

Date of Last Revision R = 06/30/10	Supervising Manager Initials:	Human Resources Representative:
---------------------------------------	-------------------------------	---------------------------------

**NATIONAL MARROW DONOR PROGRAM®**  
**POSITION SUMMARY AND ACCOUNTABILITIES**

**POSITION TITLE:**

Manager, Biostatistics

**POSITION SUMMARY:**

This position manages the biostatistical unit of the Minneapolis campus of the Center for International Blood and Marrow Transplant Research (CIBMTR). Provides statistical oversight and direction to biostatisticians in the design and analysis of medical, scientific and operational studies, including interpretation of results and preparation of progress reports, contractual deliverables and manuscripts for publication in peer reviewed journals. Establishes and maintains a collaborative working relationship with the biostatistical unit at the CIBMTR Milwaukee campus.

**POSITION ACCOUNTABILITIES:**

The following are essential job accountabilities:

1. **Biostatistical Analyses and Support.** [1] [2] [3] [4]
  - Designs and manages complex biostatistical research studies for publication in peer reviewed journals, working collaboratively with CIBMTR PhD statisticians and MDs
  - Oversees statistical analyses for contractual deliverables to NMDP funding agencies, e.g., search process analysis, and other NMDP operational studies.
  - Performs statistical analyses utilizing statistical packages such as SAS and SPSS.
  - Oversees internal and external queries to the outcomes database for operational or non-research data requests.
  - Serves as the Master level statistician for assigned scientific working committees.
  - Meets regularly with IT staff to address issues related to collection and retrieval of data required for statistical analyses.
  
2. **Quality Assurance.** [1] [2] [3] [4]
  - Develops and implements standard operating procedures and policies within the statistical area to optimize consistency, effective project management and process integrity that are consistent with statistical procedures within the CIBMTR Milwaukee campus.
  - Oversees projects to ensure the timely and accurate completion of analyses.
  - Ensures that appropriate research design and quantitative and qualitative biostatistical methods are used in analyses.

3. **Staff Management.** [1] [2] [3] [4]
- Hires, trains and evaluates the performance of direct report staff.
  - Develops and coordinates training program for master level statisticians with Milwaukee campus Statistical Program Manager.
  - Meets regularly with CIBMTR Chief Scientific Director to discuss staff satisfaction and performance issues, distribution of workload and status of projects assigned to direct report staff.
  - Additional responsibilities as assigned by supervisory staff.

The following are ancillary position responsibilities:

\*\*\*\*\*

- [1] Failure to perform this function may have serious consequences.
- [2] The performance of this function is the reason the job exists.
- [3] There are limited employees among whom the performance of this function can be distributed.
- [4] This function is highly specialized. Employees are hired for the skill/ability to perform this.

**JOB SPECIFICATIONS:**

Minimum Education:	Master level or higher degree in Biostatistics or closely related biomedical field where biostatistical design and analyses comprised the primary course of study and application. Official college transcripts/degree validation will be required prior to hire.
Minimum Experience:	Four years experience performing statistical design/analysis in health or medical related research, with clinical trials, preferred. Experience must include one year of experience in a leadership position that required managing projects, mentoring, teaching and direct supervision of staff.
Key Knowledge:	Research study design methods, independent problem solving, decision making, statistical analyses and the ability to synthesize information into recommendations for future research within the biomedical or public health field. Basic understanding of hematopoietic stem cell transplantation and HLA preferred.
Key Skills:	Programming proficiency with statistical analysis programs (SAS); logistic regression and survival analysis; research writing for publication, interpersonal communication and networking; teaching, mentoring and supervisory/management; written, oral and presentation skills required.
Other Requirements:	Bi-monthly trips to CIBMTR Milwaukee campus. Two to four overnight trips to professional meetings per year. Basic Microsoft Office computer software and Internet skills.
Supervises:	Biostatisticians I and II
Reports To:	Vice President – CIBMTR Minneapolis
EEO Code:	10
Exempt/Non-Exempt:	Exempt

**NATIONAL MARROW DONOR PROGRAM®**

EMPLOYEE JOB DESCRIPTION

Job Title: Biostatistics Manager

Duties and Responsibilities: See attached Position Summary and Job Specifications.

Physical Demands:

**NOTE:** In terms of an 8 hour workday, "Occasionally" equals 1% to 33%; "Frequently", 34% to 66%; "Continuously", 67% to 100%.

1. In an 8 hour workday, employee must: ("X" full capacity for each activity)

- |    |       |   |                                       |                            |                            |                            |                            |                            |                                       |                            |         |
|----|-------|---|---------------------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|---------------------------------------|----------------------------|---------|
| a. | Sit   | None<br><input type="checkbox"/>            | 1 <input type="checkbox"/>            | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | 4 <input type="checkbox"/> | 5 <input type="checkbox"/> | 6 <input type="checkbox"/> | 7 <input checked="" type="checkbox"/> | 8 <input type="checkbox"/> | (hours) |
| b. | Stand | None<br><input checked="" type="checkbox"/> | 1 <input type="checkbox"/>            | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | 4 <input type="checkbox"/> | 5 <input type="checkbox"/> | 6 <input type="checkbox"/> | 7 <input type="checkbox"/>            | 8 <input type="checkbox"/> | (hours) |
| c. | Walk  | None<br><input type="checkbox"/>            | 1 <input checked="" type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | 4 <input type="checkbox"/> | 5 <input type="checkbox"/> | 6 <input type="checkbox"/> | 7 <input type="checkbox"/>            | 8 <input type="checkbox"/> | (hours) |

2. Employee's job requires:

	Never	Occasionally	Frequently	Continuously
--	-------	--------------	------------	--------------

- |    |                            |                                     |                                     |                          |                          |
|----|----------------------------|-------------------------------------|-------------------------------------|--------------------------|--------------------------|
| a. | Bend/Stoop                 | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. | Squat                      | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| c. | Crawl                      | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| d. | Climb height _____         | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| e. | Reach above shoulder level | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| f. | Crouch                     | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| g. | Kneel                      | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| h. | Balance                    | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I. | Push/Pull                  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

3. Employee's job requires he/she carry:

	Never	Occasionally	Frequently	Continuously
--	-------	--------------	------------	--------------

- |    |               |                                     |                                     |                          |                          |
|----|---------------|-------------------------------------|-------------------------------------|--------------------------|--------------------------|
| a. | up to 10 lbs  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. | 11 - 24 lbs.  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| c. | 25 - 24 lbs.  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| d. | 35 - 50 lbs.  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| e. | 51 - 74 lbs.  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| f. | 75 - 100 lbs. | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |

4. Employee's job requires he/she lift:

	Never	Occasionally	Frequently	Continuously
a. up to 10 lbs		<input checked="" type="checkbox"/>		
b. 11 - 24 lbs.	<input checked="" type="checkbox"/>			
c. 25 - 24 lbs.	<input checked="" type="checkbox"/>			
d. 35 - 50 lbs.	<input checked="" type="checkbox"/>			
e. 51 - 74 lbs.	<input checked="" type="checkbox"/>			
f. 75 - 100 lbs.	<input checked="" type="checkbox"/>			

5. Job requires employee to use feet for repetitive movements as in operating foot controls:

	Right		Left		Both		
Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>

6. Job requires employees use hands for repetitive actions such as:

	Simple Grasping		Firm Grasping		Fine Manipulating (Keyboarding)						
a. Right	Yes	No	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
b. Left	Yes	No	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

7. Employee's job requires:

	Yes	No	Comments
a. Working on unprotected heights		<input checked="" type="checkbox"/>	_____
b. Being around moving machinery		<input checked="" type="checkbox"/>	_____
c. Exposure to marked changes in temperature and humidity		<input checked="" type="checkbox"/>	_____
d. Driving automotive equipment		<input checked="" type="checkbox"/>	_____
e. Exposure to dust, fumes, and gases		<input checked="" type="checkbox"/>	_____
f. Exposure to blood borne pathogens and/or other potentially infectious materials.		<input checked="" type="checkbox"/>	_____

---

Direct Supervisor \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

---

Employee \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_