

RESEARCH JOB FUNCTION

Bioinformatics Family

Level	Function/ Roles	Experience/ Education (Minimum Required)	Typical Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
59 E	Bioinformaticist Manager I	Master's degree in biological sciences or statistics required PhD preferred 8+ years of experience in area of bioinformatics	<ul style="list-style-type: none"> • Prioritizes, coordinates, assigns and monitors biocomputing team • Participates in developing the scientific and research direction for the department • Decides on project time lines, staffing, data quality and sample selection and data collection • Provides direct reports with guidance on methodology and analyses • Ensures cross-team collaboration 	<p>IMPACT Significant impact on operations, resources, or University's reputation</p> <p>SCOPE Provides advanced and complex biocomputing analysis and management for a highly specialized field</p>	<p>RECEIVED Under Limited Direction: Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. Incumbents have discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally reviewed upon completion</p> <p>GIVEN Manages: Manages people and policies, allocates personnel and resources for given projects, full hire/fire authority, has primary responsibility for performance management and career development of employees, sets policy/standards within an area.</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