

Compensation Structure Position Description

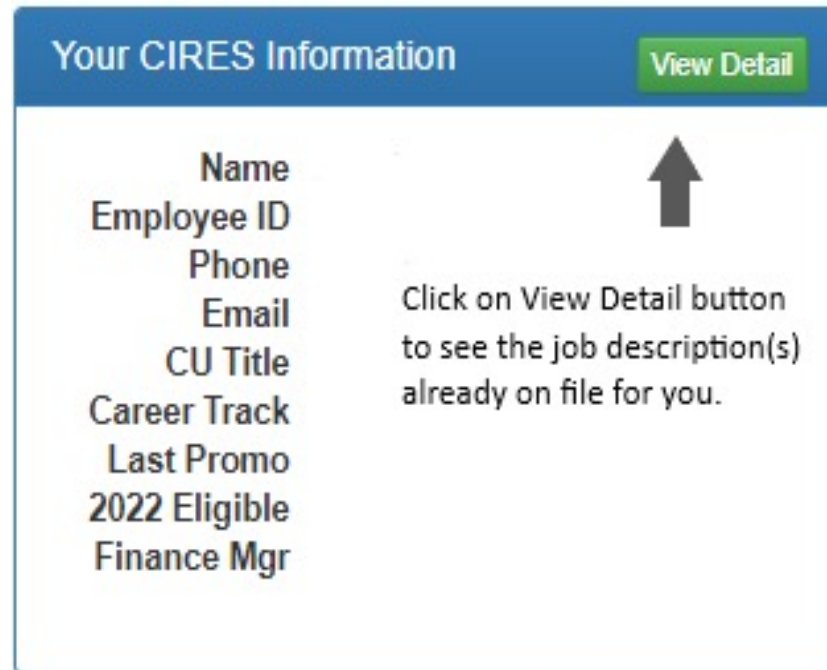
Associate Scientist career track

Fall 2021

CIRES HR extends our gratitude to our Pilot Group Volunteers!

Find you CIRES information in InsideCIRES:

- Go to <https://insidecires.colorado.edu/> and find your information box in the top right corner.



Your CIRES Information [View Detail](#)

Name
Employee ID
Phone
Email
CU Title
Career Track
Last Promo
2022 Eligible
Finance Mgr

↑
Click on View Detail button
to see the job description(s)
already on file for you.



CIRES Compensation Project – Position Description Template

Employee Name: Christina Grecco

Date: 9/28/2021

Position Title/Working Title: Space Weather Scientific Analyst and Programmer

How would you best describe your role?

If other role, describe here: Data Analyst and Software Developer

Area of Primary Research/Discipline:

If other area of primary research/discipline, describe here: _____

CIRES Unit:

If in a research group, please indicate name of the research group here: _____

CU Job Title:

CIRES Career Track Title:

Last Career Track Promotion Date or Hire Date: 05/01/2021

Do you supervise other employees:

Reports to: Monica Salas

Job Summary:

First, please include a sentence or two about the team or specific group in which the position is housed. The Job Summary is a short statement that explains why the position exists – in a nutshell, what does it do? The statement describing the position should start: The X position is responsible for (two or three sentences, no more).

NOAA National Centers for Environmental Information (NCEI) is responsible for preserving, monitoring, assessing, and providing public access to the Nation's treasure of geophysical data and information. The Space Weather Team at NCEI supports NOAA's space weather forecasting operations and the international scientific community. This Associate Scientist position is responsible for improving the in-flight calibration and validation of satellite solar irradiance (x-ray and extreme ultraviolet) data for historical solar flare classification and developing reprocessing software for these data.

Job Duties (Assign % to overarching areas of responsibility, totaling 100%):

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Start each function with an action verb, e.g. confers, coordinates, examines, performs, supervises, directs, observes, etc.
 - List 4-10 of the top functions in order of importance/most frequently performed. (This is not an exhaustive task list)
 - End with this statement “Performs other duties as necessary.”
-
- (20%) Analyzes solar instrument performance and calibrations.
 - (20%) Refines software used for reprocessing of space weather satellite data sets using software standard methodologies.
 - (20%) Develops software tools for data analysis.
 - (20%) Participates in the development, maintenance, and documentation of operational and scientific space weather data products.
 - (10%) Works with the space weather team to develop new algorithms for real-time operations and calibrations.
 - (5%) Assists in science research leading to peer-reviewed publications and presentations at scientific conferences.
 - (5%) Performs other duties as necessary.

Supervisory duties (if applicable):

- Directly manages x, y, z - list the names of direct report(s)
- (OR None)

- *Directly manages Julia Salome; John Peters; Monica Posada and Sylvia Trent.*

Minimum Requirements:

Ensure items here are necessary qualifications for the position. This section should contain 2 statements: first one should describe minimum education; second one should list minimum required experience to perform the job.

Education:

- List required degree here (BA, MS, etc.). Include degree subject area(s) if appropriate. Option to list required degree only.
- Be sure to end each sentence with “is required.”
- Examples for this section may include:
 - A Bachelor's degree in computer science, physics, astrophysics, or similar technical field is required.
 - *Bachelor’s degree in Computer and Information Sciences, Engineering, Computer Software Engineering, Computer Engineering Technologies, or related field is required.*
 - *A relevant Master’s degree is required for this role.*
 - *A Master’s degree in paleoclimatology or a related field such as geosciences, atmospheric science, oceanography, geography, or environmental sciences is required.*

Minimum Requirements:

Experience

- Include the minimum experience that is required on Day 1.
- Include minimum years of experience if appropriate.
- Be sure to end each sentence with “is required.”
- Examples for this section may include:
 - Two years of professional experience in scientific analysis or software development, or equivalent is required.
 - *At least five years of related work experience is required.*
 - *Experience in one or more fields is required: Data Assimilation, Mathematical Optimization, Atmospheric or Oceanic Science, Applied Mathematics and Statistics, Computer Science, Computational Science, Artificial Intelligence / Machine Learning.*
 - *Experience with scripting and object oriented programming languages is required.*

Required Knowledge, Skills & Abilities:

- **(Always start with this statement):** Ability to consistently promote, support, work, and act in a manner in support of CIRES's vision, mission and values.
- **Consider any required certifications - include in this section.**
- **Do not list more than 10. These should be things the individual should be able to do, but is NOT a duty statement.**
- **Should start each sentence with: Knowledge of Or Skill with.....or Ability to. You can put an adjective in front such as Strong knowledge of.**
- **Don't put in anything that is going to be required in the education/experience section. These should not be preferred items.**

Examples for this section include:

- *Ability to consistently promote, support, work, and act in a manner in support of CIRES's vision, mission and values.*
- *Expertise in scientific code development in Python.*
- *Excellent verbal and written communication skills.*
- *Proficient in Microsoft Office Suite or related software.*
- *Organizational skills with attention to detail.*
- *Ability to write computer programs for various purposes.*
- *Ability to analyze and address needs of users.*
- *Strong knowledge of computer engineering principles and procedures.*
- *Ability to manage time and prioritize tasks.*

Guidance to Employee and Supervisor, please keep in mind the following items:

- This position description is independent of the person currently serving in the role: What qualifications does it take to carry out the designated responsibilities?
- The supervisor is ultimately responsible for assigning duties and is therefore the final decision maker.

Employee Signature: _____

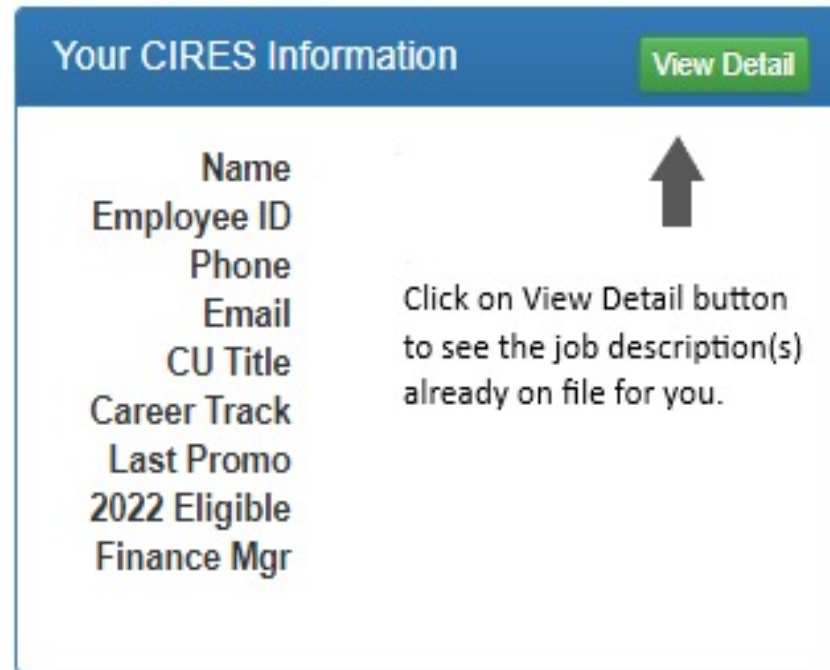
Date: _____

Supervisor Approval: _____

Date: _____

Download, complete, sign, and upload your Position Description

- Go to <https://insidecires.colorado.edu/> and find your information box in the top right corner. Click on “View Detail” to see instructions on how to download and complete the template, sign your position description and upload it to InsideCIREs.



The screenshot shows a user interface element titled "Your CIREs Information" in a blue header bar. To the right of the header is a green button labeled "View Detail". Below the header, a list of fields is displayed: Name, Employee ID, Phone, Email, CU Title, Career Track, Last Promo, 2022 Eligible, and Finance Mgr. To the right of this list is a large black arrow pointing upwards towards the "View Detail" button. Below the arrow, a text instruction reads: "Click on View Detail button to see the job description(s) already on file for you."

Completing, Signing, and Uploading your Position Description:

Position Description for CIRES Compensation Project

Please follow the directions below to upload your Position Description as part of the HR Compensation Project.

- Download the position description [template](#).
- Edit the template to match your position description.
- Sign the document in DocuSign and route it to your supervisor. See instructions [here](#).
- Once you have received the signed document, upload it to InsideCIRES by clicking on the button below.

File to Upload (PDF less than 5 MB)

Choose File No file chosen

Submit

Note: you will not be able to modify your position description once you have uploaded it. Contact [CIRES IT](#) if you need assistance.

=> Uploaded descriptions will be reviewed and approved by CIRES HR for final acceptance. We may reach out with questions or suggestions for edits prior to final acceptance.

Deadline: Friday, November 12th

Questions?

Please email cireshr@colorado.edu if you have a question, or if you would like to schedule some time to meet with a CIRES HR member to ask your questions.

CIRES HR can also meet with individual units if helpful.

We are here to support this process!

Thank you for your partnership in supporting this important project!