Computer & Statistical Services
Job Description

Job Title: *Administrative Coordinator*
Department: Computer & Statistical Services
Reports To: Project Manager
FLSA Status: Exempt
Prepared By: Jim Racheff
Prepared Date: 11/29/1999

DUTIES AND RESPONSIBILITIES

SUMMARY
Provides administrative and clerical support to upper management personnel. Works independently on assignments, consulting with supervisor, other personnel, and clients as needed. Assignments are carried out independently, subject to periodic review.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Coordinates proposals and annual and semiannual report preparation.

Prepares and distributes contract invoices.

Coordinates computer software training subcontract for the facility including preparation and evaluation of RFP, scheduling of classes and resources, and payment of vendor.

Develops and conducts internal computer training programs and courses.

Analyzes and organizes office operations and procedures such as personnel, information management, filing systems, requisition of supplies and other clerical services.

Reviews clerical and personnel records to ensure completeness, accuracy and timeliness.

Coordinates and monitors all outside correspondence within the Program.

Composes and types routine correspondence.

Arranges and coordinates all travel schedules and reservations.

Coordinates and arranges meetings, prepares agendas, reserves and prepares facilities, and records and transcribes minutes of meetings.

Coordinates manager's schedule and makes appointments.

Orders and maintains supplies and arranges for equipment maintenance.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Bachelor's degree (B. A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS
Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS
Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer & Statistical Services
Job Description

Job Title: *Computational Specialist*
Department: Computer & Statistical Services
Reports To: Group Manager
FLSA Status: Exempt
Prepared By: Jim Racheff
Prepared Date: 4/15/2004

DUTIES AND RESPONSIBILITIES SUMMARY

Assists in the analysis and interpretation of experimental data. Also performs clerical duties in support of management personnel. Assignments are closely reviewed upon completion for completeness, accuracy, and quality assurance.

Three levels (Computational Specialist I, Computational Specialist II, Computational Specialist III,) distinguished by experience, education, and ability to work independently.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Organizes and prepares data for analysis.

Creates and executes programs that assist in the reduction, analysis and presentation of data using a variety of statistical analysis software and other programming products as required.

Performs descriptive analyses to determine quality of data, input errors, etc., and recommends corrections. Assists in detecting systematic errors in large databases.

Prepares and presents results by computer readouts, graphs, charts, tables, written reports or other methods.

Organizes and maintains file systems for data, reports, correspondence and other material – both manual and computer for access and reference.

Answers and screens telephone calls, and arranges conference calls for the consulting statisticians and others as required.

SUPERVISORY RESPONSIBILITIES
This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Bachelor's degree (B. S.) in statistics, mathematics, or related field from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS
Ability to read and comprehend instructions, correspondence, and memos. Ability to write simple correspondence and reports. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS
Ability to apply mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distributions, analysis of variance, correlation and regression techniques, sampling theory, and factor analysis. Ability to effectively utilize computerized statistical software such as SAS, BMDP, SPSS, MATLAB, MathCad, and/or S-Plus.

REASONING ABILITY
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer & Statistical Services
Job Description

Job Title: *Director, Computer Services*
Department: Computer Services
Reports To: Project Manager
FLSA Status: Exempt
Prepared By: Jim Racheff
Prepared Date: 12/1/1999

DUTIES AND RESPONSIBILITIES

SUMMARY
Directs and coordinates development and production activities of Computer Services department by performing the following duties personally or through subordinate supervisors. Assignments are carried out independently.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Consults with Project Manager, and peer contractor and facility management to analyze computer system needs for management information and functional operations, to determine scope and priorities of projects, and to discuss system capacity and equipment acquisitions.

Recommends and develops plans for systems development and operations, hardware and software purchases, budget, and staffing.

Manages the development, implementation, installation, and operation of information and functional systems for the organization.

Develops, implements, and monitors management information systems policies and controls to ensure data accuracy, integrity, security, and legal and regulatory compliance.

Negotiates and contracts with consultants, technical personnel, and vendors for services and products.

Directs computer operation scheduling, backup, storage, and retrieval functions.

Reviews reports of computer and peripheral equipment production, malfunction, and maintenance to determine costs and impact, and address problems.

Oversees the development, maintenance, and testing of disaster recovery plans.

Explores new technologies for future planning and potential implementation.

SUPERVISORY RESPONSIBILITIES
Manages three subordinate supervisors who supervise employees in the Facilities Systems group, Financial Systems group, Microcomputer and Communications Support group, and Operations and

Data Entry group. Is responsible for the overall direction, coordination, and evaluation of these units. Also directly supervises Assistant Director, Computer Services, and Web Developer. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Master's degree (M. S.) in Computer Science, Mathematics, or related field; or five to ten years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS
Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS
Ability to comprehend and apply principles of calculus, modern algebra, and statistical theory.

REASONING ABILITY
Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer & Statistical Services
Job Description

Job Title: *Director, Statistical Services*
Department: Statistical Services
Reports To: Project Manager
FLSA Status: Exempt
Prepared By: Jim Racheff
Prepared Date: 12/1/1999

DUTIES AND RESPONSIBILITIES

SUMMARY

Directs, plans, organizes, implements, and performs statistical and mathematical consulting services to senior scientists, investigators and physicians. Serves as a statistical consultant, analyst and author to senior scientific investigators. Directs, instructs and teaches senior statisticians, statisticians, programmers and other computer professionals.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Confers and consults with senior scientists and investigators in the design and planning of experiments.

Conducts original methodological research. Investigates random, probabilistic, stochastic, chaotic, fuzzy and other/alternative measures of uncertainty.

Provides statistical expertise to scientists and staff using advanced statistical and mathematical techniques.

Authors/collaborates in the development of clinical trials, endpoint determination, sample size and power determination and protocol development.

Investigates, evaluates, and prepares reports on applicability, efficiency, and accuracy of statistical methods used by scientists in obtaining and evaluating data. Prepares recommendations/reports concerning proper use of experimental designs, schemes and plans, sampling techniques, population inference, and analytical methods in statistical surveys, experiments, assays and tests.

Analyses proposed research projects in terms of internal and external validity. Tests experimental designs, sampling techniques, and analytical methods.

Provides graphical/tabular schemes and displays for presentation of empirical or simulated data.

Develops and directs the development of statistical and mathematical models.
Develops/implements/provides appropriate methods for estimation of parameters, testing of statistical hypotheses, and interpretation of results.

Prepares summary and results sections for publication in scientific (refereed) journals. Prepares

memoranda, written reports and summaries.

Reviews/evaluates scientific manuscripts for acceptance/rejection in refereed journals. Suggests needed statistical analyses to be performed to improve research efforts.

Studies/develops new statistical theories and/or methodologies. Reads textbooks, statistical/mathematics journals and software manuals to increase knowledge of statistical and mathematical theory, methods and software.

SUPERVISORY RESPONSIBILITIES

Manages one subordinate supervisor who supervises employees in the Scientific Programming group. Is responsible for the overall direction, coordination, and evaluation of this unit. Also directly supervises non-supervisory employees in the Statistical Consultation group. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Doctoral Degree (Ph.D. or M.D.) or equivalent; five to ten years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret the most complex statistical, mathematical, biological, and scientific documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to draw out investigator queries and provide closure and structure on scientific questions and concerns. Ability to prepare informative talks, slide presentations, and write speeches and articles using original or innovative techniques or style. Ability to make effective presentations on statistical, scientific, controversial or complex topics.

MATHEMATICAL SKILLS

Ability to comprehend and apply principles of advanced calculus, modern algebra, and advanced statistical theory. Ability to understand and work with advanced mathematical concepts, evaluate, derive and construct proofs of theorems. Ability to effectively utilize computerized statistical software such as SAS, BMDP, SPSS, MATLAB, MathCad, and/or S-Plus.

REASONING ABILITY

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, etc.,) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

Computer & Statistical Services
Job Description

Job Title: *Help Desk Coordinator*
Department: Microcomputer & Communications Support
Reports To: Manager, Microcomputer & Communications Support
FLSA Status: Non-exempt (SCA position)
Prepared By: Jim Racheff
Prepared Date: 11/24/1999

DUTIES AND RESPONSIBILITIES

SUMMARY
Coordinates activities of staff who provide problem solving support to computer users. Works independently on assignments, consulting with supervisor, technical staff, and end users as needed. Three levels (Help Desk Coordinator I, Help Desk Coordinator II, Help Desk Coordinator III) distinguished by experience and education/training.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Assists in the etablishment of the help desk system for task management and tracking, and selects appropriate database and workflow tools.

Answers, evaluates, and prioritizes incoming telephone, voice mail, e-mail, and on-line requests for assistance from users experiencing problems with hardware, software, networking, and other computer-related technologies.

Interviews user to collect information about problem and leads user through diagnostic procedures to determine source of error.

Performs problem recognition, research, isolation, resolution and follow-up for routine user problems, referring to technical staff when appropiate.

Logs and tracks calls using problem management database, and maintains history records and related problem documentation.

Prepares standard statistical reports, such as help desk incident reports.

Analyzes and evaluates incident reports and makes recommendations to reduce help line incident rate.

Calls software and hardware vendors to request service regarding defective products.

Analyzes help desk activity and makes recommendations for changes in help desk procedures and systems to management.

Provides product recommendations for microcompter hardware, software, and peripherals to users.

SUPERVISORY RESPONSIBILITIES
This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Associate's degree (A. A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS
Ability to read and comprehend instructions, correspondence, and memos. Ability to write correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS
Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer & Statistical Services
Job Description

Job Title: *Manager, Microcomputer & Comunications Support*
Department: Computer Services
Reports To: Director, Computer Services
FLSA Status: Exempt
Prepared By: Jim Racheff
Prepared Date: 11/28/1999

<u>**DUTIES AND RESPONSIBILITIES**</u>

SUMMARY
Supervises and coordinates activities of staff in Microcomputer and Communications Support. Assignments are carried out independently, subject to periodic review.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Establishes help desk system for task management and tracking, and selects appropriate database and workflow tools.

Creates long-term strategies for growth and maintenance of help desk department, and makes budgetary recommendations to upper management.

Trains help desk staff to answer and resolve incoming calls.

Solves, or assists staff in solving, nonroutine or complex software, hardware, and procedure problems.

Analyzes help desk activity and makes recommendations for changes in help desk procedures and systems to upper management.

Confers with staff, computer users, supervisors, and managers to determine requirements for new or modified software and hardware.

Writes recommendations for management review.

Coordinates installation of hardware and software, and implementation of procedure changes.

Coordinates administration and management of information systems infrastructure and network resources.

SUPERVISORY RESPONSIBILITIES
Manages all employees in the Microcomputer Support, Networking and Communications, and Computer Services Helpdesk. Is responsible for the overall direction, coordination, and evaluation of these units. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning,

assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Bachelor's degree (B. A., B. S.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS
Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS
Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry. Ability to convert between decimal, hexadecimal, and binary representations of numbers.

REASONING ABILITY
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS
A+, CNE, and/or MCSE industry standard certification helpful but required.

Computer & Statistical Services
Job Description

Job Title: *Microcomputer Support Specialist*
Department: Computer Services
Reports To: Manager, Microcomputer & Communications Support
FLSA Status: Non-exempt (SCA position)
Prepared By: Jim Racheff
Prepared Date: 11/24/1999

DUTIES AND RESPONSIBILITIES

SUMMARY

Installs, modifies, and makes minor repairs to personal computer hardware, software systems, and related peripherals and equipment. Provides technical assistance to system users. Hardware repairs limited to board level repairs and component swaps. Works independently on well-defined problems. Assignments are closely reviewed upon completion for effectiveness, efficiency, quality assurance, and user satisfaction. Three levels (Microcomputer Support Specialist I, Microcomputer Support Specialist II, Microcomputer Support Specialist III) distinguished by experience, education, and ability to work independently.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Provides product recommendations for microcompter hardware, software, and peripherals to users.

Installs and configures hardware and peripheral components such as monitors, printers, and scanners on user's premises.

Connects laboratory equipment to microcomputers; configures communications using equipment doumentation.

Loads specified software packages such as operating systems, word processing, or spreadsheet programs into computer.

Configures client for access to local area network resources, wide area network, and Internet.

Provides rudimentary instruction to users in use of equipment, software, and documentation.

Responds to client inquiries concerning systems operation and diagnoses system hardware, software, and operator problems.

Recommends or performs remedial actions to correct problems.

Replaces defective or inadequate software packages and hardware components.

Coordinates activities with help desk, network services, or other information systems groups.

Provides updates, status, and completion information to manager, problem request tracking system, and/or users, via voice mail, e-mail, or in-person communication.

SUPERVISORY RESPONSIBILITIES
This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
High school diploma or general education degree (GED); zero to one year related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers and other employees of the organization.

MATHEMATICAL SKILLS
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to convert between decimal, hexadecimal, and binary representations of numbers.

REASONING ABILITY
Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS
A+ and/or MCP useful but not required.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must routinely lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential

functions.

While performing the duties of this job, the employee is routinely exposed to biological and chemical laboratory environments. The noise level in the work environment is usually moderate.

Computer & Statistical Services
Job Description

Job Title: *Programmer Analyst*
Department: Computer & Statistical Services
Reports To: Group Manager
FLSA Status: Exempt
Prepared By: Jim Racheff
Prepared Date: 11/24/1999

DUTIES AND RESPONSIBILITIES

SUMMARY
Converts data from specifications and statements of problems to computer code. May work independently on well-defined problems with detailed specifications, but most assignments are completed in conjunction with higher level personnel. Assignments are closely reviewed upon completion for effectiveness, efficiency, and quality assurance. Three levels (Programmer Analyst I, Programmer Analyst II, Programmer Analyst III) distinguished by experience, education, and ability to work independently.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Consults with supervisor, higher level personnel, and end users to gather information about program intent, functions, features, data requirements, input requirements, output requirements, internal and external checks and controls, hardware and operating system environment, and interfaces with other systems.

Designs or writes program specifications based on consultations with supervisor, higher level personnel, and end users.

Converts designs and specifications into computer code.

Compiles code into programs and corrects errors detected in compile process.

Creates test transactions and runs tests to find errors and confirm program meets specifications.

Analyzes code to find causes of errors and revises programs.

Writes and maintains documentation of changes to computer code, programs, and specifications.

Designs and codes layouts for onscreen user interfaces, printed outputs, and interfaces with other systems.

Reviews user and technical documentation written by others to confirm consistency with program operations.

Provides technical assistance by responding to inquiries regarding errors, problems, or questions with

programs.

Revises program for corrections, enhancements, or system environment changes.

Trains end users or technical support staff to use and support program.

Coordinates with other programmers regarding program revisions.

Modifies and maintains software programs written by others.

SUPERVISORY RESPONSIBILITIES
This job position no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Bachelor's degree (B. S.) in computer science or related field from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience. Higher levels require additional experience, education, or combination thereof.

LANGUAGE SKILLS
Ability to read and interpret documents such as operating and maintenance instructions, and procedure manuals. Ability to write routine reports, correspondence, and program documentation. Ability to speak effectively before small groups of customers or employees of organization.

MATHEMATICAL SKILLS
Ability to work with mathematical and algebraic concepts such as logic, set theory, probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer & Statistical Services
Job Description

Job Title: *Project Manager*
Department: Computer & Statistical Services
Reports To: Chief Executive Officer
FLSA Status: Exempt
Prepared By: Jim Racheff
Prepared Date: 12/1/1999

DUTIES AND RESPONSIBILITIES

SUMMARY
Manages and directs the organization toward its primary objectives by performing the following duties personally or through subordinate managers.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Plans, coordinates, and controls the daily operation of the organization through the organization's managers.

Establishes current and long range goals, objectives, plans and policies, subject to approval by the CEO.

Dispenses advice, guidance, direction, and authorization to carry out major plans, standards and procedures, consistent with established policies, contractual terms, and CEO approval.

Meets with organization's other executives to ensure that operations are being executed in accordance with the organization's policies and terms of contract.

Oversees the adequacy and soundness of the organization's financial structure.

Prepares and reviews organization budgets, level of effort, progress and other reports.

Reviews operating results of the organization, compares them to established objectives, and takes steps to ensure that appropriate measures are taken to correct unsatisfactory results.

Establishes and maintains an effective system of communications throughout the organization.

Represents the organization with customers, peer contractors, facility personnel, and the public.

SUPERVISORY RESPONSIBILITIES
Manages two subordinate supervisors who supervise employees in Computer Services and Statistical Services. Is responsible for the overall direction, coordination, and evaluation of these units. Also directly supervises Administrative Coordinator and Secretary. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising

performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Master's degree (M. S. and/or M.B.A.) or equivalent; or five to ten years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS
Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS
Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

REASONING ABILITY
Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.,) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

Computer & Statistical Services
Job Description

Job Title: *Secretary*
Department: Computer & Statistical Services
Reports To: Project Manager
FLSA Status: Non-exempt (SCA postion)
Prepared By: Jim Racheff
Prepared Date: 11/28/1999

DUTIES AND RESPONSIBILITIES

SUMMARY
Performs secretarial and clerical duties in support of management personnel. Assignments are closely reviewed upon completion for completeness, accuracy, and quality assurance. Three levels (Secretary I, Secretary II, Secretary III) distinguished by experience, education, and ability to work independently.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Takes dictation in shorthand or by machine and transcribes notes on typewriter or computer, or transcribes from voice recordings.

Composes and types routine correspondence from handwritten copy or transcription recording.

Organizes and maintains file system, and files correspondence and other records.

Reads and routes incoming mail.

Answers and screens telephone calls, and arranges conference calls.

Greets scheduled visitors and conducts to appropriate area or person.

Makes copies of correspondence or other printed materials.

Prepares outgoing mail and correspondence, including e-mail and faxes.

Orders/procures and maintains supplies, and arranges for equipment maintenance.

SUPERVISORY RESPONSIBILITIES
This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform

the essential functions.

EDUCATION and/or EXPERIENCE
High school diploma or general education degree (GED); zero to two years related experience and/or training; or equivalent combination of education and experience. Ability to type 55 WPM and utilize computer office software such as word processors and spreadsheets.

LANGUAGE SKILLS
Ability to read and comprehend instructions, correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY
Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer & Statistical Services
Job Description

Job Title: *Senior Programmer Analyst*
Department: Computer & Statistical Services
Reports To: Group Manager
FLSA Status: Exempt
Prepared By: Jim Racheff
Prepared Date: 11/24/1999

DUTIES AND RESPONSIBILITIES

SUMMARY
Analyzes requirements, designs and develops complete computer systems. Works independently on assignments, consulting with supervisor, other personnel, and end users as needed. Assignments are reviewed upon completion for effectiveness and end user satisfaction. Three levels (Senior Programmer Analyst I, Senior Programmer Analyst II, Senior Programmer Analyst III) distinguished by experience, education, and ability to work independently.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Consults with clients to gather information about system needs, objectives, functions, features, and input and output requirements.

Analyzes, defines, and documents requirements for data, workflow, logical processes, hardware and operating system environment, interfaces with other systems, internal and external checks and controls, and outputs.

Writes and maintains technical specifications.

Analyzes and estimates feasibility, time, and compatibility with existing programs, systems, and hardware.

Develops and maintains plans outlining steps and time tables for developing systems.

Designs and codes screen layouts, graphical user interfaces, printed outputs, and interfaces with other systems.

Converts designs and specifications into computer code.

Compiles code into programs and corrects errors detected in compile process.

Creates test transactions and runs tests to find errors and confirm system meets specifications.

Analyzes code to find causes of errors and revises system.

Consults with client to prototype, refine, test, and debug system to meet needs.

Writes and maintains documentation to describe system development, logic, coding, testing, changes, and corrections.

Writes documentation or reviews documentation written by others that describes installation and operating procedures.

Provides technical assistance by responding to inquiries from others regarding errors, problems, or questions about system.

Trains end users or technical support staff to use system.

Installs and tests system at client site.

Monitors performance of system after implementation.

SUPERVISORY RESPONSIBILITIES
This job has no supervisory responsibilities.

<div align="center">

QUALIFICATIONS

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To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Bachelor's degree (B. S.) or Master's degree (M. S.) in computer science or related field from four-year college or university; and four to ten years related experience and/or training; or equivalent combination of education and experience. Higher levels require additional experience, education, or combination thereof.

LANGUAGE SKILLS
Ability to read, analyze, and interpret common scientific and technical journals. Ability to respond to common inquiries or complaints from customers, members of the business community, or management. Ability to write detailed reports, correspondence, and systems documentation. Ability to effectively present information to groups of customers, management, or employees of organization.

MATHEMATICAL SKILLS
Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

REASONING ABILITY
Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer & Statistical Services
Job Description

Job Title: *Senior Statistician*
Department: Statistical Services
Reports To: Director, Statistical Services
FLSA Status: Exempt
Prepared By: Jim Racheff
Prepared Date: 11/24/1999

DUTIES AND RESPONSIBILITIES

SUMMARY
Serves as a statistical consultant to senior scientific investigators. Works independently on assignments, consulting with supervisor, other personnel, and client investigators as needed. Assignments are reviewed upon completion for technical adequacy. Three levels (Senior Statistician I, Senior Statistician II, Senior Statistician III) distinguished by experience, education, and ability to work independently.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Confers with senior investigators in the planning of experiments and in the selection and development of appropriate experimental designs. Consults with clients in reference to reliability, validity and practicability of measurements used in proposed research.

Prepares recommendations concerning utilization of experimental designs, sampling techniques, and analytical methods in statistical surveys, biological experiments, assays and tests.

Analyses proposed research projects in terms of internal and external validity. Tests experimental designs, sampling techniques, and analytical methods.

Directs or performs univariate, multivariate and other advanced analyses of experimental data.

Investigates, evaluates, and prepares reports on applicability, efficiency, and accuracy of statistical methods used by scientists in obtaining and evaluating data.

Provides graphical/tabular schemes and displays for presentation of empirical or simulated data.

Develops statistical and mathematical models. Develops/implements/provides appropriate methods for estimation of parameters, testing of statistical hypotheses, and interpretation of results.

Prepares memoranda and written reports suitable for publication in scientific journals.

Maintains an awareness of new statistical theories and methodologies. Reads textbooks, statistical/mathematics journals and software manuals to increase knowledge of statistical and mathematical theory, methods and software.

SUPERVISORY RESPONSIBILITIES
This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Master's degree (M. S.) or equivalent; four to ten years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS
Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics.

MATHEMATICAL SKILLS
Ability to comprehend and apply principles of advanced calculus, modern algebra, and advanced statistical theory. Ability to understand and work with advanced mathematical concepts, evaluate and construct proofs of theorems. Ability to effectively utilize computerized statistical software such as SAS, BMDP, SPSS, MATLAB, MathCad, and/or S-Plus.

REASONING ABILITY
Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.,) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

Computer & Statistical Services
Job Description

Job Title: *Statistician*
Department: Statistical Services
Reports To: Director, Statistical Services
FLSA Status: Exempt
Prepared By: Jim Racheff
Prepared Date: 11/25/1999

DUTIES AND RESPONSIBILITIES

SUMMARY
Assists senior statisticians and investigators in the analysis and interpretation of experimental data. May work independently on well-defined problems with detailed specifications, but most assignments are completed in conjunction with higher level personnel. Assignments are closely reviewed upon completion for soundness of approach and adequacy of response. Three levels (Statistician I, Statistician II, Statistician III) distinguished by experience, education, and ability to work independently.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Evaluates reliability of source information, adjusts and weighs raw data, and organizes results into a form compatible with analysis by computers or other methods.

Performs descriptive analyses to determine quality of data, input errors, etc., and recommends corrections. Assists in detecting systematic errors in large databases.

Enters code appropriate for statistical packages (e.g., SAS, BMDP, SPSS, S-Plus) and executes computer programs to assist in analysis of experimental data.

Confers with senior statisticians and scientific personnel to assist in formulation of appropriate models/options statements in statistical packages.

Presents numerical information by computer readouts, graphs, charts, tables, written reports or other methods.

Describes sources of information, and limitations on reliability and usability.

Analyzes and interprets statistics to point up significant differences in relationships among sources of information.

SUPERVISORY RESPONSIBILITIES
This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Bachelor's degree (B. S.) in statistics, mathematics, or related field from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS
Ability to read, analyze, and interpret professional journals or technical procedures. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS
Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distributions, analysis of variance, correlation and regression techniques, sampling theory, and factor analysis. Ability to effectively utilize computerized statistical software such as SAS, BMDP, SPSS, MATLAB, MathCad, and/or S-Plus.

REASONING ABILITY
Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer & Statistical Services
Job Description

Job Title: *Systems Manager*
Department: Computer Services
Reports To: Director, Computer Services
FLSA Status: Exempt
Prepared By: Jim Racheff
Prepared Date: 11/24/1999

DUTIES AND RESPONSIBILITIES

SUMMARY
Directs, coordinates, and performs activities necessary to insure the availability and integrity of the information systems. Works independently on assignments, consulting with supervisor, other personnel, and end users as needed. Assignments are reviewed upon completion for effectiveness, efficiency, and quality assurance.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Specifies, configures, installs, and maintains hardware, software, and communications equipment such as servers, system software, software applications, and printers.

Develops and implements policies and procedures related to the acquisition, use, support, security, and backup of hardware and/or software that comprise the information systems infrastructure.

Establishes and maintains users accounts, user environment, directories, and security.

Responds to the needs and questions of users concerning their access to resources on the network and the operation of various software programs.

Develops and communicates standards for use, operations, and security of communications methods, and data.

Communicates with other departments to report and resolve software, hardware, and operations problems.

Consults with department managers to develop system solutions consistent with organizational objectives.

Researches and evaluates new technologies; makes recommendations for acquisition and implementation of technologies.

Installs and tests software upgrades.

Collects and analyzes systems performance statistics such as network, memory, storage, and processor utilization.

Develops and implements disaster recovery procedures.

SUPERVISORY RESPONSIBILITIES
This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Bachelor's degree (B. S.) or in computer science or related field from four-year college or university, or industry standard certification; and four to ten years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS
Ability to read, analyze, and interpret common scientific and technical journals. Ability to respond to common inquiries or complaints from customers, members of the business community, or management. Ability to write detailed reports, correspondence, and systems documentation. Ability to effectively present information to groups of customers, management, or employees of organization.

MATHEMATICAL SKILLS
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to convert between decimal, hexadecimal, and binary representations of numbers.

REASONING ABILITY
Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer & Statistical Services
Job Description

Job Title: *Web Developer*
Department: Computer Services
Reports To: Director, Computer Services
FLSA Status: Exempt
Prepared By: Jim Racheff
Prepared Date: 11/24/1999

DUTIES AND RESPONSIBILITIES

SUMMARY
Designs and implements web-based software applications and content to provide the technical architecture of Web sites or Web-based software products. Works independently on assignments, consulting with supervisor, other personnel, and end users as needed. Assignments are reviewed upon completion for effectiveness and end-user satisfaction.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Consults with clients to gather information about needs, objectives, functions, features, and input and output requirements for induvidual sites.

Gathers feedback from technical staff, clients, and end users on Web site usability and development needs.

Builds user interface applications and back-end databases using various programming and scripting languages.

Authors complex Web pages.

Assists in project planning and Web site design.

Creates prototypes and functional specifications for software projects.

Determines new Web technologies to utilize, such as browsers, languages, standards, and plug-ins, based on organization's needs.

Conceptualizes long-term needs of Web development, and plans and manages related projects.

Makes suggestions on creating Web-based technical standards for specific Web sites and the organization as a whole.

Coordinates management of the Web infrastructure with technical staff.

SUPERVISORY RESPONSIBILITIES
This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Bachelor's degree (B. S.) in computer science or related field from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS
Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS
Ability to work with mathematical and algebraic concepts such as logic, set theory, probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer & Statistical Services
Job Description

Job Title: *Computational Specialist*
Department: Computer & Statistical Services
Reports To: Group Manager
FLSA Status: Exempt
Prepared By: Jim Racheff
Prepared Date: 4/15/2004

DUTIES AND RESPONSIBILITIES SUMMARY

Assists in the analysis and interpretation of experimental data. Also performs clerical duties in support of management personnel. Assignments are closely reviewed upon completion for completeness, accuracy, and quality assurance.

Three levels (Computational Specialist I, Computational Specialist II, Computational Specialist III,) distinguished by experience, education, and ability to work independently.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Organizes and prepares data for analysis.

Creates and executes programs that assist in the reduction, analysis and presentation of data using a variety of statistical analysis software and other programming products as required.

Performs descriptive analyses to determine quality of data, input errors, etc., and recommends corrections. Assists in detecting systematic errors in large databases.

Prepares and presents results by computer readouts, graphs, charts, tables, written reports or other methods.

Organizes and maintains file systems for data, reports, correspondence and other material – both manual and computer for access and reference.

Answers and screens telephone calls, and arranges conference calls for the consulting statisticians and others as required.

SUPERVISORY RESPONSIBILITIES
This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Bachelor's degree (B. S.) in statistics, mathematics, or related field from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS
Ability to read and comprehend instructions, correspondence, and memos. Ability to write simple correspondence and reports. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS
Ability to apply mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distributions, analysis of variance, correlation and regression techniques, sampling theory, and factor analysis. Ability to effectively utilize computerized statistical software such as SAS, BMDP, SPSS, MATLAB, MathCad, and/or S-Plus.

REASONING ABILITY
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.