following usual duties:

- serving as main contact for clinical study/trial
- preparing reports and scientific papers for publication from the data acquired
- assisting with training and orientation of research assistants
- assisting in manuscript and grant preparation

Level III

Typical duties at this level include Research Associate II duties and the following usual duties:

- compile and analyze data using advanced knowledge of science and mathematical principles
- reviewing the clinical data and presenting findings to PI/study monitors
- write grants/papers under supervision of PI

Job Qualifications	Level I	Level II	Level III
B.S. or B.A. degree or higher in a health-related field	X	X	X
General knowledge of research procedures gained through education or	X	X	X

Job Qualifications	Level I	Level II	Level III
experience			
Ability to read and understand study/trial protocol	X	X	X
Knowledge and understanding of clinical terminology and procedures	X	X	X
Understanding of regulatory practices	X	X	X
Good organizational skills and attention to detail	X	X	X
Good computer, writing and communication skills	X	X	X
Basic math and statistics skills	X	X	X
Experienced in follow-up data collection		X	X
Ability to grasp scientific papers for key methods or findings to support the research		X	X
Ability to assist with the preparation and writing of scientific papers		X	X
At the III level, should have a RN or Bachelor of Nursing degree			X
Ability to ensure compliance with study protocol			X
Using advanced mathematical and scientific techniques to compile and analyze clinical data			X
Write technical reports, detailing procedures, outcomes and observations			X
Create and present posters, as needed, at conferences or seminars			X



**Project Coordinator
Clinical Research**

2011 Salary Information	Minimum		Midpoint		Maximum	
	Hourly	Annualized	Hourly	Annualized	Hourly	Annualized
Project Coordinator	20.04	41,683.20	23.89	49,691.20	27.74	57,699.20

Position Summary:

The position of Project Coordinator in the Clinical Research field is responsible for a variety of duties relating to a clinical research project. Ability to read and understand the study protocol is necessary to assist in duties such as screening potential patients, scheduling lab visits and maintaining databases.

Typical duties at this level include:

- assisting in screening/interviewing potential patients to identify participants
- providing assistance to participants in completing the study questionnaires
- scheduling lab visits for participants
- coordinating hospital in-patient and out-patient admissions
- collecting clinical data and entering it in the case report form
- shipping lab samples to central labs
- assisting in submitting required forms to pharmaceutical company and the IRB
- acting as a liaison between the pharmaceutical company and the participant

Job Qualifications
Prior experience in scientific/medical field helpful but not required
Ability to collect information from participants based on an understanding of the study's protocol
Excellent oral and written communication skills
Good computer skills
Familiarity with database management
Demonstrated ability to work independently and follow through on multiple tasks
Good interpersonal skills



Audio/Speech Therapist
Clinical Research

2011 Salary Information	Minimum		Midpoint		Maximum	
	Hourly	Annualized	Hourly	Annualized	Hourly	Annualized
Audio/Speech Therapist	33.27	69,201.60	41.65	86,632.00	50.02	104,041.60

Position Summary:

The position of Research Audio/Speech Therapist administers designated cognitive arm modules for specific protocols. This position may address speech and language needs for subjects who participate in a research program. The Research Audio/Speech Therapist is required to work under a Scope of Practice.

Typical duties of this position include:

- conducting speech/language and cognitive evaluations
- addressing and providing therapy for subjects' speech and language needs
- administering cognitive arm modules 2-3 hours daily
- attending patient planning meeting to provide input on progress with other research staff

Job Qualifications
M.S. degree in Communicative Disorders
Current California State License and Certificate of Clinical Competence (CCC) from American Speech-Language and Hearing Association
Demonstrated knowledge and experience with speech and language deficits, treatment and behavior management
Proficient in efficient evaluation of patients
Familiar with alternative/augmentative communication devices
Sign language or multi-lingual skills helpful
Strong interpretative and analytical skills
Good computer skills
Ability to develop novel therapy activities and tasks
Efficient in time management
Effective communication skills
Able to work independently and cooperatively



**Research Occupational Therapist
Clinical Research**

2011 Salary Information	Minimum		Midpoint		Maximum	
	Hourly	Annualized	Hourly	Annualized	Hourly	Annualized
Research Occupational Therapist	31.39	65,291.20	39.29	81,723.20	47.19	98,155.20

Position Summary:

The position of Research Occupational Therapist will plan, implement and integrate comprehensive therapy services for subjects with multiple physical and cognitive disabilities in a research study. The ability to understand and follow therapy protocol with subjects is crucial to this position. Occupational Therapist is required to work under a Scope of Practice.

Typical duties at this position include:

- evaluating patients' abilities and functional limitations
- developing treatment plans
- administering intensive therapy programs
- implementing occupational therapy
- documenting the plan, progress, and final summary of treatment in subjects' charts

Job Qualifications
M.S. in Occupational Therapy
Current California license in Occupational Therapy
Demonstrated knowledge of skills necessary to provide age appropriate treatment
Knowledge of medical documentation, procedures and protocol
Good understanding of good clinical practice for research
Basic understanding of math and statistics
Good computer skills
Able to work independently and cooperatively
Effective oral and written communication skills



**Research Physical Therapist
Clinical Research**

2011 Salary Information	Minimum		Midpoint		Maximum	
	Hourly	Annualized	Hourly	Annualized	Hourly	Annualized
Research Physical Therapist	31.39	65,291.20	39.29	81,723.20	47.19	98,155.20

Position Summary:

The position of Research Physical Therapist is responsible for participating in rehabilitative research experiments that improve mobility, relieve pain, increase strength, and decrease or prevent deformity and suffering from disease or injury. The duties will range from assisting in the recruitment of study subjects to administering exercises to improve and maintain functions. Daily documentation is required of this position. This position is required to work under a Scope of Practice.

Typical duties at this level include:

- assisting in the recruitment and scheduling of subjects
- participating in planning and organizing rehabilitative experiments
- administering exercises to improve and maintain function
- evaluating the effects of treatment and making the necessary adjustments to the treatment plan
- assisting the subjects to perform the physical activities
- training subjects in the use of supportive devices
- taking daily notes for documentation regarding experiments, procedures for laboratory and project/flow sheets and documenting progress on experiments
- working with the data via data input and reduction on specialized computer programs

Job Qualifications
Master's degree in Human Movement, Physical Therapy, Bioengineering or closely related field
Current California licensure in P.T. and 2-4 years clinical experience
Certification for BLS level of CPR
Knowledge of scientific theory in the field of study, gained from education/experience
Familiarity with research design, methodological principles and analysis for research purposes
Understanding of good clinical practice for research
Functional use of desktop computers, particularly the Wintel-PC platform and Windows Operating System and a working knowledge of DOS
Good mathematical, statistical and reasoning skills
Ability to work independently while being a part of the research team
Good interpersonal skills and the ability to make subjects comfortable in a lab setting
Effective oral and written communication skills



**Clinical Coordinator I & II
Clinical Research**

2011 Salary Information	Minimum		Midpoint		Maximum	
	Hourly	Annualized	Hourly	Annualized	Hourly	Annualized
Clinical Coordinator I	29.39	61,131.20	39.01	81,140.80	48.62	101,129.60
Clinical Coordinator II	30.28	62,982.40	40.18	83,574.40	50.08	104,166.40

Position Summary:

The position of Clinical Coordinator is responsible for a variety of duties related to a clinical research project. A good understanding of the study protocol and a medical background to assess subjects at the provider level is required. Duties range from recruiting and screening potential subjects, performing physiological assessments, assisting with the IRB process and maintaining regulatory documents. The Clinical Coordinator is required to work under a Scope of Practice.

Typical duties include:

- recruiting subjects, ensuring eligibility and understanding of the study
- screening and interviewing subjects
- explaining the informed consent to the subjects
- performing physiological assessments on subjects
- assuring study medications are given per protocol
- processing and storing clinical research specimens
- collecting clinical data and entering it in the case report form
- maintaining databases for tracking subjects and specimens
- acting as a liaison between the study subject and the physician concerning any problems or adverse reactions related to study medication or procedures
- assisting in grant applications
- assisting in the preparation of IRB protocol submission and revisions
- managing the preparation and maintenance of regulatory documents
- reviewing scientific publications regarding study

Job Qualifications
Degree, preferably a graduate degree, in field of science or medicine
Ability to assess health of subjects at licensed provider level
Previous clinical research experience necessary
Knowledge of regulatory requirements regarding clinical studies and IRB process
Ability to problem solve clinical research situations and coordinate multiple tasks
Demonstrated ability to work independently and cooperatively
Excellent interpersonal and organization skills
Good computer skills with word processing and database management



Program Manager
Social Sciences & Clinical Research

2011 Salary Information	Minimum		Midpoint		Maximum	
	Hourly	Annualized	Hourly	Annualized	Hourly	Annualized
Program Manager	35.23	73,278.40	44.56	92,684.80	53.89	112,091.20

Position Summary:

The position of Program Manager in the Social Sciences and Clinical Research fields is responsible for managing all aspects of several research projects for a Principal Investigator. This position requires an independent worker able to manage budgets, supervise personnel and oversee the overall daily functioning of several studies. The Program Manager may be required to work under a Scope of Practice.

Typical duties at this level include:

- managing all the daily activities of the study
- conducting data collection
- analyzing and synthesizing the data
- preparing project manuscript and reports
- writing research papers and presenting scientific findings at meetings
- coordinating daily activity of staff
- managing the IRB process
- assisting with future grants

Job Qualifications
Advanced degree in related field with experience in research
Advanced knowledge of scientific theory in the field of study, gained from education/experience
Familiarity with research design, methodological principles and analysis for research purposes
Understanding of good clinical practice for research
Ability to manage study's budget
Good mathematical, statistical and reasoning skills
Demonstrated understanding of the IRB process, including regulations and requirements
Ability to lead more than one project in all phases
Effective oral and written communication skills
Good interpersonal skills
Proven supervisory skills



**Laboratory Assistant I & II
Life Sciences**

2011 Salary Information:	Minimum		Midpoint		Maximum	
	Hourly	Annualized	Hourly	Annualized	Hourly	Annualized
Lab Assistant I	12.75	26,520.00	15.19	31,595.20	17.64	36,691.20
Lab Assistant II	14.52	30,201.60	18.32	38,105.60	22.11	45,988.80

Position Summary:

The position of Laboratory Assistant is responsible for performing a variety of tasks in a lab setting including processing laboratory specimens, making detailed observations, maintaining routine and normal usage of glassware and sterilization equipment. There are two levels to the Laboratory Assistant position, with duties ranging from performing basic glass washing and maintaining the lab equipment, to collecting specimens and preparing samples for testing and analysis. This position typically performs work under close supervision.

Level I

Typical duties at this level include:

- maintain routine and normal usage of glassware
- collect, decontaminate, wash, sterilize and dry wet laboratory glassware on a daily basis
- fill the pipette tips
- set up laboratory equipment to assist research workers

Level II

Typical duties at this level include Laboratory Assistant I duties and the following usual duties:

- collect specimens from appropriate sources
- process tissue, using blotting techniques
- prepare samples for testing and analysis
- record and compile tests results
- enter test results into database
- perform basic maintenance on cleaning equipment , notifying appropriate personnel when repairs are required
- train and assist others on lab cleaning equipment
- responsible for bi-weekly purification of distilled water system

Job Qualifications	Level I	Level II
Ability to handle glassware carefully and safely	X	X
Understanding of general wet laboratory procedures	X	X
Ability to comply with rules for safe handling of contaminated and hazardous materials	X	X
Good interpersonal skills in working with PI's, Research and other lab staff	X	X
Basic knowledge of math		X
Ability to use logic and analysis to identify the pros and cons of an experimental process		X
Basic knowledge of the cleaning equipment in the lab		X
Familiar with cleaning and maintenance schedule of equipment		X
Ability to plan work load and maintenance of equipment in a timely manner		X



**Research Assistant I & II
Life Sciences**

2011 Salary Information:	Minimum		Midpoint		Maximum	
	Hourly	Annualized	Hourly	Annualized	Hourly	Annualized
Research Assistant I	17.23	35,838.40	20.54	42,723.20	23.84	49,587.20
Research Assistant II	20.04	41,683.20	23.89	49,691.20	27.74	57,699.20

Position Summary:

The position of Research Assistant in the Life Sciences field supports on-going research projects in a wet laboratory setting. There are two levels to the Research Assistant position, covering duties ranging from assisting with cell cultures and animal surgery based on set procedures under direct supervision to coordinating lab experiments, genotyping, and PCR interpretation for the study in a more independent manner.

Level I

Typical duties at this level include:

- assisting in preparing cell culture lines
- extracting cells from culture
- analyzing extractions through blotting techniques
- conducting experiments in rats in vivo and in vitro
- Regular communication with other lab staff to ensure coordination in sample processing.

Level II

Typical duties at this level include Research Assistant I duties and the following usual duties:

- preparing support solutions
- maintaining frozen stock on a monthly basis
- performing animal surgery and in vivo and in vitro bone function assays
- monitoring or checking animals, as required by the experiment
- checking lab supplies on an ongoing basis
- Perform PCR genotyping on transgenic and mutant mice generated for all projects.
- Accurate interpretation of PCR results
- Keep accurate records of genotyping results in appropriate notebook and mouse books
- Develop new PCR protocols if necessary; troubleshoot PCR-related problems
- Assist with training and orientation of new students and residents

Job Qualifications	Level I	Level II
B.S. or B.A. degree in a health-related field or equivalent experience in Biology or Biochemistry	X	X
Understanding of basic molecular biology and blotting techniques	X	X
An understanding that position may require performing surgery on rats	X	X
Understanding of research procedures through education or experience	X	X
Demonstrated skill in vascular and bone imaging procedures and behavioral tests		X
Ability to make detailed observations regarding experiment results	X	X

Job Qualifications	Level I	Level II
Understanding of laboratory materials and equipment safety rules and regulations	X	X
Good skills in computers and communication, both orally and in writing	X	X
Good math skills	X	X
Experienced with MS Word and Excel for data analysis	X	X
Advanced understanding of molecular biology and blotting techniques		X
Knowledge of scientific research methodology		X
Strong reasoning skills in order to troubleshoot experiment		X
Ability to grasp concepts in scientific papers for key methods or findings to support research		X
Highly organized in handling multiple PCR protocols simultaneously		X
Able to develop new PCR protocols & troubleshoot any PCR problems that surface		X
Experience in handling large number of DNA samples with multiplex PCR		X
A minimum of 3 years of experience working with PCR related task		X



Research Associate I, II & III
Life Sciences

2011 Salary Information:	Minimum		Midpoint		Maximum	
	Hourly	Annualized	Hourly	Annualized	Hourly	Annualized
Research Associate I	22.07	45,905.60	27.64	57,491.20	33.20	69,056.00
Research Associate II	26.10	54,288.00	34.63	72,030.40	43.16	89,772.80
Research Associate III	29.36	61,068.80	38.96	81,036.80	48.56	101,004.80

Position Summary:

The position of Research Associate in the Life Sciences supports the study of research projects/programs. There are three levels to the Research Associate position, which cover duties ranging from performing experiments with cells/animals or researching data based on specific procedures under direct supervision to developing experiment protocol and assisting with writing research papers. Some experience working with animal surgery may be required.

Level I

Typical duties at this level include but not limited to:

- conducting experiments in accordance with specific guidelines
- preparation of frozen and fixed tissue sections
- immunohistochemical staining
- confocal microscope imaging
- tissue homogenization,
- western blot analysis, PCR, DNA cloning and expression
- isolating, purifying, and culturing various cells
- conducting experiments in rats in vivo and vitro, as required
- performing various molecular biological techniques
- maintaining detailed lab notes regarding experiment outcome
- assisting with general laboratory maintenance and compliance with regulations regarding health and safety issues

Level II

Typical duties at this level include Research Associate I duties and the following usual duties:

- serving as main contact for experiment
- assisting in the development of experimental protocols
- preparing reports and scientific papers for publication from the data acquired
- coordinate data analyses and preparation charts for presentation and publication
- performing library and document searches for scientific publication/study purpose
- assisting or training research assistants, as needed

Level III

Typical duties at this level include Research Associate II duties and the following usual duties:

- compile and analyze data using advanced knowledge of science and mathematical principles
- reviewing the scientific data and presenting findings in seminars, conferences or meetings
- write grants/papers

Job Qualifications	Level I	Level II	Level III
B.S. or B.A. degree or higher in a health-related field	X	X	X
General knowledge of research procedures gained through education or experience	X	X	X
Understanding of basic molecular biology and blotting techniques	X	X	X
Skilled in animal surgery, behavioral tests, vascular & bone imaging procedures	X	X	X
Ability to understand study protocol	X	X	X
Knowledge of scientific research methodology	X	X	X
Knowledge of safe handling/storage of biohazardous chemicals & bloodborne pathogens	X	X	X
Good organizational skills and attention to detail	X	X	X
Solid training in general lab skills such as micro-pipeting, PCR analysis, genomic and plasmid DNA preparation, protein measurements, and tissue homogenization	X	X	X
Solid training in analytical skills, including routine calculations of dilution factors and solution concentrations as well as using Excel and other programs for data calculation and analysis	X	X	X
Solid record keeping skill to maintain a research notebook with day-to-day experiment procedures and results. Good organizational skill to keep track of lab orders	X	X	X
Effective communication skills, both orally and in writing, to present findings at meetings	X	X	X
Demonstrated knowledge of computers, math & statistics	X	X	X
Advanced knowledge of scientific research methodology		X	X
Ability to troubleshoot an experiment as necessary		X	X
Skilled in performing complex biochemical and molecular biology techniques		X	X
Experienced in animal surgery, behavioral tests, and vascular & bone imaging procedures		X	X
Ability to use library resources for information on theoretical/scientific aspects of experiments		X	X
Good interpersonal skills required to assist and train other research staff		X	X
This level requires M.S., Ph.D. or M.D. degree in related field		X	X
Ability to prepare and write scientific papers for journals or presentation		X	X
Using advanced mathematical and scientific techniques to compile and analyze research findings			X
Write technical reports, detailing procedures, processes and observations			X



**Research Scientist
Life Sciences & Social Sciences**

2011 Salary Information	Minimum		Midpoint		Maximum	
	Hourly	Annualized	Hourly	Annualized	Hourly	Annualized
Research Scientist	32.67	67,953.60	46.61	96,948.80	60.54	125,923.20

Position Summary:

The position of Research Scientist in the Life Sciences and Social Sciences fields is in charge of designing and implementing scientific research projects in conjunction with other research staff. The Research Scientist is expected to utilize a more detailed knowledge of scientific theory and apply this knowledge to solve complex research problems. The position requires a high degree of scientific creativity and technical proficiency while working with a high level of independence. The person in this position may provide scientific guidance to other research staff. The Research Scientist may be required to work under a Scope of Practice.

Typical duties of this position include:

- designing and implementing scientific research project
- recording results of experiments in scientific notebooks
- troubleshooting experiments
- updating and maintaining databases
- analyzing the data
- preparing data for presentation at meetings and conferences
- scientific literature searches in support of the data
- preparing data for publishing
- training and supervising research staff

Job Qualifications
Ph.D. in the sciences or M.D.
Knowledge of experimental research and design
Experienced in the research process and able to transfer scientific knowledge to practical applications
Proven technical, analytical skills
Excellent oral, written and computer communication skills
Good understanding of math and statistics
High degree of scientific creativity
Knowledge of good safety practices in a lab setting
Ability to comply with rules for safe handling of contaminated and hazardous materials
Ability to work independently and be a team player
Effective communication skills
Established clear, scientific writing style



**Senior Research Scientist
Life Sciences & Social Sciences**

2011 Salary Information	Minimum		Midpoint		Maximum	
	Hourly	Annualized	Hourly	Annualized	Hourly	Annualized
Senior Research Scientist	46.57	96,865.60	60.67	126,193.60	74.76	155,500.80

Position Summary:

The position of Senior Research Scientist in the Life Sciences and Social Sciences fields is responsible for the overall scientific direction and coordination of a research study, including writing grant proposals. This position manages the budget and coordinates the activities of other research personnel. The employee in this position serves as the Principal Investigator for a study. A Ph.D. in the field of study or a medical degree is required for this position. The Senior Research Scientist may be required to work under a Scope of Practice.

Typical duties of this position include:

- designing, proposing and implementing scientific research projects
- writing grant proposals
- managing project budgets
- coordinating the activities of other research personnel
- analyzing data
- writing and presenting research papers at meetings and conferences
- training, supervising and managing staff
- writing manuscripts for publication

Job Qualifications

Ph.D. in field of study or a M.D.

Advanced knowledge of scientific, experimental research and design theory

Demonstrated experience in the research process

Ability to interpret and guide the study in all phases

Proven technical and analytical skills

Excellent oral, written and computer communication skills

Good understanding of math and statistics

Proven knowledge of research and human subjects' regulations and procedures

Effective communication skills, both orally and in writing

Good managerial skills



**Project Coordinator
Social Sciences**

2011 Salary Information	Minimum		Midpoint		Maximum	
	Hourly	Annualized	Hourly	Annualized	Hourly	Annualized
Project Coordinator	20.04	41,683.20	23.89	49,691.20	27.74	57,699.20

Position Summary:

The position of Project Coordinator in the Social Sciences field performs a wide variety of duties to support the organization’s medical/health science research programs. Employees in this position will work with other research staff on the administrative aspects of a study or program.

Typical duties at this level include:

- coordinating administrative aspects of the research
- managing the study budget and projecting anticipated annual expenditures
- organizing planning committee, study and training meetings
- establishing and maintaining study files
- assisting in the development and revisions of the final protocol and informed consent form
- administering and approving contracts with outside vendors for lab analyses, print jobs, etc.
- producing study newsletters, including writing articles and editing
- reporting and requesting approval of updates to Investigational brochure, study protocol and informed consent form
- assisting with study progress reports and study documents

Job Qualifications
B.A./B.S. degree in related field helpful but not required; equivalent years of experience
Knowledge of a wide range of concepts, principles and practices in the scientific area
Ability to develop policies, procedures and criteria for the research program
Able to understand the VA regulations and procedures regarding research
Knowledge of different software programs
Effective communication skills, both orally and in writing
Attention to detail
Demonstrated organizational skills and an ability to multi task
Ability to work independently but cooperatively
Good computer skills



Research Assistant I & II
Social Sciences & Clinical Research

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Position Summary:

The position of Research Assistant in the Social Sciences and Clinical Research fields support a study/program through a variety of recruitment and assessment methods. There are two levels to the Research Assistant position, with duties ranging from scheduling subjects for transportation and testing and entering data in study databases under direct supervision to assisting with enrolling subjects in a study and retrieving literature for project support in a more independent manner.

Level I

Typical duties at this level include:

- assisting with the enrollment of study subjects
- explaining the study procedures to subjects
- scheduling subjects for follow-up test, coordinating with labs
- entering and maintaining data in study databases
- providing phone follow-up to subjects
- escorting subjects to reception or clinical area

Level II

Typical duties at this level include Level I duties and the following usual duties:

- assisting subjects with paperwork or questionnaire information
- collecting data via mail, telephone or in person interviews
- checking data for completeness and follow-up
- retrieving articles and literature for project support
- training of co-workers on data management may be necessary

Job Qualifications	Level I	Level II
B.S. or B.A. degree in a health-related field or familiarity with health-related fields	X	X
General knowledge of research procedures gained through education or experience	X	X
Ability to understand VA regulations and procedures regarding research	X	X
Familiar with MS Word, Excel and database use	X	X
Organizational skills and attention to detail	X	X
Effective communication skills, both orally and in writing	X	X
Basic math skills	X	X
Good interpersonal abilities necessary for interacting with subjects	X	X

Job Qualifications	Level I	Level II
Experienced in follow-up data collection		X
Experienced in data management and data analysis		X
Ability to grasp concepts in scientific papers for key methods or findings to support the research		X
Knowledge of key medical terms and abbreviations to obtain data from patient records		X



**Research Associate I, II & III
Social Sciences**

2011 Salary Information:	Minimum		Midpoint		Maximum	
	Hourly	Annualized	Hourly	Annualized	Hourly	Annualized
Research Associate I	22.07	45,905.60	27.64	57,491.20	33.20	69,056.00
Research Associate II	26.10	54,288.00	34.63	72,030.40	43.16	89,772.80
Research Associate III	29.36	61,068.80	38.96	81,036.80	48.56	101,004.80

Position Summary:

The position of Research Associate in the Social Sciences field performs a wide variety of duties to support the organization's medical/health science research projects and studies. There are three levels to the Research Associate position, which cover duties ranging from managing all administrative aspects of the study to developing decision analysis and cost-effectiveness computer models. The Research Associate in the Social Sciences may be required to work under a Scope of Practice.

Level I

Typical duties at this level include:

- managing administrative duties of study/program
- performing literature searches and retrieving articles
- reviewing, abstracting and synthesizing data from retrieved articles
- developing decision analysis and cost-effectiveness computer models
- performing data analysis
- preparing tables and figures for reports and manuscripts
- assisting in manuscript and grant preparation

Level II

Typical duties at this level include Research Associate I duties and the following usual duties:

- serving as main contact for study/program
- preparing reports and scientific papers for publication from the data acquired
- assisting with training and orientation of research assistants

Level III

Typical duties at this level include Research Associate I & II duties and the following usual duties:

- working in an independent manner
- establishing an area of expertise to serve as a mentor for others in group

Job Qualifications	Level I	Level II	Level III
B.S. or B.A. degree or higher in a health-related field	X	X	X
General knowledge of research procedures gained through education or experience	X	X	X
Ability to read and understand the study protocol	X	X	X
Knowledge of scientific research methodology	X	X	X

Job Qualifications	Level I	Level II	Level III
Familiar with MS Word, Excel and database use	X	X	X
Knowledge required to develop policies, procedures and criteria for research program	X	X	X
Good organizational skills and attention to detail	X	X	X
Effective communication skills, both orally and in writing	X	X	X
Basic math and statistics skills	X	X	X
Advanced knowledge of scientific research methodology		X	X
Experienced in follow-up data collection		X	X
Strong interpretative and analytical skills to perform complex analytical studies		X	X
Capability to apply knowledge of development of new methods or procedures to the coordination of the project		X	X
Ability to grasp scientific papers for key methods or findings to support the research		X	X
Ability to assist with the preparation and writing of scientific papers		X	X
Working in an independent manner			X
Serving as a mentor/trainer for team in an area of expertise			X



Program Manager
Social Sciences & Clinical Research

2011 Salary Information	Minimum		Midpoint		Maximum	
	Hourly	Annualized	Hourly	Annualized	Hourly	Annualized
Program Manager	35.23	73,278.40	44.56	92,684.80	53.89	112,091.20

Position Summary:

The position of Program Manager in the Social Sciences and Clinical Research fields is responsible for managing all aspects of several research projects for a Principal Investigator. This position requires an independent worker able to manage budgets, supervise personnel and oversee the overall daily functioning of several studies. The Program Manager may be required to work under a Scope of Practice.

Typical duties at this level include:

- managing all the daily activities of the study
- conducting data collection
- analyzing and synthesizing the data
- preparing project manuscript and reports
- writing research papers and presenting scientific findings at meetings
- coordinating daily activity of staff
- managing the IRB process
- assisting with future grants

Job Qualifications
Advanced degree in related field with experience in research
Advanced knowledge of scientific theory in the field of study, gained from education/experience
Familiarity with research design, methodological principles and analysis for research purposes
Understanding of good clinical practice for research
Ability to manage study's budget
Good mathematical, statistical and reasoning skills
Demonstrated understanding of the IRB process, including regulations and requirements
Ability to lead more than one project in all phases
Effective oral and written communication skills
Good interpersonal skills
Proven supervisory skills



**Statistical Programmer I – II (Senior)
Social Sciences**

2011 Salary Information:	Minimum		Midpoint		Maximum	
	Hourly	Annualized	Hourly	Annualized	Hourly	Annualized
Statistical Programmer I	30.36	63,148.80	39.07	81,265.60	47.79	99,403.20
Statistical Programmer II (Senior)	40.26	83,740.80	48.94	101,795.20	57.63	119,870.40

Position Summary:

The position of Statistical Programmer acts as a statistical consultant and develops computer programs for data processing and analysis. The levels are progressive based on experience and expertise with the duties required. Some of the duties at the entry level, which require close supervision, range from developing appropriate statistical procedures and processing medical, biological and physiological data to project programming in several programming languages. Responsibilities that require a higher level of competency and independence include coordinating and evaluating large sets of clinical data and assisting in writing the research manuscript and project reports.

Level I

Typical duties at this level include:

- developing statistical procedures for studies
- assessing and analyzing medical, biological and physiological data
- developing forms and storage and retrieval instructions
- editing procedures
- writing and running programs in SAS, Stata and LIMDEP, for example
- determining allocation of costs and performing cost accounting procedures for studies
- creating written presentation of data information
- identifying and resolving database and analysis issues/problems

Level II

Typical duties at this level include Statistical Programmer I duties and the following usual duties:

- developing, applying and documenting checks and audits of the programs to ensure accurate and efficient programs
- using SAS programming language to develop and maintain programs
- monitoring programs for quality assurance and basic study analyses
- creating and maintaining documentation for study set-up, directories, quality assurance monitoring and programs
- coordinating, programming, analyzing and evaluating large sets of clinical data
- estimating costs by applying charge schedules and measures of relative value
- contributing to scientific papers, technical reports, documents, and handbooks
- leading or directing the work of others
- training other programming staff

Job Qualifications	Level I	Level II
B.S./B.A. degree in area of specialty plus 0-3 years experience in field or related field or equivalent experience	X	X

Job Qualifications	Level I	Level II
B.S./B.A. or advanced degree plus 5-8 years of experience in field or related field or equivalent experience		X
Basic understanding of programming languages, flow and development	X	X
Knowledge of statistical concepts and methods	X	X
Knowledge of data design, budgets and cost allocations	X	X
Strong mathematical and analytical skills	X	X
Demonstrated knowledge of structured modular programming		X
Familiar with a variety of the field's concepts, practices and procedures		X
Good judgment in order to plan and accomplish goals		X
Demonstrated skills in SAS programming		X
Familiar with medical terms and the US health care system		X
Ability to work independently		X
Effective communication skills, both verbally and in writing		X
Capable of training and supervising others		X



Research Scientist
Life Sciences & Social Sciences

2011 Salary Information	Minimum		Midpoint		Maximum	
	Hourly	Annualized	Hourly	Annualized	Hourly	Annualized
Research Scientist	32.67	67,953.60	46.61	96,948.80	60.54	125,923.20

Position Summary:

The position of Research Scientist in the Life Sciences and Social Sciences fields is in charge of designing and implementing scientific research projects in conjunction with other research staff. The Research Scientist is expected to utilize a more detailed knowledge of scientific theory and apply this knowledge to solve complex research problems. The position requires a high degree of scientific creativity and technical proficiency while working with a high level of independence. The person in this position may provide scientific guidance to other research staff. The Research Scientist may be required to work under a Scope of Practice.

Typical duties of this position include:

- designing and implementing scientific research project
- recording results of experiments in scientific notebooks
- troubleshooting experiments
- updating and maintaining databases
- analyzing the data
- preparing data for presentation at meetings and conferences
- scientific literature searches in support of the data
- preparing data for publishing
- training and supervising research staff

Job Qualifications
Ph.D. in the sciences or M.D.
Knowledge of experimental research and design
Experienced in the research process and able to transfer scientific knowledge to practical applications
Proven technical, analytical skills
Excellent oral, written and computer communication skills
Good understanding of math and statistics
High degree of scientific creativity
Knowledge of good safety practices in a lab setting
Ability to comply with rules for safe handling of contaminated and hazardous materials
Ability to work independently and be a team player
Effective communication skills
Established clear, scientific writing style



**Senior Research Scientist
Life Sciences & Social Sciences**

2011 Salary Information	Minimum		Midpoint		Maximum	
	Hourly	Annualized	Hourly	Annualized	Hourly	Annualized
Senior Research Scientist	46.57	96,865.60	60.67	126,193.60	74.76	155,500.80

Position Summary:

The position of Senior Research Scientist in the Life Sciences and Social Sciences fields is responsible for the overall scientific direction and coordination of a research study, including writing grant proposals. This position manages the budget and coordinates the activities of other research personnel. The employee in this position serves as the Principal Investigator for a study. A Ph.D. in the field of study or a medical degree is required for this position. The Senior Research Scientist may be required to work under a Scope of Practice.

Typical duties of this position include:

- designing, proposing and implementing scientific research projects
- writing grant proposals
- managing project budgets
- coordinating the activities of other research personnel
- analyzing data
- writing and presenting research papers at meetings and conferences
- training, supervising and managing staff
- writing manuscripts for publication

Job Qualifications

Ph.D. in field of study or a M.D.

Advanced knowledge of scientific, experimental research and design theory

Demonstrated experience in the research process

Ability to interpret and guide the study in all phases

Proven technical and analytical skills

Excellent oral, written and computer communication skills

Good understanding of math and statistics

Proven knowledge of research and human subjects' regulations and procedures

Effective communication skills, both orally and in writing

Good managerial skills



Database Manager/Statistician
Information Technology

2011 Salary Information	Minimum		Midpoint		Maximum	
Position Title	Hourly	Annualized	Hourly	Annualized	Hourly	Annualized
Database Manager/Statistician	28.35	58,968.60	36.49	75,899.20	44.64	92,851.20

Position Summary:

The position of Database Manager/Statistician assists the Principal Investigator on a project/program by overseeing various project databases and performing data analysis and management. This position requires much attention to detail and the ability to work on multiple projects at one time. General supervision is provided but a certain degree of creativity and latitude is necessary. This position requires extensive experience in the management and analysis of data sets.

Typical duties for this position include:

- receiving and incorporating data into appropriate databases
- converting databases to the necessary statistical platforms
- distributing data subsets, as needed
- verifying data integrity, constructing variables and merging data
- documenting data activity; i.e., maintaining syntax records, explanatory notes on variables, and file names
- performing data analytical procedures in conjunction with ongoing projects

Job Qualifications
Advanced degree in related field
Knowledge of advanced statistical methods as applied to behavioral sciences
Extensive experience with statistical programming and data management
Familiar with standard concepts, practices, and procedures within the research field
Good computer skills, including word processing, spreadsheets and SAS programs
Read and understand the appropriate VA policies, operating procedures and prevailing IT practices to perform assignments
High reasoning and analytical skills
Effective communication skills
Ability to work on several research projects simultaneously
Good attention to detail



Information Technology Specialist
Information Technology

2011 Salary Information	Minimum		Midpoint		Maximum	
Position Title	Hourly	Annualized	Hourly	Annualized	Hourly	Annualized
Information Technology Specialist	26.21	54,516.80	32.81	68,244.80	39.40	81,952.00

Position Summary:

The position of Information Technology Specialist is primarily responsible for the upkeep of computer systems, networks and for developing computer-programming code for analyzing hospital databases. The duties range from generating codes for multiple applications to maintaining an assigned group of programs with set operating modes and programming languages. This position requires advanced computer skills, gained from education, experience or a combination of both.

Typical duties for this position include:

- maintaining an assigned group of programs with predetermined operating modes and programming languages
- generating code for multiple applications
- translating, compiling, linking, testing and debugging programs
- preparing and updating instructions for operating personnel

Job Qualifications
B.A./B.S. in related field or equivalent experience
Advanced knowledge of applications software development principles and methods
Knowledge of, and skill in, applying applications software principles and methods, programming languages and technical documentation procedures
Read and understand the appropriate VA policies, operating procedures and prevailing IT practices to perform assignments
Understanding of ADP security concerns/policies and procedures
Advanced computer skills
Ability to troubleshoot and use own judgment in making adaptations and revisions
Ability to work both independently and cooperatively
Effective interpersonal and communication skills with all contacts



**Computer Programmer I & II
Information Technology**

2011 Salary Information:	Minimum		Midpoint		Maximum	
	Hourly	Annualized	Hourly	Annualized	Hourly	Annualized
Computer Programmer I	25.50	53,040.00	33.35	69,368.00	41.20	85,696.00
Computer Programmer II	27.65	57,512.00	40.86	84,988.80	54.07	112,465.60

Position Summary:

The position of Computer Programmer is responsible for the research, design, development, support, and test operating of software programs. There are two levels to this position depending on the level of expertise and independence required. The entry-level position generally supports the existing software system(s) by analyzing, documenting, and correcting any defects in the program(s). A Level I Computer Programmer may also design and develop simple software programs. The Level II designation assumes a greater degree of responsibility in dealing with problems and activities of a larger scope; e.g., designing and developing more complex software programs, supporting, maintaining, and troubleshooting both new and existing programs.

Level I

Typical duties at this level include:

- Analyze, document, and correct any defects in existing software programs;
- Design and develop simple software programs;
- Assisting with reports and databases used by research staff;
- Interacting with staff members to assist them in the utilization of the software systems;
- Providing general support for software programs.

Level II

Typical duties at this level include Computer Programmer I duties and the following usual duties:

- Analyze information to determine, recommend and plan installation of new system(s) or modification of the existing system(s);
- Design and develop complex software programs;
- Trouble-shoot, support, and maintain both new and existing software systems;
- Responsible software projects assigned from start to finish;
- Train staff members on how to manage and utilize the software system(s) and the databases within them, as necessary;
- Consult with various departments to evaluate any interface between hardware and software systems or determine the need for further programs.

Job Qualifications	Level I	Level II
B.S. or B.A. degree with 2-4 years of experience in the field or related area	X	X
Experience with computer software and programming languages	X	X
Ability to rely on experience and judgment to plan and accomplish goals	X	X
Effective communication skills	X	X
Establish and maintain a cooperative working relationship with all staff	X	X
Familiarity with the research method and process	X	X
Strong analytical and problem solving skills	X	X

Job Qualifications	Level I	Level II
Strong mathematical skills, including algebra, algorithms, statistics	X	X
B.S. or B.A. degree or higher with 4-7 years of experience in the field or related area		X
Familiarity with designing, developing, trouble-shooting, supporting, and maintaining both new and existing software systems		X
Demonstrated capacity for assuming increasing responsibility		X
Knowledge of system integration and cost/time impact		X
Knowledge of principles and methods for curriculum and training design for individuals and groups		X
Ability to carry out assignments independently		X



**Computer Network Administrator I & II
Information Technology**

2011 Salary Information	Minimum		Midpoint		Maximum	
	Hourly	Annualized	Hourly	Annualized	Hourly	Annualized
Computer Network Administrator I	31.79	66,123.20	39.79	82,763.20	47.79	99,403.20
Computer Network Administrator II	38.00	79,040.00	47.57	98,945.60	57.14	118,851.20

Position Summary:

The position of Computer Network Administrator is responsible for maintaining desktop Windows PC computers in a functional state, including properly installed and configured Windows operating system, Office application suite and Netscape Communicator, or other browser for a large research center. There are two levels to the Computer Network Administrator position. The duties are progressive based on level of expertise and experience, ranging from providing technical support for desktop computers and network resources to evaluating and/or recommending purchases, managing security-related aspects of computers and working with other IT groups to solve network problems.

Level I

Typical duties at this level include:

- maintaining computers and hardware for large research program
- overseeing computer applications and operating systems to ensure proper use
- creating accounts for users
- providing technical support for problem solving
- troubleshooting problems with desktop computers and network resources
- creating databases for research staff
- maintaining printer support
- creating and tracking access accounts and privileges for different groups

Level II

Typical duties at this level include Computer Network Administrator I duties and the following usual duties:

- assisting IT group members to enable program users' access to VA-run network resources
- managing vendor relationships with regard to network configurations/security and data storage and data integrity management
- responsible for cable plant in building, including hubs, switches and routers
- working with IT desktop and server support staff to ensure proper configuration of computer systems
- managing security-related aspects of computer and network systems, including user/group account maintenance, firewall administration, network traffic pattern monitoring and control of access remote users
- designing and maintaining data storage systems for staff office productivity files and study datasets
- working with study teams to facilitate archiving data
- participating in evaluations and decisions regarding the software purchased and used
- training for system users
- managing a variety of tasks for multiple projects

Job Qualifications	Level I	Level II
B.S./B.A. in sciences or health-related field desirable, not required; equivalent work experience	X	X
Good working knowledge of Microsoft Windows OS, including Windows	X	X

Job Qualifications	Level I	Level II
2000/NT, DNS/WIS		
Specific Knowledge of the following: Cisco IOS, SBMP and RMON, DHCP, Checkpoint FW-1, NAT, DMZ, SSH; secure authentication and incident response procedures		X
Specific Knowledge of Legato Networker, Veritas VM, Sun storage systems and libraries; principles behind RAID, NFS and SMB file sharing, Solaris and Windows ACLs		X
Read and understand the appropriate VA policies, operating procedures and prevailing IT practices to perform assignments	X	X
Familiarity with the program's goals and protocols	X	X
Experienced with electronic mail/file sharing, printing and web browsing network protocols	X	X
Working knowledge of Microsoft Office productivity software suite	X	X
Ability to organize and efficiently manage and prioritize multiple overlapping projects	X	X
Excellent written and oral communication skills	X	X
Good interpersonal skills to work with a large group of people	X	X



Information Technology Manager
Information Technology

2011 Salary Information	Minimum		Midpoint		Maximum	
	Hourly	Annualized	Hourly	Annualized	Hourly	Annualized
Information Technology Manager	43.97	91,457.60	55.68	115,814.40	67.39	140,171.20

Position Summary:

The position of Information Technology Manager is responsible for the administration of all computer systems and clinical trial data management systems, and provides information technology support services for all studies coordinated in a program or center. This position is also responsible for providing technical leadership for the Center in the areas of database management, reliable computational systems, and network security.

Typical duties of this position include:

- interacting with IRM and other VA staff to ensure reliable and safe network access
- establishing appropriate levels of computer and network security
- researching and presenting available and new computing resources to study teams
- monitoring system activity and proactively addressing new system needs as they arise
- designing, setting-up, installing, maintaining and troubleshooting servers, computer systems and Datafax system
- managing systems operators and administrators
- providing biostatisticians and health economists with technical design assistance in ongoing study and research processes

Job Qualifications
Advanced degree in the sciences or computers; or equivalent work experience
Working knowledge of Windows and Solaris system management, including directory services, RAID volume management and performance tuning; TCP/IP networking, including Cisco switched networks and ULANS
Understanding of the research process and the procedures
Understanding the policies and procedures, both internally and externally, regarding privacy regulations and security concerns
Read and understand the appropriate VA policies, operating procedures and prevailing IT practices to perform assignments
Excellent computer skills
Ability to manage several projects while providing overall guidance to the system and its users
Effective oral and written communication skills
Customer-service oriented
Good managerial skills
Ability to work independently and cooperatively



Postdoctoral Fellow

Salary is determined by Stanford University. Refer to the following website:
<http://postdocs.stanford.edu/handbook/salary.html>.

Position Summary:

The position of Postdoctoral Fellow is required to have a postdoctoral appointment with Stanford University and works under the direction of a Principal Investigator. There are five levels to this category based on relevant years of postdoctoral experience. Depending on the level, the Postdoctoral Fellow may supervise Research Assistants. The salary for each level is indexed to Stanford's established Postdoctoral Fellow salary schedule. *This salary schedule is updated on September 1 of each year.

Typical duties at this level include:

- conducting experiments
- distributing surveys/questionnaires
- collecting data for study/program
- analyzing data
- performing literature searches
- preparing paper/manuscript for presentation/publication
- presenting paper/manuscript at meetings/conferences
- working in collaboration with research staff

Job Qualifications
Ph.D. or M.D. in related field
Proven knowledge in field of research study/program
Experienced in a variety of research techniques/methods and follow-up data collection
Advanced knowledge of scientific research methodology in order to develop policies, procedures and criteria for research program
Ability to apply knowledge of development of new methods or procedures to the coordination of the study/program
Attention to detail and good organizational skills
Ability to use library resources for information on theoretical/scientific aspects of study/program
Good computer, writing and speaking skills
Knowledge of math and statistics



**Bio Medical Engineer I - IV
Clinical Research**

2011 Salary Information	Minimum		Midpoint		Maximum	
	Hourly	Annualized	Hourly	Annualized	Hourly	Annualized
Bio Medical Engineer I	28.57	59,425.60	34.75	72,280.00	40.92	85,113.60
Bio Medical Engineer II	34.85	72,488.00	42.37	88,129.60	49.90	103,792.00
Bio Medical Engineer III	40.94	85,155.20	51.26	106,620.80	61.57	128,065.60
Bio Medical Engineer IV	51.63	107,390.40	64.62	134,409.60	77.62	161,449.60

Position Summary:

The position of Bio Medical Engineer in Clinical Research develops materials, instruments, diagnostic and therapeutic devices, and other equipment applicable in the study of patient care. By applying engineering concepts and methodology to investigate problems, the Bio Medical Engineer advances understanding and improves medical practices and health services. An entry level Bio Medical Engineer relies on instructions and pre-established guidelines to perform the functions of the job. *Each level exhibits progressively responsible work and a greater degree of creativity and latitude is expected.* In addition to knowledge and skill in engineering disciplines, the Biomedical engineering position requires a background in physiology and anatomy, and a practical facility in specialized subject matter areas such as computer applications, electronics, or mathematics. The Bio Medical engineer may require a Scope of Practice.

Typical duties include:

- Project management with regard to data collection/analysis goals
- Ensure data quality control by maintaining laboratory instruments and supply stocks
- Frequent application of data reduction and analysis programs
- Program in computer languages such as Matlab and Labview for data reduction and analysis
- Troubleshoot equipment and computer issues
- Design of parts for modification of laboratory equipment, collaborating with other groups as necessary
- Contribute to development of data collection technologies to meet demands created by new projects
- Design of questionnaires, lab instruction manuals and business cards
- Complete IRB submissions as directed by PI(s)
- Train and orient new employees
- Contribute towards the preparation of papers for conference and journal submission: prepare graphical slides , documentation of experimental protocol and other writing as requested
- Design simple electronic circuits and parts for modification of laboratory equipment, as needed
- Participate in weekly neuromuscular discussion groups and meetings
- Prepare graphical figures and slides every few months

Job Qualifications
B.S. in Engineering
Demonstrated experience in the planning, development, and construction of engineering systems, including specialized work in subject area
Knowledge of research procedures gained through education or experience
Capacity to understand study protocol, as needed
Knowledge of scientific research methodology

Job Qualifications
Experience with Macintosh, PC, and UNIX workstation computers
Experience with databases, statistical analysis and plotting programs
Experience with maintenance for instruments that measure human movement
Experience with developing new data processing programs in several computer languages
Ability to rely on experience and judgment to plan and accomplish goals
May lead and direct the work of others
Originality and innovation in work
Good organizational skills
Professional interaction with patients and other groups
Excellent written and oral communication skills
Good interpersonal skills needed to work with research staff, patients and vendors



Administrative Assistant I & II
Clinical Research & Social Sciences

2011 Salary Information:	Minimum		Midpoint		Maximum	
	Hourly	Annualized	Hourly	Annualized	Hourly	Annualized
Administrative Assistant I	18.05	37,544.00	22.76	47,340.80	27.47	57,137.60
Administrative Assistant II	25.65	53,352.00	31.43	65,374.40	37.21	77,396.80

Position Summary:

The position of Administrative Assistant assists a Principal Investigator with the research study/project in an office setting. There are two levels to this position depending on the level of expertise and independence required. The entry-level position generally supports the P.I. with office maintenance, updating databases, answering the phones and filing. Employees in Level II assume a greater degree of responsibility in dealing with problems and activities of a larger scope. Additionally, this level may assist the P.I. in the administration of various research activities, i.e., assisting with the budget, tracking expenses, ordering supplies and follow-up with personnel matters. Depending on the level of expertise and experience, this level may assist with proofreading grants and proposals.

Level I

Typical duties at this level include:

- updating databases
- answering phones
- processing reimbursement paperwork
- tracking staff hours for timekeeping purposes
- filing
- ordering supplies
- maintaining office equipment

Level II

Typical duties at this level include Administrative Assistant I duties and the following usual duties:

- tracking budgets, assuring expenses are charged appropriately and funds are available for ongoing work
- managing personnel matters for research activities, including appropriate coordination between VA, Stanford and PAIRE for both appointments and terminations
- proofreading of grants and proposals
- working on special projects as assigned
- assisting with travel arrangements, as required

Job Qualifications	Level I	Level II
High school diploma or G.E.D. with 2-4 years of experience in the field or related area	X	X
Familiar with standard office principles, methods, and procedures	X	X
Relies on experience and judgment to plan and accomplish goals	X	X
Effective communication skills	X	X
Establish and maintain a cooperative working relationship with all staff	X	X
Word processing skills	X	X



Office Assistant I & II
General Administration

2011 Salary Information:	Minimum		Midpoint		Maximum	
	Hourly	Annualized	Hourly	Annualized	Hourly	Annualized
Office Assistant I	12.81	26,644.80	16.16	33,612.80	19.51	40,580.80
Office Assistant II	15.95	33,176.00	19.54	40,643.20	23.13	48,110.40

Position Summary:

The position of Office Assistant supports the office staff or Principal Investigator of a study/program with general office maintenance. This position has two levels; depending on experience and ability, duties may range from filing to placing and tracking orders. While both levels require close supervision and direction, the Level II duties demonstrate an increase in responsibility.

Level I

Typical duties at this level include:

- answering phones
- filing and purging records
- copying documents
- preparing packets for mailing
- maintaining the files
- basic data entry

Level II

Typical duties at this level include Office Assistant I duties and the following usual duties:

- typing general office documents
- distributing the mail
- ordering office supplies
- placing and tracking work orders with the appropriate systems, i.e., VA, PAIRE
- assembling and binding of project submissions, as needed

Job Qualifications	Level I	Level II
Ability to use office equipment. i.e., computer, copier, fax machine, phones	X	X
Attention to detail	X	X
Basic understanding of office procedures, i.e., filing systems, tracking and follow-up methods	X	X
Good interpersonal and communication skills	X	X
Basic understanding of a filing system	X	X
Ability to follow basic instructions	X	X
Good organizational skills		X
Understanding of the appropriate systems for work orders		X
Ability to use document binding machine		X



Student Worker I – III

2011 Salary Information:	Minimum		Midpoint		Maximum	
	Hourly	Annualized	Hourly	Annualized	Hourly	Annualized
Student Worker I	14.27	29,681.60	16.41	34,122.40	18.54	38,563.20
Student Worker II	16.02	33,321.60	18.37	38,209.60	20.72	43,097.60
Student Worker III	17.91	37,252.80	20.60	42,848.00	23.29	48,443.20

Position Duties:

The Student Worker will assist the PI in a specific Research area: Life Sciences, Clinical Research, Social Sciences, RR& D, or assistance with general clerical tasks within the research field. Students may provide technical assistance in research labs (must be 18 years or older), work on clinical research studies, and/or perform clerical support (word processing, data base entry, filing, or record maintenance).

The Student Worker is a non-exempt position, and as such, is eligible for overtime if required to work more than 8 hours in a workday or 40 hours in a workweek.

Eligibility:

The Student Worker must meet the following requirements:

- Be enrolled or accepted for enrollment as a degree seeking student and taking at least a half-time academic/technical/vocational course load at an accredited technical/vocational school, 2 or 4 year college or university, graduate or professional school;
- Obtain a WOC appointment with the VAPAHCS, which includes background clearance, TB tests, training, etc.;
- Provide evidence of right to work in the US within 3 days of hire date;
- Be 18 years or older.

The salary for the Student Worker will be based on the following criteria:

Job Qualifications
<p>Student Worker I – Six months of progressively responsible clerical, office or other work that indicates ability to acquire the particular knowledge and skills needed to perform the duties of the position to be filled. The Student Worker I should have completed one year above high school.</p>
<p>Student Worker II – One year of progressively responsible clerical, office or other work that indicates ability to acquire the particular knowledge and skills needed to perform the duties of the position to be filled. The Student Worker II position should have completed two years above high school.</p>
<p>Student Worker III – Two years of progressively responsible clerical, office or other work that indicates ability to acquire the particular knowledge and skills needed to perform the duties of the position to be filled. The Student Worker III position should have completed four years above high school.</p>