

**UNIVERSITY OF SOUTHERN CALIFORNIA**

**Institutional Review Board Analyst I**

**Job Code: 121105**

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**OT Eligible: No**

**Comp Approval: 10/27/2017**

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**JOB SUMMARY:**

The Institutional Review Board (IRB) Analyst I is responsible for regulatory review of social-behavioral or biomedical research proposals of limited complexity and risk, submitted to IRB review. The role directly impacts subject health and wellbeing through independently reviewing submissions, verifying that all institutional requirements have been met, and determining whether applicable regulations and policies are appropriately addressed. The position identifies ethical and regulatory issues, analyzing and applying federal and state regulations, University policies and ethical principles governing research protocols submitted to the Institutional Review Board (IRB).

**JOB ACCOUNTABILITIES:**

**\*E/M/NA % TIME**

- |       |       |  |
|-------|-------|--|
| _____ | _____ | Conducts reviews of biomedical and behavioral research studies in compliance with Federal regulations and Institutional policies and procedures. Under supervision, identifies issues or concerns that must be addressed in order to approve the research under the expedited procedure.   |
| _____ | _____ | Analyzes and evaluates investigators' responses to changes requested by the IRB and advises whether the requirements for IRB approval have been met.   |
| _____ | _____ | Serves as the primary point of contact for questions, and for decision-making and problem-solving for day-to-day IRB operations including the resolution of technical problems and questions of IRB support staff, IRB members, researchers and investigators while reviewing the proposal.  |
| _____ | _____ | Conducts the review of research proposals and records review findings in tracking software in a timely manner.   |
| _____ | _____ | Composes detailed and complex meeting minutes and correspondence that effectively describe concerns raised by Board reviewers, changes required by the Board to make the study approvable, and the rationale for the Board's decisions and requested changes.  |
| _____ | _____ | Educates students and faculty during the submission process.   |
| _____ | _____ | Demonstrates familiarity with department operations and makes recommendations for their improvement.   |
| _____ | _____ | Identifies potential improvements and enhancements to the IRB review process and recommends corresponding changes in procedure. Provides feedback to senior management regarding program efficacy and efficiency.  |
| _____ | _____ | Maintains awareness and knowledge of current changes within legal, regulatory, and technology environments which may affect operations. Ensures senior management and staff are informed of any changes and updates in a timely manner. Establishes and maintains appropriate network of professional contacts. Maintains membership in appropriate professional organizations and publications. Attends meetings, seminars and conferences and maintains continuity of any required or desirable certifications, if applicable. |

Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

**\*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.**

**EMERGENCY RESPONSE/RECOVERY:**

Essential:  No

Yes 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.

**JOB QUALIFICATIONS:**

**Minimum Education:**

Bachelor's degree  
Combined experience/education as substitute for minimum education

**Minimum Experience:**

3 years  
Combined education/experience as substitute for minimum experience

**Minimum Field of Expertise:**

Relevant research experience.

**Preferred Field of Expertise:**

Knowledge of federal, state, local regulations and laws, and routine policies and ethical practices for human subjects research.

**Skills: Other:**

Analysis  
Assessment/evaluation  
Communication -- written and oral skills  
Consulting  
Counseling  
Interpretation of policies/analyses/trends/etc.  
Interviewing  
Knowledge of applicable laws/policies/principles/etc.  
Organization  
Planning  
Problem identification and resolution  
Teaching/training

**Skills: Machine/Equipment:**

Computer network (department or school)  
Computer network (university)

Computer peripheral equipment

**Supervises: Level:**

May oversee student, temporary and/or resource workers.

**Supervises: Nature of Work:**

Professional/Paraprofessional

**SIGNATURES:**

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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