Job Title: Behavior Analyst
Job Code: CA19
FLSA status: Exempt

Essential Functions
1. Recruits adoptive, foster, and birth parents for parent training courses.
2. Prepares for and teaches parent training courses.
3. Conducts competency checks in the home on the use of procedures taught in courses.
4. Consults with selected families as assigned by county Department of Human Resources.
5. Serves in various professional capacities within the department of Human Resources central office, including serving on committees.

Supervisory Responsibility
May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.
## Auburn University Job Description

### Job Family Levels

<table>
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<tr>
<th>Level</th>
<th>Responsibility</th>
<th>Knowledge</th>
<th>Education and Experience*</th>
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<tr>
<td>I</td>
<td>Under close supervision, performs varied duties and assignments involving some judgment. Resolves routine questions or problems, referring only complex issues to higher level. Some evaluation, originality and ingenuity required.</td>
<td>Knows and applies fundamental concepts, practices, and procedures of particular field of specialization, with awareness of related fields.</td>
<td>Masters degree in discipline appropriate to position with no experience.</td>
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<td>II</td>
<td>Under minimal supervision, performs complex assignments and fulfills broad responsibilities where outcomes are defined, but methods and procedures may vary based on professional judgment or precedent. Considerable latitude for unreviewed action. Confers with supervisor on unusual matters. Coordinates the work of others on projects and may assign work to and assist less experienced professionals or support staff. May act in an advisory capacity to managers or faculty.</td>
<td>Possesses and applies a broad knowledge of principles, practices and procedures of a particular field of specialization to the completion of difficult assignments. Also possesses knowledge of related fields and areas of operation which affect, or are affected by, own area.</td>
<td>Masters degree in discipline appropriate to position plus 2 years experience. Experience must include at least 2 years at the preceding level or equivalent.</td>
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<tr>
<td>III</td>
<td>Under general guidance, plans, conducts and leads complex assignments and areas of functional responsibility. Acting with substantial latitude for unreviewed action, applies broad subject matter expertise to solution of significant issues or development of new programs, services, processes or other initiatives to meet the University's goals in a specific area. Recommends changes in procedures or policies, and leads change initiatives to completion, often persuading or coordinating work of others outside own department.</td>
<td>Possesses and applies comprehensive knowledge of a particular field of specialization to the completion of complex assignments. Also possesses strong knowledge of related fields, processes, policies or areas of operation which affect, or are affected by, own area.</td>
<td>Masters degree in discipline appropriate to position plus 4 years experience. Experience must include at least 2 years at the preceding level or equivalent.</td>
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* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.
Auburn University Job Description

Minimum Required Education and Experience

Level I  Masters degree in discipline appropriate to position with no experience.

Level II  Masters degree in discipline appropriate to position plus 2 years experience. Experience must include at least 2 years at the preceding level or equivalent.

Level III  Masters degree in discipline appropriate to position plus 4 years experience. Experience must include at least 2 years at the preceding level or equivalent.

Focus of Education  Focus of Experience
Degree in Psychology  750 hours as part of graduate training required for certification.

Substitutions allowed for Education:
Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:
Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Certification or Licensure Requirements:
Certification as BCBA by Behavior Analysis Certification Board, Inc.

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires standing, walking, talking, hearing, handling objects with hands, .

Job occasionally requires sitting, reaching, and lifting up to 10 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date:  12/15/2011