

IU Classification Level Guide
Research & Science Job Family – Science / Laboratories

Positions in this job family conduct, coordinate, and manage bench scientific research or social / business research. They may also coordinate or manage scientific laboratory operations. To accurately classify a position, specific supporting examples of a position's primary duties and responsibilities in terms of scope, impact, and complexity should be provided.

Level	RS1	RS2	RS3	RS4
Level Overview	N/A	<ul style="list-style-type: none"> • A professional contributor in bench or social research or lab coordination / management without full authority to deviate from established protocols. • Has good grasp of professional principles and skills. • Knows and effectively uses fundamental concepts, practices, and procedures. • Work is of limited scope, typically on smaller, less complex projects / assignments or providing support for larger projects/ assignments. • Assists in fact finding. • Errors generally are limited to unit operations. • May be first line supervisors, often of support staff. 	<ul style="list-style-type: none"> • Fully competent and productive professional contributor in bench or social research or lab coordination / management, working independently on progressively more complex projects/assignments. • The work may involve program ownership. <p><i>This is intended by design to cover an <u>extensive</u> span of professional work.</i></p> <ul style="list-style-type: none"> • Responsibilities are of a professional or highly analytical nature. • Jobs may have significant technical requirements with a high level of accountability. • Errors may have impact beyond operations but normally are caught and / or corrected prior to signification impact. • May train and direct work of junior staff. 	<ul style="list-style-type: none"> • Generally responsible for managing a department or major scientific or research function within a department with staff responsibility. <p style="text-align: center;">---OR---</p> <ul style="list-style-type: none"> • Will manage highly complex processes or have diverse and complex responsibilities such as: people or financial management, external relationship development, project / process leadership. <p><i>This must be the primary purpose of the position, not a sporadic assignment. Focus of management is more frequently operational than strategic. The depth of the organizational structure may impact this.</i></p> <ul style="list-style-type: none"> • Frequently contributes to management strategy. • Establishes priorities; assigns functions; maintains quality control. • Errors may have significant impact on operations and / or profits within the organization. • Provides total management and expert guidance to lower level staff.
Decision Making		<ul style="list-style-type: none"> • Works in compliance with established procedures. Identifies and resolves readily identifiable problems. • Makes decisions within established guidelines and policies. Refers the most difficult situations to supervisor for guidance. • Nature of work requires supervision; exercises limited judgment. • Work typically involves regular process checks or review of output by a coworker and/or supervisor. 	<ul style="list-style-type: none"> • Performs full range of professional level work that typically requires more complex and less clearly-defined issues. • Identifies problems then solutions then takes appropriate action to resolve. • Nature of work requires significant independence. • Receives guidance only on unusual, complex problems / issues. • Typically involves periodic review of output by supervisor / manager. 	<ul style="list-style-type: none"> • Has latitude to make operational/procedural decisions within broadly defined parameters. • Decisions require a high level of judgment. • Guidance from higher management limited to expected outcomes. • Generally requires higher managerial approval for policy and/or fiscal variances.

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Level	RS1	RS2	RS3	RS4
Characteristic Duties		<ul style="list-style-type: none"> • Assists with the conduct of moderately complex scientific or social research. • Coordinates ordering, inventory, storage, utilization, and maintenance of related equipment, instruments, and data collection tools. • Oversees proper processing and documenting of data, specimens, or tests. • Completes and submits required documentation to regulatory agencies. • May develop internal lab procedures and practices and ensure compliance. • May supervise research or lab support staff. 	<ul style="list-style-type: none"> • Conducts and coordinates research - frequently assists with protocol development. • Designs statistical models, methods, and analysis for research proposals. • Frequently collaborates with researchers to develop objectives and design sampling, randomization, and data collection procedures. • Frequently participates in design, implementation, analysis, and publication of results. • May supervise research or lab support staff and set internal lab procedures and practices. 	<ul style="list-style-type: none"> • Leads or manages / provides administrative direction for the initiation and completion of multiple research projects or labs. • Exercises full management authority over all professional and support research or lab support staff. • Manages other resources / administrative functions • Responsible and accountable or all related compliance and reporting. • In addition may serve as the lead expert in a highly specialized scientific area.
Minimum Education/ Experience (or equiv)		<ul style="list-style-type: none"> • BA/BS in Science or related field. • 0 - 2 years of related experience. • May require lab or specialized certification. 	<ul style="list-style-type: none"> ▪ MS in Science or related field or BS in Science or related field with 3 years of research experience. ▪ May require lab or specialized certification. 	<ul style="list-style-type: none"> ▪ MS in Science or related field with 3 years of research experience or BS in Science or related field with 6 years of research experience. ▪ May require lab or specialized certification.

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Level	RS5	RS6
<p>Level Overview</p>	<ul style="list-style-type: none"> • Typically manages multiple related departments. <p style="text-align: center;">---OR---</p> <ul style="list-style-type: none"> • Responsible for a large unit / dept or multiple functions with a mostly strategic focus. <p><i>Focus of management at this grade is more frequently strategic than operational. The depth of the organizational structure may impact this.</i></p> <ul style="list-style-type: none"> • Determine organizational design. • Often makes final decisions on major in-sourcing / outsourcing. • Develops and manages strategic long range plans and budgets for functional areas or significant projects. • Analyzes the effectiveness of and establishes future direction for functional policies and programs. • Aligns policies, products, and development efforts with strategies. • Errors may have significant impact on operations and / or profits within the organization. 	<ul style="list-style-type: none"> • Manages an unusually large university-wide or campus scientific or research function. <p style="text-align: center;">---OR---</p> <ul style="list-style-type: none"> • Oversees a highly specialized unit, which contributes a high level of strategic importance to the university / campus / Responsibility Center. • Unusually heavy impact on financial and business results on a wide scale. • Establishes broad plans and formulates policies for functional area for the university, campus, or responsibility center. • Accountable for long term strategic and budgetary decisions. • Errors have significant impact on future operations of the organization/campus/university.
<p>Decision Making</p>	<ul style="list-style-type: none"> • Typically involved in, if not the initiator of establishing policies, procedures and practices with major impact. • Has latitude in decision making. • Decision making is based on the analysis of problems with little precedent. 	<ul style="list-style-type: none"> • Decision latitude is wide, minimally constrained by university / campus policies.
<p>Characteristic Duties</p>	<ul style="list-style-type: none"> • Provide senior direction for a large umbrella research program / unit / organization. May be a RC level research function • Manages research or lab managers • Manages all research budgets, resources, and negotiations • Make decisions on major exceptions to policy 	<ul style="list-style-type: none"> • Exercises all P5 functions but in a larger unit and on a larger scale • May provide the most senior research direction and leadership for a large campus or for the university
<p>Minimum Education/ Experience (or equivalent)</p>	<ul style="list-style-type: none"> • MS with 5 years research experience including managerial experience • May require lab or specialized certification 	<ul style="list-style-type: none"> • MS with 8 years research experience including managerial experience • May require lab or specialized certification