

SAMPLE POSITION DESCRIPTION - SPECIALIST SERIES

All ranks (Junior, Assistant, Associate, Full) Specialist

Resources:

- APM 330: <https://www.ucop.edu/academic-personnel-programs/files/apm/apm-330.pdf>
- Academic Researcher (RA Unit) Collective Bargaining Agreement: <https://ucnet.universityofcalifornia.edu/labor/bargaining-units/ra/contract.html>

The following template should be used to create job announcements and position descriptions for the recruitment (including search waivers/exempt hires), appointment, and subsequent reviews. The position description should be reviewed and updated as needed, particularly at the time of a promotion.

Note: The position description should focus on a description of the position, including criteria for appointment (e.g., years of experience, degree requirement), duties, responsibilities, expectations and criteria for productivity. It should NOT include the qualifications of a specific candidate. See Article 26, D. 3, for evaluation criteria, which should be used in the development of the position description: https://ucnet.universityofcalifornia.edu/labor/bargaining-units/ra/docs/ra_2019-2022_26_specialist-series.pdf

Tips for writing the position description:

Specialist position descriptions, including those for Junior Specialists, must accurately reflect the academic duties that are being assigned to these positions, in addition to the technical/routine lab activities that may be required of the Specialist to accomplish the research project. Please consider the following questions when developing the position description. Please note: The Specialist in your unit may not perform all of these duties. These questions are intended to help guide your conversation about what academic duties will be assigned to the Specialist.

Research:

- In what specific ways are the incumbents in these positions required to be actively and significantly involved in publishable research activities? What are their roles and duties?
- How will they assist their PI in the study design, collecting and interpreting data, and revising plans for future experiments/modeling/studies?
- How is the role of the Junior Specialist involved in creativity? Contributions to creative activities is what distinguishes them from someone who is just running tests?
- In what ways will they contribute to scholarly manuscripts?
- How will they be creatively involved in assisting with the writing and review of the manuscript?
- What scientific or scholarly literature reviews will they be performing?
- Will they be presenting research results? If yes, how and where?

Professional Competence

- What scientific or scholarly conferences will they be attending and in what capacity?
- What participation will the incumbent have in appropriate professional/technical societies or groups?

University and Public Service

- What university or public service will they provide?

Please note that it is not appropriate (and could create significant liability to the University) to include duties in the positions descriptions that will not actually be assigned to the incumbent. If you have questions or are struggling with writing the position description, please contact your

School staff who can consult with Academic Personnel.

TEMPLATE POSITION DESCRIPTION
(INSERT RANK) SPECIALIST
DEPARTMENT OF ()

NATURE AND PURPOSE

(The following general statement describes the role of a Specialist and should be included in all position descriptions.)

The position of Specialist has a narrow focus in a specialized area and provides technical or specialized expertise (e.g., with instrumentation and research equipment or with social science research methods) in the planning and execution of a research project. The Specialist stays apprised of emerging issues and problems and maintains technical competence in the designated area(s) of specialization. Within this defined area and when appropriate, the Specialist is expected to provide leadership, facilitate teamwork and develop collaborative relationships with colleagues and to supply input into the planning of research and educational programs. Normally, Specialists do not have Principal Investigator (PI) status but may obtain permission by exception and/or collaborate with a PI in preparing research proposals for extramural funding. The degree requirements for a candidate in this series are:

- Jr. Specialist - should possess a baccalaureate degree (or equivalent degree) or equivalent research experience, e.g., with instrumentation and research equipment, software programs, social science research methods, humanities scholarship, or creative activities.
- Asst. Specialist - should possess a master's degree (or equivalent degree) or five years of experience demonstrating expertise in the relevant specialization.
- Assoc. Specialist - should possess a master's degree (or equivalent degree) or five to ten years of experience demonstrating expertise in the relevant specialization.
- Specialist - should possess a terminal degree (or equivalent degree) or ten or more years of experience demonstrating expertise in the relevant specialization.

MAJOR RESPONSIBILITIES AND DESIGNATED AREAS OF EXPERTISE

(Specific responsibilities associated with the particular appointment and subject matter area should be developed using the following list of general responsibilities associated with the Specialist position. A sample statement is included under each general responsibility.)

I. RESEARCH IN SPECIALIZED AREAS (% EFFORT)

- A. Collaborate with other research and extension personnel affiliated with research activities involving (the problem and certain types of research on the topic). Evaluation of performance in research activities or in outreach activities as deemed applicable to the individual project in specialized areas, as documented by any of the following:
1. Publications that acknowledge the Specialist's significant and meaningful contribution to the work.
 2. Publications on which the Specialist is an author.
 3. Other evidence (e.g., letters from collaborators or principal investigators) that work done by the Specialist contributed to publishable research.
 4. Active dissemination of information (beyond the boundaries of the campus) through informal instruction, presentations, or other means stemming from the Specialist's research accomplishments.
 5. Other evidence of recognized expertise may include formal documentation of intellectual effort and participation in publishable research activities, first authorship on publications/patents, presentation of research at regional/national meetings,

invitations to review grant proposals and/or journal articles, invitations to participate in research projects, and/or service on advisory panels.

II. PROFESSIONAL COMPETENCE AND ACTIVITY (% EFFORT)

(Professional competence and activity is optional for Junior and Assistant Specialists and required for Associate and Full Specialists)

- A. Participate in appropriate professional/technical societies or groups and other educational and research organizations.
- B. Serve on advisory panels.
- C. Review research or grant proposals, journal manuscripts, and publications related to area of expertise.
- D. Additional education and credentials as related to the specialized area of research.

III. UNIVERSITY AND PUBLIC SERVICE (% EFFORT)

(Specialists may engage in University and/or public service provided these services comply with the requirements of the candidate's funding source. At the Junior and Assistant ranks, university and/or public service may be minimal.)

- A. May liaison with and respond to the needs of various industry organizations, state and federal agencies, and other external groups on issues related to area of expertise.
- B. Participate in activities of committees within the department, college, campus and other University entities, as appropriate.

Supervisor's Signature

Date

Employee's Signature

Date