Reset

UNIVERSITY of WASHINGTON
HUMAN RESOURCES

Research Scientist/Engineer Job Questionnaire

Visit the compensation website to view career path guidelines for Research/Scientist Engineer positions.

Position Identifiers

Proposed Job Profile: Research Scientist/Engineer [insert level here]

Home Department: School of Environmental and Forest Sciences

Supervisory Organization: College of the Environment

Manager's Name and Job Profile:

Creation/Revision Date:

Current Employee Information

Note: This section should be left blank for new or vacant positions.

Employee Name and EID #:

Position #:

Current Job Profile (Not Working Title):

Position Characteristics

Describe the field of research this position is engaged in:

Describe the purpose of the research project(s) this position supports:

Research Sponsors/Stakeholders (e.g. NIH, NSF, other schools or research institutions, etc.):

Describe the position's major duties and responsibilities. Identify the percent time spent on each major duty, listed in decreasing order of importance. The total job duties must equal 100% regardless of position's FTE.

[Must match job description exactly for hires]

General Competencies

FOR EACH OF THE FOLLOWING STATEMENTS, SELECT ONE RESPONSE THAT REFLECTS THE LEVEL OF FUNCTIONING EXPECTED OF THE POSITION THE MAJORITY OF THE TIME.

Problem Solving/Innovation

The level of direction or technical guidance provided to this position is best described as:

- ○ Works under immediate supervision to complete assigned tasks/projects.
- ○ Works under limited supervision, demonstrating the ability to work independently.
- ○ Works independently with occasional oversight.
- ○ Works independently with no oversight required; reports significant issues as necessary.

The level of problem solving expected of this position is best described as:

- ○ Solves well-defined problems using accepted methods and techniques.
- ○ Evaluates, selects and applies standardized scientific or engineering procedures and techniques requiring investigation of a limited number of variables and few complex features.
- ○ Identifies problems and related technical issues leading to long-term, generic solutions; assignments are of moderate complexity involving potentially conflicting design requirements, unavailability of materials or processes, etc.
- ○ Applies independent problem solving requiring the application of existing and emerging scientific or engineering knowledge.
- ○ Independently applies extensive and diversified knowledge of scientific research or engineering principles and practices in broad areas of assignments.

The level of innovation expected of this position is best described as:

- ○ Performs assignments designed to develop professional work knowledge providing foundation for innovative thinking and techniques.
- ○ Develops extensions to existing methods.
- ○ Creates opportunities to enhance technical methodology or content through expansion of existing or development of new efforts.
- ○ Develops new research or engineering methods and approaches; contributes toward development of strategies for problem solution.
- ○ Develops unique approaches/standards/methods for conducting research; creates new science and technologies, concepts, processes or designs, and extends them into new areas of research.

Project Planning and Management

The level of responsibility for identifying/securing research funding for on-going and new projects is best described as:

- Successful performance of project related tasks provides support to on-going funding; no defined role in identifying/securing funding.
- Learns methods for planning, including assessment of cost, scope and schedule against plan; no defined role in identifying/securing research funding.
- Can create, monitor and implement effective plans; assist in procurement of additional/new funding through contributions to technical proposal preparation and/or presentation. Contributes to positive customer relationships through efficient interaction on current grants/projects.
- Understands broad strategic objectives and contributes to them; nurtures and maintains relationships with major customers/grant sponsors/investigations of external research to identify and develop new funding sources; identifies grant/project extensions and persuades customers/grant sponsors to fund. May initiate new project concepts and seek funding; develops technical proposals and makes presentations to potential customers/grant sponsors.
- Participates in strategic planning (understanding markets, state-of-the-art); plays a lead role in the acquisition of research funding; identifies sources of new project funding and directs the preparation of proposals and presentations. Is responsible for maintaining positive relationships with major customers/grant sponsors/investigators of external research and development contract funding.
- Leads the development and implementation of new and/or expanded technical capabilities that will impact future research projects; provides the University with a distinct competitive advantage in procuring funding. Typically, would direct and/or participate in major proposal preparation and presentation.

The level of responsibility for project management expected from this position is best described as:

- Performs project tasks of limited scope.
- Performs tasks of a larger scope and often leads specific tasks within the project.
- Leads small projects and/or major project tasks which may last years and effectively manages them by providing guidance and direction to project staff; makes substantial contributions to determining feasibility of goals/objectives; interfaces with investigator peers.
- Successfully manages multiple or significant projects, tasks or teams which may require the use of sophisticated project planning techniques; may evaluate proposed or ongoing projects; interfaces with customer/grants sponsor project managers and UW research/engineering management for existing or proposed projects.
- Leads and implements development of programs/projects of major significance to the UW or industry; widely recognized by key customer/grant sponsors as being central to their mission; typically directs/participates in major proposal preparation and presentation.
- Proposes and leads new initiatives; guides programs of national or international significance.

Leadership/Technical Influence/Networking

The level of leadership expected of this position is best described as:

- ○ Not applicable.
- ○ Works effectively as a member of a team under technical guidance of seasoned staff; establishes productive relationships with co-workers, customers and others to accomplish team objectives; may guide the work of co-workers, students, research aides/assistants, technicians or other support staff as necessary to achieve specific assignments.
- ○ Monitors the work of junior staff to ensure that procedures are followed; interacts in a collaborative manner with other team members to accomplish organizational goals; provides ideas to improve efficiency at group level.
- ○ Provides ideas to improve organizational efficiency at group and department levels; identifies and evaluates recruits for open positions; mentors junior staff in development of technical, project and business development skills; monitors the work of others and redirects efforts to achieve task/project objectives or enhance quality.
- ○ Provides ideas to improve organizational efficiency at all levels of the department/division; intensive mentoring and training of several staff in development of technical skills; provides major input to staffing of overall project teams.
- ○ Directs technical performance of several groups or teams; provides leadership which supports teamwork and a motivated work force; assists in defining staff needs, selection/assessment criteria, and hiring process for research/engineering staff.

Check the following box if the position has supervisory responsibility

☐ Position has full supervisory responsibility for staff; hires, trains, conducts performance evaluations, and works with Human Resources to discipline and/or terminate employee(s) when necessary.

If you checked the box above, list the number and type of staff for which this position is responsible, including their position numbers and job profiles:

[Only employees who will be formally supervising personnel as Managers in Workday and doing all of the required actions listed above should have this box checked]

The level of influence this position is expected to have within the research community is best described as:

- Not applicable.
- Contributes data for reports and publications; networks primarily within own technical peer group.
- Sought out for contributions to reports and publications; has established networks in internal peer group; starts becoming part of identifiable external peer network.
- Recognized for technical contributions by external peer networks; chairs sessions at technical meetings; gives invited papers.
- Effectively uses peer network to expand technical capability and business development opportunities; significant involvement in external seminars, workshops, professional societies, committees; develops and initiates technical standards through interactions with professional societies and key clients.
- Establishes new scientific and technical directions resulting in new fields of study; participates in advisory/policy boards, journals and societies; networks nationally and internationally; reputation leads to ability to attract major funding.

Experience and Education

Technical Excellence

The minimum level of technical expertise needed/required to successfully perform the job is an individual who:

- Not applicable.
- Is ready to acquire technical expertise and knowledge; knows fundamental concepts, practices and procedures of area of specialization.
- Effectively knows and uses the fundamental concepts, practices and procedures of a particular field of specialization; continues development of technical expertise and knowledge through experience and application.
- Is establishing distinguishing technical expertise; has broad knowledge of principes, practices and procedures of field of specialization.
- Has established technical expertise; serves as a resource to research unit/department.
- Is developing as an authority with national recognition; applies advanced knowledge to the completion of complex assignments.
- Is recognized as a national or international authority; significantly advances the body of knowledge in the discipline.

Relevant Experience

Note: Minimum qualifications for union-represented Research Scientist/Engineer positions must align with job class specifications.

The minimum years of relevant experience required to perform the position's responsibilities at a satisfactory level:

[Only list the *number* that matches the UW minimum qualification for unionized RSEs (levels Ass

Education

The minimum level of education required to perform the position's responsibilities at a satisfactory level:

- ○ Associate's Degree in
- ○ Bachelor's Degree in [education field(s) and level must match job description exactly for hires]
- ○ Master's Degree in
- ○ Professional Degree (specify required degree)
- ○ Doctoral Degree in

Can equivalent experience be substituted for degree requirement? ◉ Yes ○ No

Specific knowledge, skills and abilities <u>required</u> to perform the job satisfactorily include:

[Please only enter minimum qualifications here; must match job description MQs exactly for hires]
[Format should be:
{Degree type} degree in {list education field(s)} and {number} years of relevant experience in {list one primary area of expertise for experience}.

Equivalent education and/or experience may substitute for minimum qualifications except when there are legal requirements, such as a license, certification, and/or registration.]

Specific knowledge, skills and abilities that are <u>desirable</u>, providing for an enhanced level of job performance, include:

[ALL qualifications beyond minimum qualifications are entered here; must match job description desired qualifications exactly for hires]

If an accommodation is needed in the completion and submission of this form, please contact the sponsoring unit.