

RESEARCH JOB FUNCTION

Animal Research Family

Level	Function/ Roles	Experience/ Education (Minimum Required)	Typical Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
56 E	Animal Care Supervisor I	Bachelor's degree required 3+ years of experience in animal care AALAS Certification	<ul style="list-style-type: none"> • Supervises the daily operations of a section of an animal facility, including the animal husbandry • Participates in drafting policies, procedures, plans and building designs that directly impact the care of animals • Implements guidelines set forth by regulatory agencies on humane animal care and ensures staff compliance • Performs the pre-review of animal experimentation prior to submission to the IACUC • Provides training and orientation for new research staff • Ensures the smooth operation of capital equipment used in the animal facility • Communicates results of committee meetings to Principal Investigators and staff 	<p>IMPACT Moderate impact on operations, resources, or University's reputation</p> <p>SCOPE Provides comprehensive Animal Care management for a facility</p>	<p>RECEIVED Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. Incumbents have discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.</p> <p>GIVEN Supervises: Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions</p>

NOTE:

- 1) Individual positions will typically have most, but not necessarily all, of the Duties & Responsibilities listed
- 2) Grade Recommendations based on comparative review/analysis of internal positions and external market data.
- 3) E = exempt, N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion