

POSITION DESCRIPTION - SPECIALIST SERIES (APM 330, UCD 330), all ranks  
SAMPLE POSITION DESCRIPTION AND TEMPLATE FOR APPOINTMENT

REFERENCES:

APM 330            <http://www.ucop.edu/acadadv/acadpers/apm/apm-330.pdf>  
UCD 330            <http://manuals.ucdavis.edu/apm/330.htm>  
UCD 220AF        <http://manuals.ucdavis.edu/apm/220AF.htm>

Appointment Checklist for Specialist series  
<http://academicpersonnel.ucdavis.edu/forms/forms.cfm#checklists>

Academic Federation FAQs <http://academicpersonnel.ucdavis.edu/AF%20FAQs/AF%20FAQs%20MAIN.htm>

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## SAMPLE POSITION DESCRIPTION

(Note: The position description should focus on a description of the position, including duties, responsibilities, expectations and criteria for productivity. It should **NOT** include the qualifications of the candidate).

### 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 Specialist is evaluated for merit and promotion using three basic criteria outlined below.

### MAJOR RESPONSIBILITIES AND DESIGNATED AREAS OF EXPERTISE

- 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.

B. Serve as a research coordinator for (name types of) projects conducted by PIs in the department, as resources permit. Responsible for ensuring uninterrupted communication between individual laboratories, data management and preparation of reports tailored to meet the needs of the requesting individual(s).

## II. PROFESSIONAL COMPETENCE AND ACTIVITY (% EFFORT)

- A. Participate in appropriate professional/technical societies or groups and other educational and research organizations.
- B. Review research proposals, journal manuscripts, and publications related to area of expertise.

## III. UNIVERSITY AND PUBLIC SERVICE (% EFFORT)

- A. May maintain liaison 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.

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Supervisor's Signature

Employee's Signature

Date

## POSITION DESCRIPTION - SPECIALIST SERIES TEMPLATE

### MAJOR RESPONSIBILITIES AND DESIGNATED AREAS OF EXPERTISE:

- I. RESEARCH IN SPECIALIZED AREAS (     % EFFORT)
  
- II. PROFESSIONAL COMPETENCE AND ACTIVITY (     % EFFORT)
  
- III. UNIVERSITY AND PUBLIC SERVICE (     % EFFORT)

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Supervisor's Signature

Employee's Signature

Date