Position Description

2. Reason for Submission
   - Redesignation: New, Field
   - Reestablishment: Other

3. Service
   - 241: Hdoths

4. Employing Office Location
   - Various

5. Duty Station
   - Various

6. OPM Certification No.
   - X Yes
   - No

7. Fair Labor Standards Act
   - Exempt

8. Financial Statements Required
   - Nonexempt

9. Subject to IA Action
   - 11 Yes
   - 0 No

10. Position Status
    - Supervisory

11. Position Is
    - 1-Non-Sensitive

12. Sensitivity
    - 3-Critical

13. Competitive Level Code
    - X12

14. Agency Use
    - BUS: Eligible

15. Classified/Graded by
    - Official Title of Position: Health Science Specialist
      - Pay Plan: GS
      - Occupational Code: 0601
      - Grade: 11
      - Initials: MB
      - Date: 11/02/2021

16. Organizational Title of Position (if different from official title)
    - Research Study Coordinator

18. Department, Agency, or Establishment
    - Department of Veterans Affairs
      - a. First Subdivision
        - Veterans Health Administration
          - Office of Research and Development
            - c. Third Subdivision
              - Regional Research Office
                - d. Fourth Subdivision
                  - e. Fifth Subdivision

19. Employee Review: This is an accurate description of the major duties and responsibilities of my position.

20. Supervisory Certification
    - I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to the appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

21. Classification/Job Grading Certification
    - Maria Z. Barana
      - Human Resources Consultant (Classification), WMC/HRCOE
      - Signature
      - Date: 11/02/2021

22. Position Classification Standards Used in Classifying/Grading Position
    - Job Family Position Classification Standard (JFS) for Professional Work in the Medical and Healthcare Group, GS-0600, GS-0601, General Medical and Healthcare, 09/2017

23. Position Review
    - a. Employee (optional)
    - b. Supervisor
    - c. Classifier

24. Remarks

25. Description of Major Duties and Responsibilities (See Attached)
POSITION DESCRIPTION  
DEPARTMENT OF VETERANS AFFAIRS (VA)  
VETERANS HEALTH ADMINISTRATION (VHA)  
VETERANS INTEGRATED SERVICE NETWORK (VISN)  
OFFICE OF RESEARCH AND DEVELOPMENT  
HEALTH SCIENCE SPECIALIST  
(Research Study Coordinator)  
GS-0601-11  
PD# 99718-S  

TERMS OF USE:  
This position description is intended for use without modification in accordance with Veterans Health Administration (VHA) Directive 1605.03 para 5c(2). Because of the detailed and complex duties associated and required of this specialized position, any changes to the duty statements, factor level descriptions, or benchmarks may adversely jeopardize the classification determination along with records management program initiatives and mandates. Material changes or modifications are not allowed.

INTRODUCTION:  
The VA Research Program strives to promote Veteran-centered care to improve patient experiences and outcomes across VA healthcare and community settings, and to advance value-driven care by providing Veterans the highest quality care at the lowest financial burden. The position is vital within the Office of Research and Development (ORD) and the facilities where research programs are conducted. Health Science Specialists provide the link between veterans and highly innovative projects.

BACKGROUND:  
This is a standardized position description (PD) for the ORD developed by Workforce Management and Consulting for use by facilities with research programs. In order to use this standardized PD, all associated duties and responsibilities must be performed.

The position is in the Department of Veterans Affairs (VA), VHA, at a VAMC in the Research and Development (R&D) Service. The position is fully responsible to manage clinical tests and collect data, recruit, and manage subjects for clinical trials and provide high level technical support of projects in a comprehensive research setting, providing day-to-day support for the VA Research Program. The position reports to the Associate Chief of Staff (ACOS) for R&D Service, or designee, and works independently, in conformance with established practices and prescribed procedures. Makes recommendation to update established practices and procedures when indicated.

The position is in the VA, VHA, at a VAMC in the R&D Service. The position is fully responsible to ensure database development, coordination, and technical management in a comprehensive research setting, providing day-to-day data management and site support for the VA Research Program. The position reports to the ACOS for R&D Service, or designee, and works independently, in conformance with established practices and
prescribed procedures. Makes recommendation to update established practices and procedures when indicated.

The VA Research Program strives to promote Veteran-centered care to improve patient experiences and outcomes across VA healthcare and community settings, and to advance value-driven care by providing Veterans the highest quality care at the lowest financial burden.

The position provides a high level of technical knowledge and performs a variety of complex tasks related to the conduct of the research including participant recruitment and enrollment, protocol execution, data reporting and management and regulatory compliance. The position requires knowledge of the full scope of activities required to conduct single and multisite clinical research including study/project management, human subjects' protection, and regulatory and policy compliance. Research involves issues that are of high risk and high visibility and directly impact the reputation of VA's research program, both regionally and nationally. The position is directly involved in clinical services research and must be able to implement a wide range of research procedures as dictated by research protocols.

The position may be assigned to one or more clinical research studies and functions under the overall direction of the Principal Investigator (PI) and/or other research specific leadership. The position has a high level of knowledge of the instruments and techniques of clinical trials research and/or epidemiologic studies; knowledge of the methodologies of data analysis; and experience in the conduct of human subjects' research.

The position will collect and analyze data, educate, and interact with study participants and leadership, and provide the PI with detailed and summary information and recommendations for further actions based on the data analysis.

This position will require an individual who understands the principles of scientific investigation and clinical trials, who is capable of in-depth understanding of the study protocol, and who is capable of making difficult decisions independently. Thus, the position must possess scientific, organizational, and interpersonal skills.

**MAJOR DUTIES:**

**Manages Clinical Tests and Collects Data - 40%**

- Manage implementation, control and reporting on clinical tests.
- Implement data collection and monitor protocols for difficult clinical research studies. Administer or monitor administration of tests and measurements required by project design.
- Record data from samples and specimens to ensure that all tracking data is organized and monitored during the progress of the study.
- Identify test results and trends requiring further analysis.
- Maintain all study and regulatory records.
- Prepare project and statistical reports for review process.
• Coordinate the accomplishment of the scientific (merit) review and evaluation of research programs to provide recommendations or decisions for program strategies, modifications, budgeting, or improvements.
• Participate in initial classification and coding of qualitative/quantitative data and entering coding data into qualitative/quantitative software.
• Participate in activities preparing for, and subsequent to, collection of study data.
• Assist with data analysis from a variety of sources, including databases and spreadsheets, and conceive and write reports as needed.
• Monitor data collection processes ensuring data integrity and completeness.
• Help respond to inquiries from a sponsor, clinical research coordinating center and/or PI on matters related to data, data compliance, and subject complaints related to data collection.
• Help ensure that data collection and transmission activities are compliant with applicable data security and privacy policies.
• Creates and maintains complex research databases, working with existing VA administrative databases, and managing spreadsheet files for data tracking, budget tracking, and other project management tracking tasks.
• Records and maintains results and records of all tests or assessments as per protocol and in a manner complying with research regulations, prepares project administrative and statistical reports, and organizes and maintains the resulting database(s).
• Develop and maintain/update study database in accordance to sponsor and/or PI's specifications. Assist PI with data analyses and interpretation.

Recruits and Manages Candidates for Clinical Trials - 25%

• Oversee, screen, and evaluate recruitment of candidates for clinical research studies via telephone and/or in person.
• Use objective rating techniques to identify potential candidates for participation in study where project design is complex.
• Oversee recruitment and enrollment of participants, providing information on study objectives and constraints.
• Perform informed consent process throughout the study and continuously educate participants on study processes and procedures.
• Obtain verbal and/or written informed consent, Health Insurance Portability and Accountability Act (HIPAA) authorization, and background demographic information (as needed) from patients ensuring that the process adheres to HIPAA, information security and other federal regulations regarding confidentiality and the conduct of human subjects' research.
• Manages subject reimbursements and travel.
• Performs day-to-day activities related to conducting and overseeing participant interviews and follow-up.
• Coordinates study participant randomization to treatment, works closely with the Research Pharmacy on study drug provision.
• Identify study adverse events and side effects, symptoms which might require intervention or referrals in order to facilitate treatment of clinical research
participants, either in person or over the phone. Track/report any adverse events per study protocol.

Research Project Support - 35%

- Assist supervisor with managing the routine, day-to-day activities, and administration of the project.
- Plan, develop, complete, and submit on time all required documentation/paperwork/forms for initial and continuing human subject’s review.
- Analyze processes and documentation to ensure compliance with all technical, regulatory requirements, and information safety regulations. Regularly review guidance, policies, and procedures to maintain regulatory compliance.
- Conduct quality assurance evaluations for project data and clinical research instruments, as applicable. Establish and monitor remediation plans to correct deficiencies.
- Provide technical guidance to research staff regarding regulations, policies, and procedures applicable to the conduct of research. Technical guidance may require understanding resources and/or appropriate individuals from whom to obtain needed information to be applied in the context of a study.
- Monitor project progress and timelines as required.
- Independently respond to general inquiries from program participants, staff, and other stakeholders. Independently draft correspondence and general communications regarding the program, including memorandums and reports.
- Schedule meetings, including scheduling meeting space, notifying participants, preparing the agenda and minutes and following-up on all commitments to ensure that necessary arrangements have been made.
- Assist in determining whether funds are being expended in accordance with study goals and budgets.
- Manage participant compensation, maintain compensation records, and prepare invoices or electronic funds transfer for reimbursement of participants.
- Assist in the development of clinical research standard operating procedures and policies including those ensuring the protection of human subjects.
- Assist in the development and implementation of administrative procedures to comply with all applicable regulations.
- Draft detailed and summary reports for presentation at meetings and conferences and for publication in peer reviewed journals.
- Compile and produce educational and training materials; determines contents needed for training binders and tools; supervises production of the educational and/or training tools and materials.
- Organize and maintain all study documents for management, data, record keeping and/or compliance purposes.
- Administers screening, advisory and approval processes for the organization's health science research program.
- Prepares information for research project evaluation functions.
- Gathers statistical and narrative data on project status, including resource utilization, statistical data on participation, adherence to protocols on matters such as participant education, control of data, and other similar matters.
• Arranges data in formats required by review process.
• Performs a variety of duties to maintain specialized data and implement study design.
• Performs other related duties as outlined in the specific research protocols.

FACTOR LEVEL DESCRIPTIONS:

Factor 1- Knowledge Required by the Position

The position requires knowledge of a wide range of concepts, principles, and practices in the scientific area to support the organization's health science program. It also requires knowledge to develop and implement policies, procedures, and criteria for the administration of the health science research program. Additionally, the must have the knowledge of data collection and monitoring protocols as they apply to a wide range of clinical studies. The position uses skill in applying this knowledge to the development of new methods, approaches, or procedures in the coordination of research projects or clinical studies. The researcher must possess the ability to perform complex analytical studies and interpretation of results to coordinate the evaluation of medical/scientific programs and policies and to recommend improvements. Additionally, the researcher must possess the ability to communicate, both orally and in writing, to make presentations, explain recommendations, represent the agency and assigned program areas, provide guidance and advise program administrators, respond to inquiries, and prepare reports.

Knowledge of regulations involving Human Subjects Research and Good Clinical Practice including extensive knowledge of single site or small, medium, or large multisite clinical research administration. Familiarity with the roles and responsibilities of research personnel and extensive knowledge of all phases of study execution from the study conceptualization to study closeout and dissemination of results.

Knowledge of research topic(s) or health-related topic(s) sufficient to explain clinical research and the role of clinical research to participants.

Knowledge, skill and experience in the conduct of clinical research projects including demonstrated skill in planning, organizing, coordinating, reviewing, and analyzing research activities and projects, sufficient to effectively manage a research project that, as part of a larger cohort of research conducted at multiple sites, requires consistent application of Good Clinical Research standard operating procedures.

Knowledge of the functions of, and documentation required by Institutional Review Boards. Demonstrated ability to prepare IRB documentation and complete annual reviews.
Knowledge and skill in conducting telephone and in-person interviews of human study subjects using various methods of data collection.

Knowledge of medical records and medical terminology to organize research subject records, to research records, to extract medical information, and to review records.

Demonstrated ability to conduct complex qualitative and quantitative data management and synthesis of information from a variety of sources into a single summary document.
including skill in conducting computer-assisted database searches.

Comprehensive knowledge of federal regulations, policies, standards, and procedures governing clinical trials and medical research. Skill in interpreting regulations, handbooks, directives, policies, and procedures for application to unusual circumstances.

Experience in software used for project management, data collection, and regulatory compliance to extract, organize, track, and analyze data, produce letters and memorandums, and prepare a variety of documents and presentations.

Excellent verbal and written communication skills demonstrating a clear communication of ideas and an ability to provide helpful and accurate guidance, advice, and direction to Principal Investigators, research administrators, and support staff. Ability to synthesize complicated data and project information into easily understandable briefings.

Ability to communicate verbally with a wide range of individuals representing diverse interests to give and receive information, ensure successful coordination of activities, reach agreement on complicated issues, ensure compliance, and defend difficult programmatic decisions.

**Factor 2 - Supervisory Controls**

The position is assigned to support, and reports to the Research Director or designee. The supervisor or designee outlines overall objectives and available resources. The position and supervisor, in consultation, discuss the scope of the assignment, approaches, timeframes, and possible execution phases.

The position plans and carries out the assignment; resolves most of the conflicts independently; coordinates the work with others as necessary; interprets policy and regulatory requirements in terms of established objectives; keeps the supervisor or designee informed of progress and potentially controversial problems, concerns, issues, or other matters; develops changes to plans and/or methodology; and provides recommendations for improvements in order to meet program objectives.

The position is expected to work independently with a high degree of initiative and responsibility, including interaction with research principal investigators and technical personnel, as well as VA Central Office. The supervisor or designee reviews completed work for soundness of overall approach effectiveness in meeting requirements or producing expected results, the feasibility of recommendations, and adherence to requirements. Performance is reviewed in terms of meeting the goals and objectives of the Director, and the quality of and timeliness of products for which the position is responsible.

**Factor 3 - Guidelines**

Guidelines are not specifically applicable to a particular assignment or task. Guidelines include accepted professional standards and ethics, knowledge of current VA statutes,
policies, and directives, Good Clinical Practice, professional literature, standards of JCAHO, governmental agency regulations, procedural manuals, and safety regulations of the treatment facility and equipment. The position must exercise independent judgment in selecting the appropriate health science procedures and apply a thorough understanding of health science procedures and techniques in interpreting the guidelines, determining their applicability to situations not specifically covered, and adapting procedural instructions as necessary and appropriate. The candidate evaluates the results of such adaptation and recommends changes to improve the applicability of certain guidelines.

Factor 4 - Complexity

The work typically includes varied duties that require many different and unrelated processes and methods such as those relating to well established aspects of the health sciences field in the planning, managing and evaluation of program, project, or study activities. Decisions regarding what needs to be done include the assessment of unusual circumstances, variations in approach, and incomplete or conflicting data, such as when performing research coordination duties or assessing patient problems. The work also includes participation in outcome research and quality assurance activities. The work requires making many decisions concerning such things as interpretation of considerable data, planning of the work or refinement of the methods and techniques to be used.

The purpose of the position is to provide scientific and technical support to programs, projects, or studies based on project evaluations, knowledge of related guidelines, research coordination projects, and new developments in the field. The work includes resolving common problems; monitoring project and proposal evaluations, and providing advice in accordance with established criteria, goals, and objectives. The successful completion of assigned duties affects the management and ongoing operation of effective and efficient clinical and research projects and activities.

Factor 5 - Scope and Effect

The purpose of the VA ORD is to conduct VA relevant, high-quality clinical and social science research studies. Multisite clinical trials and epidemiologic studies provide the evidence base which will change clinical practice and benefit Veterans and the general public.

The primary purpose of the work is to provide technical, scientific, and administrative support to VA research. This work involves multifaceted research on complex, controversial, unconventional, or novel issues. The work of the position contributes directly and substantially to the effective daily operations of the project and the quality of the research conducted. Assignments typically require modification of standard practices, adaptations or extensions of precedent decisions and development of new approaches, methods, or techniques for application to a specific problem.

The work includes participation in quality assurance activities that ensure the protection of human subjects. Successful completion of assigned duties affects the success of future projects submitted for funding consideration (i.e., if position manages research
successfully, potential is maximized for achieving additional funding). The purpose of this work is to ensure that Veterans and the general populace receive the highest quality and cost-effective medical care available. Assignments may include portions of broader activities or complete projects of limited scope.

The work affects the success of agency research programs/projects, the adequacy of such activities as progress reviews; research/study conclusions; or, through the success of programs/projects, the well-being of persons in affected regions or communities.

Factor 6 - Personal Contacts

Personal contacts are with patients and their families, professional, administrative and technical staff both within VA and outside VA. The position will communicate, both formally and informally, with affiliated non-profit Research Foundation, Academic Affiliate, ACOS and Administrative Officer for Research Service, a wide diversity of national, regional and local mid-level VHA management, clinical investigators, research scientists and their support staff, and administrative staff. These will include persons both within and outside VHA, including individuals associated with academic affiliates, governmental and non-governmental research sponsors, and regulatory and accrediting agencies. Contacts will also include the general public and peers both within and outside the position's area of expertise.

Factor 7 - Purpose of Contacts

The purpose of the personal contacts is to advocate for clinical trial resources; conduct research interventions; facilitate the completion of tasks; manage research activities; exchange information; report program activities; coordinate special projects, programs or special events; resolve conflicts; provide factual information to professional researchers to further assist them in clinical studies, as well as interview and provide clinical research information to clinical participants. Contacts may involve persuading/negotiating with others to follow recommended courses of action. Negotiations may sometimes be difficult due to conflicting goals, interests, and objectives of those involved.

Factor 8 - Physical Demands

The work is primarily sedentary with occasional walking, standing, and handling and carrying items such as paper and books. There may be occasion needs to assist study participants with mobility to study location(s). Some travel will be required.

Factor 9 - Work Environment

The work is performed in a research setting requiring no special considerations beyond accepted standards of safety. The work area is adequately lighted, heated, and ventilated. There may be occasional exposure to moderate risks or during program/project and country visits.

OTHER SIGNIFICANT FACTS:
Customer Service

Meets the needs of customers while supporting VA missions. Consistently communicates and treats customers (Veterans, their representatives, visitors, and all VA staff) in a courteous, tactful, and respectful manner. Provides the customer with consistent information according to established policies and procedures. Handles conflict and problems in dealing with the customer constructively and appropriately.

Age, Developmental, & Cultural Needs of Patients

Sensitivity to the special needs of all patients with respect to age, developmental requirements, and culturally related factors must be consistently achieved.

Computer Security

Protects printed and electronic files containing sensitive data in accordance with the provisions of the Privacy Act of 1974 and other applicable laws, Federal regulations, VA statutes and policy, and VHA policy. Protects the data from unauthorized release or from loss, alteration, or unauthorized deletion. Follows applicable regulations and instructions regarding access to computerized files, release of access codes, etc.

Uses word processing software to execute several office automation functions such as storing and retrieving electronic documents and files; activating printers; inserting and deleting text, formatting letters, reports, and memoranda; and transmitting and receiving e-mail. Uses the Veterans Health Information and Technology Architecture (VistA) to access information in the Medical Center Computer System.
Position Designation Record

Department: DEPARTMENT OF VETERANS AFFAIRS VA
Agency: DEPT OF VETERANS AFFAIRS-VETERANS HEALTH ADMINISTRATION

Supplemental Duty
Position Title: Health Science Specialist
Position Description
Series and Grade/Pay Band: GS-0601-11
Position Description Number: 99718-S
Designator's Name & Title: Brian Penz, Human Resources Specialist (Classification)

Final Position Designation and Investigation

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<th>Sensitivity Level</th>
<th>Risk Level</th>
<th>Investigation</th>
<th>Form</th>
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<tbody>
<tr>
<td>Non-Sensitive</td>
<td>Low Risk</td>
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<td>SF 85</td>
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<td>Total Initial Position Designation Points from Step 2</td>
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<tr>
<td>Adjusted Position Designation Points from Step 3</td>
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Summary

National Security
No national Security Duties

Suitability

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<thead>
<tr>
<th>Duties</th>
<th>Degree of Potential for Compromise or Damage</th>
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<tbody>
<tr>
<td>Investigation, oversight, and audits of government personnel, programs, and activities</td>
<td>Limited impact • Conducts or assists in conducting Government investigations, inquiries, or audits of a routine nature, but has very limited opportunity for independent action</td>
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</tbody>
</table>

Adjustment for Scope of Program and Correlation to Extent of Impact

<table>
<thead>
<tr>
<th>Program Scope and Impact</th>
<th>Impact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjustment for Scope of Program and Correlation to Extent of Impact</td>
<td>Agency Impact • Program operations affect only one agency. Misconduct or damage would have potential for a local impact on the agency, and/or the individuals or private entities affected by the agency.</td>
</tr>
<tr>
<td>Level of Supervision</td>
<td>Ability to act independently</td>
</tr>
<tr>
<td>----------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Adjustment for level of supervision or other controls</td>
<td>Close technical supervision - ability to act independently infrequently</td>
</tr>
<tr>
<td></td>
<td>• Continuing review of all work by a technical expert.</td>
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Designator’s Name: For Brian Penz, Human Resources Specialist (Classification)

Designator’s Signature: Maria Z. Barana  Date: 11/02/2021
FLSA EXEMPTION WORKSHEET

Employee Name: ____________________________
Position Title/Pay Plan/Series/Grade: Health Science Specialist/GS/0601/11
Position Number/Agency/Unit: 99718-S/ORD/Medical Centers

SPECIAL SITUATIONS ( Entire groups of employees/positions considered nonexempt )

☐ Annual rates of basic pay less than $23600
☐ Equipment operating or protective occupations
☐ Clerical occupations
☐ Technician work below GS-9
☐ Technician at GS-9 or above, where purpose of job is to support, not create
☐ Federal Wage System (or comparable systems), non-supervisory
☐ Position requires lengthy technical training, specialized skills, e.g., Air Traffic Control, Aircraft Operation

If any of above boxes are checked, position is nonexempt and Specific Exemption criteria need not be considered.

Notes:

SPECIFIC EXEMPTIONS ( If employees/positions meet the criteria below they are FLSA exempt )

Review criteria for each of three categories below—Executive, Administrative, Professional—to determine if employee/position should be considered exempt from the FLSA. Failure to meet the criteria for what could be considered the most appropriate category does not preclude exemption under another category.

Executive Exemption ( 5 CFR 551.205 )

☐ Primary duty is to manage a federal agency or any subdivision thereof.

☐ Employee customarily and regularly directs the work of two or more other employees. Does not include those who merely assist the manager or supervise in the manager’s absence.

☐ Employee has authority to hire or fire other employees

   OR

   Particular weight is given to employee’s suggestions/recommendations on hiring, firing, advancement, promotion or other changes in employee status. Consider:
   - Whether it is part of the employee’s job duties to make suggestions/recommendations
   - Whether suggestions/recommendations are made and listened to on a regular, recurring basis

If all of above boxes are checked, position is exempt (not covered) under the Executive Exemption.

Notes:
Administrative Exemption (5 CFR 551.206)

☐ Primary duty is the performance of office or non-manual work directly related to the management or general business operations of the employer/employer’s customers

☐ Primary duty requires the exercise of discretion and independent judgment on matters of significance. Must be more than skill in applying well-established techniques, procedures, or standards. Consider intent for the position with regard to whether the employee:

- Has authority to make independent choices free from immediate direction or supervision in:
  - Formulating, affecting, interpreting, or implementing management policies, operating practices
  - Committing the employer in matters with significant impact
  - Waiving or deviating from established policies/procedures without prior approval
  - Negotiating/binding the organization on significant matters
- Carries out major assignments in conducting organizational operations
- Performs work that affects operations to a substantial degree
- Provides consultation or expert advice to management
- Is involved in planning long- or short-term organization objectives
- Investigates and resolves significant matters on behalf of management
- Represents the organization in handling complaints, arbitrating disputes, or resolving grievances

If all of the above boxes under Administrative Exemption are checked, position is exempt (not covered) by the FLSA.

Notes:

Professional Exemptions (5 CFR 551.276)

Primary duty must be the performance of work requiring knowledge of an advanced type in a field of science or learning customarily acquired by a prolonged course of specialized intellectual instruction or requiring invention, imagination, originality, or talent in a recognized field of artistic or creative endeavor.

Learned Professionals (5 CFR 551.208)

Primary duty must be the performance of work requiring:

☑ Advanced knowledge (cannot be attained at the high school level). Work:

- Is predominately intellectual in character
- Requires consistent exercise of discretion and judgment
- Uses advanced knowledge to analyze, interpret, or make deductions from varying facts/circumstances

☑ Field of science or learning includes:

- Traditional professions of law, medicine and pharmacy, theology, accounting, engineering and architecture, teaching, various types of physical, chemical, and biological sciences
- Similar occupations with a recognized professional status (distinguished from mechanical arts or skilled trades)
Prolonged course of specialized intellectual instruction, where specialized academic training is a standard prerequisite for entrance into the profession

- Possession of appropriate academic degree
- Appropriate for employees who have same knowledge level and perform substantially same work but who attain advanced knowledge through combination of work experience and academic instruction

*If all of the above boxes under Learned Professionals are checked, position is exempt (not covered) by the FLSA.*

**Notes:**

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**Creative Professionals (5 CFR 551.209)**

- Primary duties must be work performance requiring invention, imagination, originality, or talent in a recognized field of artistic or creative endeavor
- For media work, must involve more than collection, organization, and recording of information that is routine or already public or if they do not contribute a unique interpretation or analysis to a news product

*If all of the above boxes under Creative Professionals are checked, position is exempt (not covered) by the FLSA.*

**Notes:**

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**Computer Employees (5 CFR 551.210)**

- Computer systems analysts, computer programmers, software engineers, or other similarly skilled workers in the computer field. Does not include employees:
  - Engaged in the manufacture or repair of computer hardware and related equipment
  - Whose work is highly dependent on or facilitated by computers and/or computer software but not primarily engaged in systems analysis and programming or other similarly skilled computer-related occupations.

*If all of the above boxes under Computer Employees are checked, position is exempt (not covered) by the FLSA.*

**Notes:**

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**Final Determination of FLSA-Exemption Status:**  [✓] Exempt  [☐] Nonexempt

If exempt determination made, which criteria used? (5 CFR 551.208)

**Name/Title of Decisionmaker:**  
Brian Penz  
Brian Penz

**Date of Determination:**  09/15/2021