Scientist Administrators

Basic and Specialized Experience Requirements

All Scientist Administrator positions are filled at the GS-12, 13, 14, and 15 (supervisory and non-supervisory) grade levels. Scientist Administrators can perform as Program Officers or Scientific Review Officers. **IMPORTANT: specialized experience requirements change slightly based on occupational series, specifically as it relates to the type of research performed. It’s important to read each job announcement closely for specific requirements.**

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| **Series** | **Research/Experience Background** | **Basic Education/Experience Requirement** | **Specialized Experience Requirements**  **GS-12-15** |
| [0101](https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/0100/social-science-series-0101/) | Social or behavioral science research/experience backgrounds based on the social determinants of health. | Must have a bachelor's or graduate/higher level degree in the behavioral or social sciences, or related disciplines appropriate to this position;  OR,  have a combination of education and experience that provided the knowledge of one or more of the behavioral or social sciences equivalent to a major in the field;  OR,  have four years of appropriate experience demonstrating that you have acquired knowledge of one or more of the behavioral or social sciences equivalent to a major in the field. | For each grade level, there are two paths to qualify: Direct/Independent Research and Research Administration/Extramural experience. **Applicants need only meet one of the two experience paths to qualify.**  **GS-12 Direct/Independent Research Environment:**  **Applicants must meet all experience requirements in this section.**  independent health-related research, as evidenced by the development of research projects that are competitively or internally funded;  primary authorship of one of the following: a) internal (i.e., within the company or organization) research report, b) patent, or c) research publication in peer reviewed journal; and  responsibility for significant aspects of a laboratory/research unit (e.g., establishing processes and procedures, ensuring regulatory/legal compliance, monitoring budgets).  Typical qualifying positions include Instructor, Assistant Professor, Adjunct Professor, Staff Fellow, Senior Staff Fellow, Research Associate, and Research Scientist.  OR  **GS-12 Research Administration/Extramural Qualifying Environment:**  **Applicants must meet all experience requirements in this section.**  reviewed grant applications, contract proposals, or other research-related works and materials for compliance with requirements and appropriateness;  applied scientific knowledge to place the proposed research project in its relation to the current state of research being done in the subject matter area and the organization’s priorities; and  responded to issues and concerns about specific applications or proposals pertaining to assigned program areas    **GS-13 Direct/Independent Research Qualifying Environment:**  **Applicants must meet all experience requirements in this section.**  management of independent health-related research projects (e.g., R01 grant, R01 equivalent grant or contract, or comparable project) with a defined budget and staff;  supervised or led graduate researchers/technicians;  served as primary or corresponding author on publications in refereed journals, presenting published work to scientific organizations, and/or teaching graduate-level courses in health-related disciplines; and  served as a reviewer on peer-reviewed panels or journals.  Typical qualifying positions include principal investigator (or equivalent), Assistant or Associate Professor, Project Manager, Senior Research Scientist, Section Chief.  OR  **GS-13 Research Administration/Extramural Qualifying Environment:**  **Applicants must meet at least three (3) experience requirements in this section.**  summarized the results of the scientific or technical merit review of grant applications or contract proposals;  assessed the scientific and/or technical progress of awarded grants and/or contracts to determine effectiveness of support and achievement of objectives;  evaluated assigned program portfolios to identify new concepts, programs, or initiatives to support program planning and administrative functioning in relation to an organization’s priorities;  formulated and developed new Funding Opportunity Announcements or Program Announcements (e.g., RFAs, RFPs, or a combination of these) to achieve objectives;  administered the review of grant applications, contract proposals, research project applications or research reports submitted in response to requests for applications, multicenter clinical trial applications, and contract proposals.  **GS-14 Direct/Independent Research Qualifying Environment:**  **Applicants must meet all experience requirements in this section.**  directed at least two health-related research projects (e.g., R01 grant, R01 equivalent grant or contract, or comparable project) with separate staff and budgets;  experience demonstrating extensive scientific expertise by providing leadership, guidance, and direction to researchers;  coordinated committee and teaching activities and organized and presented sessions at national scientific meetings/conferences; and  served as an appointed member of a scientific peer review panel or editorial board, or similar private sector leadership position  Typical qualifying positions include principal investigator (or equivalent), Associate Professor, Professor, Project Manager, Senior Research Scientist, Section Chief.  OR  **GS-14 Research Administration/Extramural Qualifying Environment:**  **Applicants must meet at least three (3) experience requirements in this section.**  organized and conducted workshops, conferences, symposia, or similar activities to foster the aims of the program, to facilitate communication among investigators, or to advise on the status of progress and emerging directions of research in the assigned program area;  evaluated program activities for a portfolio of research projects, research programs, other grants/awards, cooperative agreements, and/or contracts in the assigned program area to support an organization’s program planning and priority setting;  recommended funding plans for initiatives and/or establish the criteria and standards for a review panel;  managed the initial scientific and administrative review of grant applications and/or center grant, program project grant, and training grant applications;  appointed and managed review panels to include identifying qualified expert Reviewers;  established the evaluation criteria used to assess all applications and proposals.  **GS-15**  **Direct/Independent Research Qualifying Environment:**  **Applicants must meet all experience requirements in this section.**  responsible for managing large and diverse health-related research programs having national or international collaborations, scope, and impact;  responsible for the development of plans to resolve major organizational and operational problems, and the allocation of funds among competing programs;  recognized as a distinguished scientist with major research experience and accomplishments, including membership in prestigious national professional organizations or societies;  served as an organization's representative on permanent and ad-hoc committees established to evaluate research issues; and  published extensively in leading scientific journals.  Typical qualifying positions include principal investigator (or equivalent), Associate Typical qualifying positions include Professor and/or Department Chair, Laboratory Chief, Director of Research or equivalent.  OR  **GS-15 Research Administration/Extramural Qualifying Environment:**  **Applicants must meet at least three (3) experience requirements in this section.**  established criteria and standards for others to follow in planning and evaluating research projects;  evaluated the significance of emerging fields, trends and the quality of research within the field in meeting an organization's mission and objectives related to program planning or review administration;  initiated action among a variety of governmental or nongovernmental interests to bring research and research administration deficiencies, inadequacies, and new developments into sharper focus to redirect research programs and/or review efforts;  managed a unit focused on scientific programs or scientific review to include leading or supervising staff. |
| [0401](https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/0400/general-natural-resources-management-and-biological-sciences-series-0401/) | Research experience/background in biomedical sciences, cell biology, genetics, microbiology, chemistry, and other disciplines related to health. | Degree: biological sciences, agriculture, natural resource management, chemistry, or related disciplines appropriate to the position.  **or**  Combination of education and experience: Courses equivalent to a major, as shown in A above, plus appropriate experience or additional education. |
| [0601](https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/0600/general-health-science-series-0601/) | Medical, healthcare, or life science research/experience backgrounds. | Successful completion of a bachelor’s or graduate/higher level degree with major study in an academic field related to the medical field, health sciences or allied sciences appropriate to the work of the position. |
| [0801](https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/0800/general-engineering-series-0801/) | Biomedical, chemical, systems, or other engineering research/experience backgrounds related to public health. | See OPM [Individual Occupational Requirements](https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/0800/files/all-professional-engineering-positions-0800.pdf) |
| [1301](https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/1300/general-physical-science-series-1301/) |  | Degree: physical science, engineering, or mathematics that included 24 semester hours in physical science and/or related engineering science such as mechanics, dynamics, properties of materials, and electronics.  or  Combination of education and experience -- education equivalent to one of the majors shown in A above that included at least 24 semester hours in physical science and/or related engineering science, plus appropriate experience or additional education. |
| [1560](https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/1500/data-science-series-1560/) | Mathematics, statistics, computer science, data science research/experience backgrounds related to health. | Degree: Mathematics, statistics, computer science, data science or field directly related to the position. The degree must be in a major field of study (at least at the baccalaureate level) that is appropriate for the position.  or  Combination of education and experience: Courses equivalent to a major field of study (30 semester hours) as shown in paragraph A above, plus additional education or appropriate experience. |