



Lead Institutional Review Board Analyst

Job Description

JOB INFORMATION

Job Code:	121106
Job Title:	Lead Institutional Review Board Analyst
FLSA Status:	Exempt
Supervisory:	Supervises employees and/or student workers.
Job Family:	Research - Institutional Review Board
Job Family Group:	USC Job Families
Management Level:	7 Supervisor

Lead Institutional Review Board Analyst

JOB SUMMARY

Leads the university's Institutional Review Board (IRB) submission and review process, includes reviewing biomedical and behavioral research proposals of varying complexity and risk. Determines IRB daily goals and objectives and provides technical and administrative operational support. Provides expertise and guidance regarding the interpretation of federal, state, and ethical regulations, laws, and policies, and leads meetings, trainings, and audits for the IRB staff.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Bachelor's degree	
	X	Bachelor's degree	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level
X		5 years	with IRB
	X	7 years	with IRB

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Full competence and knowledge of federal, state, and local regulations, laws, policies, and ethical practices governing the research of human subjects. Ability to analyze, interpret, and evaluate, and report on information.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Excellent oral and written communication skills.
X		Proven project management skills.
X		Excellent organization, planning, and interpersonal skills.
X		Ability to maintain confidentiality and handle sensitive material with discretion.

Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
	X		Certified Institutional Review Board Professional.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Determines daily goals, objectives, and direct the work for the IRB Analysts and provides technical and administrative operational support. Contributes recommendations and decisions regarding the hiring, firing, and discipline of staff, collaborating with key stakeholders as required. Identifies and resolves issues and responds to escalated inquiries regarding IRB support staff, IRB members, researchers, and investigators.				
Provides expertise and guidance regarding the interpretation of federal, state, and ethical regulations, laws, and policies. Plans and leads IRB committee meetings and responds to inquiries from board members. Serves as a member of the IRB in the capacity of voting member/designated reviewer, and votes and/or decides to approve or deny minimal risk research and/or changes in approved research.				
Implements, audits, and maintains the IRB application, submission, review, and operational workflow processes, ensuring compliance and efficiency throughout. Provides feedback to key stakeholders regarding program efficacy and efficiency and identifies and recommends improvements for IRB review processes and procedures.				
Leads IRB analysts by training, mentoring, and providing guidance on workload and submissions. Routinely conduct audits to ensure accuracy.				
Maintains currency in federal and local regulations regarding the research of human subjects. Assists in the development of IRB education, training, and promotional materials, as well as the training and mentoring of IRB analysts and administrative staff. Prepares correspondence and/or forms as required. Assists in the maintenance of IRB's online presence, (e.g., applications, frequently asked questions, etc.) and collaborates with key stakeholders to facilitate its ongoing improvement. Encourages a workplace culture where all employees are valued, value others and have the opportunity to contribute through their ideas, words and actions, in accordance with the USC Code of Ethics.				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/

<i>Campus Security Authority (CSA)</i>	<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/	

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

_____	_____	_____
Print Employee Name	Signature	Date
_____	_____	_____
Print Manager Name	Signature	Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.