Job Classification Specification

Compliance Associate 2

Position Summary

Requires knowledge and experience in own discipline; still acquiring higher level knowledge and skills. Builds knowledge of the organization, processes and customers. Solves a range of straightforward problems. Analyzes possible solutions using standard procedures. Receives some guidance and direction.

TYPICAL TASKS (These examples do not include all possible tasks in this work and do not limit the assignment of related tasks in any position of this class.)

Assist with ensuring institutional and other relevant requirements are met for sites that defer IRB (Institutional Review Board) review to the University. This involves working with both study teams and external IRBs.

Prepare monthly, quarterly and annual reports that provide relevant feedback on performance, volume and turnaround time.

Communicate institutional requirements and other requirements (e.g., State law) to the IRB of record and addressing issues that arise related to external IRB oversight.

Assist investigators, study coordinators, and other research support services in resolving questions or problems that may occur during the submission process or after IRB review has been deferred to an external entity.

Assist with the development of and maintenance of standard operating procedures and other support documents for serving as IRB of record for another site.

Manage routine and complex administrative functions and recordkeeping related to the operation of the HRPP Scientific Assessment Process from application submission to communication of decisions.
Compliance Associate 2 (cont’d)

Operational Role

Puts into effect what is required by defined job duties and clear objectives following established procedures and protocols; can alter the order in which work is performed but usually not the expected end result which can be improved, but not qualitatively changed.

Scope of Measurable Impact

Actions tend to facilitate work outcomes that meet general reporting requirements, internal checks and balances, regulatory guidelines, or similar results that promote the welfare of students, faculty and staff and safeguard the institution by providing necessary inputs to others in the form of information or finished materials.

Independence and Decision-Making

Job holders are guided by general procedures and professional norms, with periodic checks on accuracy, quality and timeliness of outcomes.

Complexity and Problem Solving

Finds solutions to routine technical or operational problems; once problem is identified, solutions generally can be resolved using conventional or standard procedures.

Required Qualifications

BA/BS with at least 2 years of experience or a combination of related education and work experience to equal five years; position involves comparing, verifying and reconciling data to help department achieve overall objectives.

Effective 11/02/15