## MERCER

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## 2007 Compensation Benchmark Survey, Sponsored by California Institute for Regenerative Medicine

## Sponsor Report

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100 Chief Executive Officer/ President/ Dean
200 Top Legal Executive/ General Counsel
210 Associate General Counsel
220* Policy Director
230* Legislative Director
300 Public Relations Director
400 Chief Financial Officer
410 Finance Director
500 Top Administrative Executive
510 Top Facilities Management Executive
600 Top Human Resource Manager
700 IT Applications Project Manager
710 Technology Officer
800 Corporate Secretary (Non-Legal) / Assistant Secretary (Non-Legal)
810* Project Coordinator
820 Senior Executive Assistant
830 Executive Assistant
900 Chief Scientific Officer (CSO)/Top Research and Development Executive
910 Second-Level Research and Development Executive
920 Senior-Level Scientist
930 Intermediate-Level Scientist
940 Grants Management Officer
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## 2007 <br> Compensation Benchmark Survey, Sponsored by California Institute for Regenerative Medicine

## About the Survey

Mercer is pleased to present the 2007 Compensation Benchmark Survey, sponsored by California Institute for Regenerative Medicine. As shown in the table, 14 organizations submitted data for the survey.

Note: California Institute for Regenerative Medicine survey submission data are not included in the market statistics shown in this report.

## Survey Participant Profile

Organizations Participating in the Survey
Number of Positions Surveyed
Incumbents Represented in the Survey
Data Effective Date
April 1, 2007

|  |  |  |  |  |
| :--- | ---: | ---: | ---: | ---: |
|  | 25th | 50th | 75th | Num |
| Scope Measures | \%ile | \%ile | \%ile | Orgs |
| Total Operating Budget | $100,001,500$ | $460,650,000$ | $1,416,000,000$ | 12 |
| Total Employees | 790 | 3,352 | 14,034 | 13 |

## About the Report

The report is divided into sections, described below.
Overview - Provides general information on the survey and retirement plan benefits.

Survey Definitions - Provides definitions of all variables and statistics included in the survey report tables.

Position Profile - Provides salary, short-term incentive and total cash compensation analysis.

Appendices - Provides a list of surveyed positions, position descriptions, and a description of the process by which this survey was conducted.

## Participating Organizations

The following organizations participated in the survey:

Burnham Institute for Medical Research<br>California Institute of Technology<br>City of Hope<br>Salk Institute for Biological Studies<br>Stanford University School of Medicine<br>The Gordan and Betty Moore Foundation<br>The J. David Gladstone Institutes<br>University of California Davis Health System<br>University of California, Berkeley<br>University of California, Los Angeles<br>University of California, Office of the President<br>University of California, San Diego<br>University of California, San Francisco<br>University of California, San Francisco, School of Medicine

## Confidentiality

To ensure the confidentiality of all data, a minimum number of observations is required in order for statistics for a variable to be provided. Four organizations must report at least four observations for a variable in order for the mean to display. Four organizations must report at least four observations for a variable in order for the median to display. Five organizations reporting at least seven observations are required to display 25th and 75th percentiles. Five organizations reporting at least ten observations are required to display 10th and 90th percentiles. Two hyphens are displayed when there are insufficient data for statistical generation.

Where necessary, individual responses will be verified with participants by the staff of Mercer. Mercer reserves the right to exclude data which it considers invalid, cannot be verified by the participant, or may result in a breach of confidentiality for any survey participant.

## If You Have Questions

If you have questions regarding the survey or the report, call Debby Brunson at 502561 4627or Amanda Doolin at 5025614766.

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Participants were asked to describe the pension formula. The following documents their actual responses:

- $5 \% 6$ months but less than ten years, $8 \%$ ten or more years but under age 50, $12 \%$ ten or more years and age 50 or older
- Highest 3 salaries
- Age factor x service credit x highest average comp over a 36 consecutive monthly period
- (1.1\% at 50 years up to 2.5\% at 60 years.)(Years of service) (Highest 3 year average salary)
- $2 \%$ of pay for person's career
- $2 \%$ of pay

Participants were asked if a defined contribution plan is provided, and to identify the employer contribution type. The following table summarizes the responses from 12 organizations.Defined Contribution Plan EmployerContribution Type

Num Orgs
Contribution Type
Percent of Pay Match
Discretionary0

Both

Other

Other responses include: Employer contribution as percent of employee pay; 15\% of employees salary (no employee contribution required).

Defined Benefit Plan Formula Type
Num Orgs
Career Average

For the 7 participants providing a defined benefit plan, the following table summarizes the prevalence of formula types from 6 responding organizations.

| Defined Benefit Plan Formula Type | Num Orgs |
| :--- | ---: |
| Career Average | 3 |
| Final Pay | 3 |
| Other | 0 |

For those participants who provided a description of the employer match formula, the following documents their actual responses:

- $200 \%$ up to $5 \%$ of employee's contribution
- $5 \%$ six months but less than ten years; $8 \%$ ten or more years but under age 50; $12 \%$ ten or more years and age 50 or older
- $4 \%$ employee, employer up to $10 \%$ (after 5 years)
- $15 \%$ of employee's salary (after two years of service)
- 15\%

Participants were asked to provide the maximum employer contribution, expressed as a percent of pay (including the employer match plus any discretionary funds). The following table summarizes the responses.

| Maximum Employer Contribution | Mean \% | Num Orgs |
| :--- | :---: | ---: |
| Percent of Pay | 11.3 | 6 |

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Survey Definitions

The analysis of the compensation and related information collected is displayed for each of the survey positions where sufficient data were reported.

A description of each type of analysis provided for the positions is included below. Definitions of the variables and statistics displayed on the tables are also provided.

Providing survey results scoped by organization size (operating budget), location, or responsibility level (number of direct reports) was explored. It was determined that the market data confidentiality would be compromised if such scope breaks were incorporated into the survey results.

Report Table Type
Analysis is based on data provided by all participants.

- The Position Profile report table provided for each position is the analysis of all data reported for the position by all survey participants.


## Definitions - Statistics

10th Percentile (10th \%ile) - That data point that is higher than 10\% of all other data in the sample when ranked from low to high.
25th Percentile (25th \%ile) - That data point that is higher than 25\% of all other data in the sample when ranked from low to high. Also known as the first quartile.

75th Percentile (75th \%ile) - That data point that is higher than 75\% of all other data in the sample when ranked from low to high. Also known as the third quartile.

90th Percentile (90th \%ile) - That data point that is higher than 90\% of all other data in the sample when ranked from low to high.
Mean - The sum of all data reported divided by the number of observations in the sample. Also called the average.
Median - That data point that is higher than $50 \%$ of all other data in the sample when ranked from low to high. Also known as the 50th percentile.

Number of Observations (Num Obs) - The number of incumbents for which data are reported for the variable.
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Number of Organizations (Num Orgs) - The number of organizations reporting data for the variable. Note that each variable, such as base pay or incentive amount, is analyzed individually using the data reported for that variable only. The organization and observation counts that are listed provide you with information on the number of incumbents used in the calculations for each variable. If an organization could not provide a piece of data for a position, this organization's information would not be included in the calculations requiring that data. Therefore the organization/observation counts may differ by variable.

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Survey Definitions

## Definitions - Variables

Actual Incentive as Percent of Pay - Statistics calculated using those incumbents who received a short-term incentive payment divided by their base pay.

Base Pay - Incentive Eligible - Base pay statistics calculated using incumbents who are eligible for a short-term incentive. NOTE: Since short-term incentive eligibility is captured at the incumbent level, in some instances incumbents within the same position and organization may be eligible for an incentive while others are not, which may be reflected in the organization counts.

Base Pay - Incumbent Weighted - Base pay statistics calculated using individual rates reported for each incumbent across all organizations.

Base Pay - Not Incentive Eligible - Base pay statistics calculated using individual rates reported for incumbents who are not eligible for a shortterm incentive. NOTE: Since short-term incentive eligibility is captured at the incumbent level, in some instances incumbents within the same position and organization may be eligible for an incentive while others are not, which may be reflected in the organization counts.
Degree of Match - The percentage of incumbents indicating the degree to which their responsibilities match the survey position description.
Number of Direct Reports - Statistics calculated using the number of direct reports reported for incumbents

Number of Indirect Reports - Statistics calculated using the number of indirect reports reported for incumbents
Short-term Incentive Eligibility - The percent of incumbents in the position eligible for a short-term cash incentive.
Short-term Incentive Receiving - Actual cash incentive statistics calculated using those incumbents who received a short-term incentive payment.
Short-term Incentive Target Percent - The target incentive percent of base pay based on the design elements of the incentive plan.

Target Total Cash Compensation - Base pay plus target short-term incentive statistics for short-term incentive-eligible incumbents.

Total Cash Compensation - Base pay plus paid short-term incentives for all incumbents. Incumbents who are not eligible for an incentive and incentive eligible incumbents who did not receive a payout are included.
Total Cash Compensation - Receiving - Base pay plus earned shortterm incentive statistics calculated using all incumbents receiving a shortterm incentive payment.
Years in Position - Statistics calculated using the number of years an incumbent has been in a position reported for incumbents.

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## Position Profile

 Chief Executive Officerl President/ DeanDevelops and implements policies and procedures, short- and long-range goals, objectives, and plans. Reports to the Board of Directors. Note: This is a single incumbent position. Only one employee, the most senior individual, per organization entity should be reported.

| Degree of Match: Less | 0\% |  | Equal | 67\% |  | More | 33\% | Short-term Incentive Eligibility: |  | Yes | 42\% | No | 58\% | Years in Position: | Mean 7 |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  | Num Orgs |  | Num Obs | 10th <br> \%ile | $\begin{aligned} & \text { 25th } \\ & \text { \%ile } \end{aligned}$ | Median | Mean | 75th \%ile | 90th \%ile | Num Obs | Your Mean |  | Your Mean Compared to Market Median |  |  |
| Incumbent Profile |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Number of Direct Reports |  | 10 |  | 10 | 5 | 7 | 10 | 18 | 25 | 56 | 1 | 3 |  | 30.0\% |  | 16.7\% |
| Number of Indirect Reports |  | 5 | 5 | 5 | -- | -- | 880 | 4638 | -- | -- | 1 | 47 |  | 5.3\% |  | 1.0\% |
| All Participants Analysis |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Base Pay - Incumbent Weighted |  | 12 |  | 12 | 376,350 | 407,750 | 485,000 | 478,069 | 551,250 | 588,623 | 1 | 490,000 |  | 101.0\% |  | 102.5\% |
| Base Pay - Incentive Eligible |  | 5 | 5 | 5 | -- | -- | 540000 | 525415 | -- | -- | 0 | -- |  | -- |  | -- |
| Base Pay - Not Incentive Eligible |  | 7 | 7 | 7 | -- | 383,000 | 416,000 | 444,250 | 500,000 | -- | 1 | 490,000 |  | 117.8\% |  | 110.3\% |
| Short-term Incentive - Receiving |  | 4 | 4 | 4 | -- | -- | 72,968 | 98,380 | -- | -- | 0 | -- |  | -- |  | -- |
| Short-term Incentive Target Percent |  | 5 | 5 | 5 | -- | -- | 15.0 | 22.4 | -- | -- | 0 | -- |  | -- |  | -- |
| Actual Incentive as Percent of Pay |  | 4 | 4 | 4 | -- | -- | 13.3 | 18.1 | -- | -- | 0 | -- |  | -- |  | -- |
| Target Total Cash Compensation |  | 5 | 5 | 5 | -- | -- | 618,283 | 645,407 | -- | -- | 0 | -- |  | -- |  | -- |
| Total Cash Compensation |  | 12 |  | 12 | 376,350 | 407,750 | 497,500 | 510,862 | 613,712 | 723,106 | 1 | 490,000 |  | 98.5\% |  | 95.9\% |
| Total Cash Compensation Receiving |  | 4 | 4 | 4 | -- | -- | 624,006 | 631,399 | -- | -- | 0 | -- |  | -- |  | -- |

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## Position Profile

## 200 Top Legal Executive/ General Counsel

This is the top legal position with responsibility for determining legal posture and interests of the organization. As General Counsel, ensures that business practices, policies, and dealings of the organization meet regulatory requirements to protect the organization from legal action, manages the organization's defense, the interpretation and preparation of legal documents and provides counsel to corporate management on legal matters. Generally serves as or supervises Corporate Secretary (Legal). Responsible for the supervision of the legal staff. Frequently reports to a Chief Executive Officer or Top Administrative Executive. Note: This is a single incumbent position. Only one employee, the most senior individual, per organization entity should be reported.


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## Position Profile

## 210 Associate General Counsel

Responsible for a legal specialization. Protects the organization's rights in contract negotiations, settlements, and litigation. Ensures compliance of laws and regulations. Advises management on recent changes in laws and regulations that affect the company. Reports to a Top Legal Executive.

| Degree of Match: Less | 0\% | Equal | 90\% |  | More | 10\% | Short-term | Incentive Eligibility: | Yes | 10\% | No | 90\% | Years in Position: | Mean | 4 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  | $\begin{aligned} & \text { Num } \\ & \text { rgs } \end{aligned}$ | Num Obs | $\begin{aligned} & \text { 10th } \\ & \text { \%ile } \end{aligned}$ | 25th <br> \%ile | Median | Mean | 75th \%ile | 90th \%ile | Num Obs | Your Mean | Your Mean Compared to Market Median |  | Your Mean Compared to Market Mean |  |
| Incumbent Profile |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Number of Direct Reports |  | 0 | 0 | -- | -- | -- | -- | -- | -- | 0 |  | - | -- |  | -- |
| Number of Indirect Reports |  | 0 | 0 | -- | -- | -- | -- | -- | -- | 0 |  | - | -- |  | -- |
| All Participants Analysis* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Base Pay - Incumbent Weighted |  | 6 | 10 | 102,260 | 132,949 | 165,290 | 157,066 | 177,860 | 189,040 | 1 | 124,800 |  | 75.5\% |  | 79.5\% |
| Base Pay - Incentive Eligible |  | 1 | 1 | -- | -- | -- | -- | -- | -- | 1 | 124,800 |  | -- |  | -- |
| Base Pay - Not Incentive Eligible |  | 5 | 9 | -- | 129,498 | 165,095 | 153,417 | 172,507 | -- | 0 |  | - | -- |  | -- |
| Short-term Incentive - Receiving |  | 0 | 0 | -- | -- | -- | -- | -- | -- | 0 |  | - | -- |  | -- |
| Short-term Incentive Target Percent |  | 1 | 1 | -- | -- | -- | -- | -- | -- | 1 | 1.0 |  | -- |  | -- |
| Actual Incentive as Percent of Pay |  | 0 | 0 | -- | -- | -- | -- | -- | -- | 0 | - | - | -- |  | -- |
| Target Total Cash Compensation |  | 1 | 1 | -- | -- | -- | -- | -- | -- | 1 | 126,048 |  | -- |  | -- |
| Total Cash Compensation |  | 6 | 10 | 102,260 | 132,949 | 165,290 | 157,066 | 177,860 | 189,040 | 1 | 124,800 |  | 75.5\% |  | 79.5\% |
| Total Cash Compensation Receiving |  | 0 | 0 | -- | -- | -- | -- | -- | -- | 0 | - |  | -- |  | -- |

* More than $30 \%$ of sample provided by one organization


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## Position Profile

## 220 Policy Director

Under general supervision, provides professional support service in the form of scientific/policy research and drafting of reports. May participate in conferences, events and symposia. Performs some administrative tasks such as arranging meetings, developing agendas, and preparing progress reports. Typically requires a PhD, a Master's degree or a JD.


* More than $30 \%$ of sample provided by one organization


## Compensation Benchmark Survey, Sponsored by California Institute for Regenerative Medicine

## Position Profile

## 230 Legislative Director

Represents the organization's position on legislation and regulatory affairs to elected representatives and their staffs, as well as to officials and staffs in regulatory and other agencies. May represent organization interests in dealings with trade, industry, or professional organizations. Frequently reports to a Top Executive/General Counsel.


* More than 30\% of sample provided by one organization


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## Position Profile

## 300 Public Relations Director

Responsible for administering the organization's public relations program, including public information. Chief responsibility is to increase external understanding and awareness of the organization's

This is generally a single incumbent position.

| Degree of Match: Less | 15\% |  | Equal | 69\% |  | More | 15\% | Short-term Incentive Eligibility: |  | Yes | 31\% | No 69\% | Years in Position: | Mean |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  | $\begin{aligned} & \text { Num } \\ & \text { Orgs } \end{aligned}$ |  | Num Obs | $\begin{aligned} & \text { 10th } \\ & \text { \%ile } \end{aligned}$ | $\begin{aligned} & \text { 25th } \\ & \text { \%ile } \end{aligned}$ | Median | Mean | 75th \%ile | 90th \%ile | Num Obs | Your Mean | Your Mean Compared to Market Median |  | M Mean ared to <br> t Mean |
| Incumbent Profile |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Number of Direct Reports |  | 7 | 7 | 7 | -- | 2 | 4 | 5 | 7 | -- | 0 | -- | -- |  | -- |
| Number of Indirect Reports |  | 3 | 3 | 3 | -- | -- | -- | -- | -- | -- | 0 | -- | -- |  | -- |
| All Participants Analysis |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Base Pay - Incumbent Weighted |  | 12 |  | 13 | 91,374 | 101,644 | 133,903 | 151,322 | 182,599 | 270,749 | 1 | 180,000 | 134.4\% |  | 119.0\% |
| Base Pay - Incentive Eligible |  | 4 | 4 | 4 | -- | -- | 180653 | 182254 | -- | -- | 0 | -- | -- |  | -- |
| Base Pay - Not Incentive Eligible |  | 8 | 8 | 9 | -- | 96,861 | 120,000 | 137,574 | 152,547 | -- | 1 | 180,000 | 150.0\% |  | 130.8\% |
| Short-term Incentive - Receiving |  | 2 | 2 | 2 | -- | -- | -- | -- | -- | -- | 0 | -- | -- |  | -- |
| Short-term Incentive Target Percent |  | 3 | 3 | 3 | -- | -- | -- | -- | -- | -- | 0 | -- | -- |  | -- |
| Actual Incentive as Percent of Pay |  | 2 | 2 | 2 | -- | -- | -- | -- | -- | -- | 0 | -- | -- |  | -- |
| Target Total Cash Compensation |  | 3 | 3 | 3 | -- | -- | -- | -- | -- | -- | 0 | -- | -- |  | -- |
| Total Cash Compensation |  | 12 |  | 13 | 91,374 | 101,644 | 139,896 | 154,203 | 190,977 | 270,749 | 1 | 180,000 | 128.7\% |  | 116.7\% |
| Total Cash Compensation Receiving |  | 2 | 2 | 2 | -- | -- | -- | -- | -- | -- | 0 | -- | -- |  | -- |

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## Position Profile

$400 \quad$ Chief Financial Officer
This is the top financial position with responsibility for formulating financial policy and plans. Responsible for planning and directing all or essentially all major staff functions in support of line operations. Specific responsibilities may include supervision of finance and accounting, management information systems, corporate strategic planning and development, human resources, facilities management, central purchasing, internal consulting, and Board relations. Frequently reports to a Chief Executive Officer or Chief Operating Officer.

| Degree of Match: Less | 18\% | Equal | 73\% |  | More | 9\% | Short-term Incentive Eligibility: |  | Yes | 36\% | No 64\% | Years in Position: | Mean $\quad 9$ |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  | Num Orgs | Num Obs | $\begin{aligned} & \text { 10th } \\ & \text { \%ile } \end{aligned}$ | $\begin{aligned} & \text { 25th } \\ & \text { \%ile } \end{aligned}$ | Median | Mean | 75th \%ile | 90th \%ile | Num Obs | Your Mean | Your Mean Compared to Market Median | Your Mean Compared to Market Mean |
| Incumbent Profile |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Number of Direct Reports |  | 7 | 7 | -- | 3 | 6 | 7 | 8 | -- | 1 | 8 | 133.3\% | 119.1\% |
| Number of Indirect Reports |  | 6 | 6 | -- | -- | 82 | 262 | -- | -- | 1 | 1 | 1.2\% | 0.4\% |
| All Participants Analysis |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Base Pay - Incumbent Weighted |  | 11 | 11 | 117,916 | 170,974 | 196,812 | 222,827 | 327,600 | 340,120 | 1 | 190,008 | 96.5\% | 85.3\% |
| Base Pay - Incentive Eligible |  | 4 | 4 | -- | -- | 331300 | 300203 | -- | -- | 0 | -- | -- | -- |
| Base Pay - Not Incentive Eligible |  | 7 | 7 | -- | 147,600 | 173,777 | 178,612 | 222,700 | -- | 1 | 190,008 | 109.3\% | 106.4\% |
| Short-term Incentive - Receiving |  | 3 | 3 | -- | -- | -- | -- | -- | -- | 0 | -- | -- | -- |
| Short-term Incentive Target Percent |  | 4 | 4 | -- | -- | 17.5 | 21.3 | -- | -- | 0 | -- | -- | -- |
| Actual Incentive as Percent of Pay |  | 3 | 3 | -- | -- | -- | -- | -- | -- | 0 | -- | -- | -- |
| Target Total Cash Compensation |  | 4 | 4 | -- | -- | 397,305 | 367,436 | -- | -- | 0 | -- | -- | -- |
| Total Cash Compensation |  | 11 | 11 | 117,916 | 170,974 | 214,525 | 237,914 | 335,000 | 418,977 | 1 | 190,008 | 88.6\% | 79.9\% |
| Total Cash Compensation Receiving |  | 3 | 3 | -- | -- | -- | -- | -- | -- | 0 | -- | -- | -- |

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## Position Profile

## 410 Finance Director

Assists the Chief Financial Officer (CFO) in overseeing the financial functions of the organization. Also assists in reviewing policies and procedures related to the organization's accounting practices. May report to the Chief Financial Officer (CFO) or a second level finance executive. Typically requires 5-10 years of progressively responsible experience.


## 2007 Compensation Benchmark Survey, Sponsored by California Institute for Regenerative Medicine

## Position Profile

## 500 Top Administrative Executive

Responsible for planning and directing all or essentially all major staff functions in support of line operations. Specific responsibilities may include supervision of finance and accounting, management information systems, corporate strategic planning and development, human resources, facilities management, central purchasing, internal consulting, and Board relations. May also be responsible for formulating financial policy and plans in the absence of a CFO position in the organization. Frequently reports to a Chief Executive Officer or Chief Operating Officer.

| Degree of Match: Less | 11\% |  | Equal | 78\% |  |  | More | 11\% | Short-term | Incentive Eligibility: | Yes | 33\% | No | 67\% | Years in Position: | Mean | 7 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  | Num Orgs |  | Num Obs |  | $\begin{aligned} & \text { 10th } \\ & \text { \%ile } \end{aligned}$ | 25th \%ile | Median | Mean $\quad \begin{aligned} & \text { 75th } \\ & \text { \%ile }\end{aligned}$ |  | 90th \%ile | Num Obs | Your Mean | Your Mean Compared to Market Median |  | Your Mean Compared to Market Mean |  |
| Incumbent Profile |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Number of Direct Reports |  | 6 | 6 |  | 6 | -- | -- | 7 | 7 | -- | -- | 1 | 8 |  | 114.3\% |  | 114.3\% |
| Number of Indirect Reports |  | 2 | 2 |  | 2 | -- | -- | -- | -- | -- | -- | 1 | 1 |  | -- |  | -- |
| All Participants Analysis |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Base Pay - Incumbent Weighted |  | 9 | 9 |  | 9 | -- | 175,000 | 218,000 | 248,317 | 291,633 | -- | 1 | 190,008 |  | 87.2\% |  | 76.5\% |
| Base Pay - Incentive Eligible |  | 3 | 3 |  | 3 | -- | -- | -- | -- | -- | -- | 0 | -- |  | -- |  | -- |
| Base Pay - Not Incentive Eligible |  | 6 | 6 |  | 6 | -- | -- | 199,000 | 244,364 | -- | -- | 1 | 190,008 |  | 95.5\% |  | 77.8\% |
| Short-term Incentive - Receiving |  | 3 | 3 |  | 3 | -- | -- | -- | -- | -- | -- | 0 | -- |  | -- |  | -- |
| Short-term Incentive Target Percent |  | 3 | 3 |  | 3 | -- | -- | -- | -- | -- | -- | 0 | -- |  | -- |  | -- |
| Actual Incentive as Percent of Pay |  | 3 | 3 |  | 3 | -- | -- | -- | -- | -- | -- | 0 | -- |  | -- |  | -- |
| Target Total Cash Compensation |  | 3 | 3 |  | 3 | -- | -- | -- | -- | -- | -- | 0 | - |  | -- |  | -- |
| Total Cash Compensation |  | 9 | 9 |  | 9 | -- | 175,000 | 228,250 | 256,843 | 308,579 | -- | 1 | 190,008 |  | 83.2\% |  | 74.0\% |
| Total Cash Compensation Receiving |  | 3 | 3 |  | 3 | -- | -- | -- | -- | -- | -- | 0 | -- |  | -- |  | -- |

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## Position Profile

## 510 Top Facilities Management Executive

Responsible for the development of long-range objectives and policies for the maintenance and construction of facilities constructed in various regions throughout the state of approximately $\$ 270 \mathrm{M}$ over a 2-year period. Works directly with board members and senior staff in development of the organization's policies and procedures. Frequently reports to a Top Administrative Executive or Chief Financial Officer.

| Degree of Match: Less | 15\% |  | Equal | 77\% |  | More | 8\% | Short-term | Incentive Eligibility: | Yes | 31\% | No 69\% | Years in Position: | Mean | 10 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  | Num Orgs |  | Num Obs | 10th \%ile | $\begin{aligned} & \text { 25th } \\ & \text { \%ile } \end{aligned}$ | Median | Mean $\quad \begin{aligned} & \text { 75th } \\ & \text { \%ile }\end{aligned}$ |  | 90th \%ile | Num Obs | Your Mean | Your Mean Compared to Market Median | Your Mean Compared to Market Mean |  |
| Incumbent Profile |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Number of Direct Reports |  | 9 | 9 | 9 | -- | 4 | 5 | 6 | 8 | -- | 0 | -- | -- |  | -- |
| Number of Indirect Reports |  | 6 | 6 | 6 | -- | -- | 40 | 169 | -- | -- | 0 | -- | -- |  | -- |
| All Participants Analysis |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Base Pay - Incumbent Weighted |  | 13 |  | 13 | 120,526 | 133,850 | 166,087 | 166,086 | 200,150 | 218,644 | 1 | 158,000 | 95.1\% |  | 95.1\% |
| Base Pay - Incentive Eligible |  | 4 | 4 | 4 | -- | -- | 183044 | 183624 | -- | -- | 1 | 158,000 | 86.3\% |  | 86.0\% |
| Base Pay - Not Incentive Eligible |  | 9 | 9 | 9 | -- | 131,330 | 145,095 | 158,291 | 189,833 | -- | 0 | -- | -- |  | -- |
| Short-term Incentive - Receiving |  | 1 | 1 | 1 | -- | -- | -- | -- | -- | -- | 1 | 1,580 | -- |  | -- |
| Short-term Incentive Target Percent |  | 4 | 4 | 4 | -- | -- | 12.5 | 12.5 | -- | -- | 1 | 1.0 | 8.0\% |  | 8.0\% |
| Actual Incentive as Percent of Pay |  | 1 | 1 | 1 | -- | -- | -- | -- | -- | -- | 1 | 1 | -- |  | -- |
| Target Total Cash Compensation |  | 4 | 4 | 4 | -- | -- | 214,636 | 207,165 | -- | -- | 1 | 159,580 | 74.3\% |  | 77.0\% |
| Total Cash Compensation |  | 13 |  | 13 | 120,526 | 133,850 | 168,329 | 167,938 | 200,150 | 218,644 | 1 | 159,580 | 94.8\% |  | 95.0\% |
| Total Cash Compensation Receiving |  | 1 | 1 | 1 | -- | -- | -- | -- | -- | -- | 1 | 159,580 | -- |  | -- |

## 2007 Compensation Benchmark Survey, Sponsored by California Institute for Regenerative Medicine

## Position Profile

## 600 Top Human Resource Manager

This is the top human resource management position with responsibility for planning and directing all phases of human resource management including employment, employee relations, compensation, employee training, placement, organizational development, safety, security, drug control, ADA and EEO, and employee assistance. Requires thorough knowledge of human resource policies and procedures as well as applicable laws. Frequently reports to a Chief Executive Officer, Chief Operating Officer or Top Administrative Executive.

| Degree of Match: Less | 13\% |  | Equal | 88\% |  | More | 0\% | Short-term | Incentive Eligibility: | Yes | 31\% | No | 69\% | Years in Position: | Mean | 5 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  | $\begin{aligned} & \text { Num } \\ & \text { Orgs } \end{aligned}$ |  | Num Obs | $\begin{aligned} & \text { 10th } \\ & \text { \%ile } \end{aligned}$ | 25th <br> \%ile | Median | Mean | 75th \%ile | 90th \%ile | Num Obs | Your Mean | Your Mean Compared to Market Median |  | Your Mean Compared to Market Mean |  |
| Incumbent Profile |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Number of Direct Reports |  | 10 |  | 11 | 1 | 3 | 7 | 6 | 8 | 10 | 1 | 1 |  | 14.3\% |  | 17.7\% |
| Number of Indirect Reports |  | 7 |  | 7 | -- | 1 | 11 | 22 | 52 | -- | 0 | -- |  | -- |  | -- |
| All Participants Analysis |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Base Pay - Incumbent Weighted |  | 14 |  | 16 | 106,910 | 116,713 | 167,604 | 170,442 | 197,475 | 256,475 | 1 | 120,000 |  | 71.6\% |  | 70.4\% |
| Base Pay - Incentive Eligible |  | 5 | 5 | 5 | -- | -- | 189900 | 205920 | -- | -- | 1 | 120,000 |  | 63.2\% |  | 58.3\% |
| Base Pay - Not Incentive Eligible |  | 9 | 9 | 11 | 101,760 | 110,350 | 154,000 | 154,315 | 184,600 | 241,619 | 0 | -- |  | -- |  | -- |
| Short-term Incentive - Receiving |  | 4 | 4 | 4 | -- | -- | 25,905 | 36,540 | -- | -- | 0 | -- |  | -- |  | -- |
| Short-term Incentive Target Percent |  | 5 | 5 | 5 | -- | -- | 15.0 | 20.0 | -- | -- | 1 | 1.0 |  | 6.7\% |  | 5.0\% |
| Actual Incentive as Percent of Pay |  | 4 | 4 | 4 | -- | -- | 14.0 | 16.1 | -- | -- | 0 | -- |  | -- |  | -- |
| Target Total Cash Compensation |  | 5 | 5 | 5 | -- | -- | 208,890 | 251,222 | -- | -- | 1 | 121,200 |  | 58.0\% |  | 48.2\% |
| Total Cash Compensation |  | 14 |  | 16 | 106,910 | 116,713 | 174,188 | 179,577 | 220,414 | 280,062 | 1 | 120,000 |  | 68.9\% |  | 66.8\% |
| Total Cash Compensation Receiving |  | 4 | 4 | 4 | -- | -- | 213,858 | 246,466 | -- | -- | 0 | -- |  | -- |  | -- |

## Compensation Benchmark Survey, Sponsored by California Institute for Regenerative Medicine

## Position Profile

## 700 IT Applications Project Manager

This is the information technology applications position with responsibility for the organization's applications systems analysis and programming activities. Provides overall direction and guidance to subcontractors. Responsible for managing development of IT systems. Frequently reports to a Chief Information Officer.

| Degree of Match: Less | 7\% |  | qual | 93\% |  | More | 0\% | Short-term | $m$ Incentive Eligibility: | Yes | 7\% | No | 93\% | Years in Position: | Mean | 11 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  | $\begin{aligned} & \text { Num } \\ & \text { Prgs } \end{aligned}$ |  | Num Obs | $\begin{aligned} & \text { 10th } \\ & \text { \%ile } \end{aligned}$ | $\begin{aligned} & \text { 25th } \\ & \text { \%ile } \end{aligned}$ | Median | Mean | $\begin{aligned} & \text { 75th } \\ & \text { \%ile } \end{aligned}$ | 90th \%ile | Num Obs | Your Mean |  | Your Mean Compared to Market Median | Your Mean Compared to Market Mean |  |
| Incumbent Profile |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Number of Direct Reports |  | 3 |  | 5 | -- | -- | -- | -- | -- | -- | 0 |  |  | -- |  | -- |
| Number of Indirect Reports |  | 2 |  | 3 | -- | -- | -- | -- | -- | -- | 0 | - | - | -- |  | -- |
| All Participants Analysis* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Base Pay - Incumbent Weighted |  | 7 |  | 29 | 96,404 | 102,420 | 120,977 | 123,249 | 132,585 | 169,145 | 1 | 150,000 |  | 124.0\% |  | 121.7\% |
| Base Pay - Incentive Eligible |  | 2 |  | 2 | -- | -- | -- | -- | -- | -- | 1 | 150,000 |  | -- |  | -- |
| Base Pay - Not Incentive Eligible |  | 5 |  | 27 | 95,222 | 101,755 | 117,020 | 121,468 | 130,787 | 165,382 | 0 | - |  | -- |  | -- |
| Short-term Incentive - Receiving |  | 0 |  | 0 | -- | -- | -- | -- | -- | -- | 1 | 1,500 |  | -- |  | -- |
| Short-term Incentive Target Percent |  | 2 |  | 2 | -- | -- | -- | -- | -- | -- | 1 | 1.0 |  | -- |  | -- |
| Actual Incentive as Percent of Pay |  | 0 |  | 0 | -- | -- | -- | -- | -- | -- | 1 |  | 1 | -- |  | -- |
| Target Total Cash Compensation |  | 2 |  | 2 | -- | -- | -- | -- | -- | -- | 1 | 151,500 |  | -- |  | -- |
| Total Cash Compensation |  | 7 |  | 29 | 96,404 | 102,420 | 120,977 | 123,249 | 132,585 | 169,145 | 1 | 151,500 |  | 125.2\% |  | 122.9\% |
| Total Cash Compensation Receiving |  | 0 |  | 0 | -- | -- | -- | -- | -- | -- | 1 | 151,500 |  | -- |  | -- |

* More than $30 \%$ of sample provided by one organization


## 2007 Compensation Benchmark Survey, Sponsored by California Institute for Regenerative Medicine

## Position Profile

## 710 Technology Officer

Identifies changes and trends in computer and systems technology and interprets their meaning to senior management. Participates in overall business planning, bringing a current knowledge and future vision of technology and systems as related to the organization's competitive position. Determines long-term organization-wide information needs and develops overall strategy for information needs, systems development and hardware acquisition, and integration including mainframe, mini, macro, and client/server computing applications. Acts to ensure integrity of organization-wide data, proprietary information, and related intellectual property through information security and access management. Acts as highest interface with non-technical user functions in determining overall information systems approach. Frequently reports to a Chief Information Officer or a Top Administrative Executive. Note: This is generally a single incumbent position.

| Degree of Match: Less | 10\% | Equal | 90\% |  | More | 0\% | Short-term | Incentive Eligibility: | Yes | 30\% | No 70\% | Years in Position: | Mean |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  | $\begin{aligned} & \text { Num } \\ & \text { Orgs } \end{aligned}$ | Num Obs | $\begin{aligned} & \text { 10th } \\ & \text { \%ile } \end{aligned}$ | $\begin{aligned} & \text { 25th } \\ & \text { \%ile } \end{aligned}$ | Median | Mean | 75th \%ile | 90th \%ile | Num Obs | Your Mean | Your Mean Compared to Market Median | Your Mean Compared to Market Mean |
| Incumbent Profile |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Number of Direct Reports |  | 7 | 10 | 3 | 5 | 6 |  | 6 | 7 | 10 | 0 | -- | -- | -- |
| Number of Indirect Reports |  | 5 | 8 | -- | 5 | 12 | 38 | 45 | -- | 0 | -- | -- | -- |
| All Participants Analysis |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Base Pay - Incumbent Weighted |  | 7 | 10 | 114,932 | 127,084 | 139,540 | 154,467 | 193,190 | 223,295 | 1 | 127,000 | 91.0\% | 82.2\% |
| Base Pay - Incentive Eligible |  | 3 | 3 | -- | -- | -- | -- | -- | -- | 1 | 127,000 | -- | -- |
| Base Pay - Not Incentive Eligible |  | 4 | 7 | -- | -- | 137,700 | 141,617 | -- | -- | 0 | -- | -- | -- |
| Short-term Incentive - Receiving |  | 2 | 2 | -- | -- | -- | -- | -- | -- | 0 | -- | -- | -- |
| Short-term Incentive Target Percent |  | 2 | 2 | -- | -- | -- | -- | -- | -- | 1 | 1.0 | -- | -- |
| Actual Incentive as Percent of Pay |  | 2 | 2 | -- | -- | -- | -- | -- | -- | 0 | -- | -- | -- |
| Target Total Cash Compensation |  | 2 | 2 | -- | -- | -- | -- | -- | -- | 1 | 128,270 | -- | -- |
| Total Cash Compensation |  | 7 | 10 | 114,932 | 128,825 | 139,540 | 156,965 | 198,184 | 225,293 | 1 | 127,000 | 91.0\% | 80.9\% |
| Total Cash Compensation Receiving |  | 2 | 2 | -- | -- | -- | -- | -- | -- | 0 | -- | -- | -- |

## Compensation Benchmark Survey, Sponsored by California Institute for Regenerative Medicine

## Position Profile

## 800 Corporate Secretary (Non-Legal) I Assistant Secretary (Non-Legal)


 the Board. Typically requires 5-10 years of experience.


## Compensation Benchmark Survey, Sponsored by California Institute for Regenerative Medicine

## Position Profile

## 810 Project Coordinator

Daily coordination of projects. Tracks progress and identifies/resolves obstacles. Communicates to internal and external clients. Performs administrative tasks such as arranging meetings and developing agendas. May provide assistance in legal/policy research and drafting of reports. Typically requires 5-10 years of experience.

| Degree of Match: Less |  | Equal |  |  | More | -- | Short-term | Incentive Eligibility: | Yes | -- | No | - | Years in Position: | Mean | -- |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | Num Orgs |  | Num Obs | 10th \%ile | $\begin{aligned} & \text { 25th } \\ & \text { \%ile } \end{aligned}$ | Median | Mean | 75th \%ile | 90th \%ile | Num Obs | Your Mean |  | Your Mean Compared to Market Median | Y Com Mar |  |
| Incumbent Profile |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Number of Direct Reports |  | 0 | 0 | -- | -- | -- | -- | -- | -- | 0 | -- |  | -- |  | -- |
| Number of Indirect Reports |  | 0 | 0 | -- | -- | -- | -- | -- | -- | 0 | -- |  | -- |  | -- |
| All Participants Analysis* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Base Pay - Incumbent Weighted |  | 1 | 1 | -- | -- | -- | -- | -- | -- | 1 | 100,000 |  | -- |  | -- |
| Base Pay - Incentive Eligible |  | 0 | 0 | -- | -- | -- | -- | -- | -- | 1 | 100,000 |  | -- |  | -- |
| Base Pay - Not Incentive Eligible |  | 1 | 1 | -- | -- | -- | -- | -- | -- | 0 | -- |  | -- |  | -- |
| Short-term Incentive - Receiving |  | 0 | 0 | -- | -- | -- | -- | -- | -- | 0 | -- |  | -- |  | -- |
| Short-term Incentive Target Percent |  | 0 | 0 | -- | -- | -- | -- | -- | -- | 1 | 1.0 |  | -- |  | -- |
| Actual Incentive as Percent of Pay |  | 0 | 0 | -- | -- | -- | -- | -- | -- | 0 | -- |  | -- |  | -- |
| Target Total Cash Compensation |  | 0 | 0 | -- | -- | -- | -- | -- | -- | 1 | 101,000 |  | -- |  | -- |
| Total Cash Compensation |  | 1 | 1 | -- | -- | -- | -- | -- | -- | 1 | 100,000 |  | -- |  | -- |
| Total Cash Compensation Receiving |  | 0 | 0 | -- | -- | -- | -- | -- | -- | 0 | -- |  | -- |  | -- |

* More than $30 \%$ of sample provided by one organization


## Compensation Benchmark Survey, Sponsored by California Institute for Regenerative Medicine

## Position Profile

## 820 Senior Executive Assistant

Responsible for all administrative and project support. Handles large amount of incoming/outgoing communications (fielding calls, faxes, e-mails). Research, arrange and coordinate all aspects of substantial business travel from booking to material coordination to prepared agendas. Manage all scheduling and electronic calendar management. Coordinates all meetings and all documents/information needed. Typically requires a Bachelor's degree with over 5 years professional experience.

| Degree of Match: Less | 0\% |  | 96\% |  | More | 4\% | Short-term Incentive Eligibility: |  | Yes | 7\% | No | 93\% | Years in Position: | Mean |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  | $\begin{aligned} & \text { Num } \\ & \text { Orgs } \end{aligned}$ | Num Obs | 10th \%ile | $\begin{aligned} & \text { 25th } \\ & \text { \%ile } \end{aligned}$ | Median | Mean | 75th \%ile | 90th \%ile | Num Obs | Your Mean |  | Your Mean Compared to Market Median |  | ur Mean pared to et Mean |
| Incumbent Profile |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Number of Direct Reports |  | 2 | 3 | -- | -- | -- | -- | -- | -- | 0 | -- |  | -- |  | -- |
| Number of Indirect Reports |  | 0 | 0 | -- | -- | -- | -- | -- | -- | 0 | -- |  | -- |  | -- |
| All Participants Analysis* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Base Pay - Incumbent Weighted |  | 12 | 45 | 52,306 | 57,124 | 60,892 | 64,886 | 72,938 | 81,829 | 1 | 82,000 |  | 134.7\% |  | 126.4\% |
| Base Pay - Incentive Eligible |  | 3 | 3 | -- | -- | -- | -- | -- | -- | 1 | 82,000 |  | -- |  | -- |
| Base Pay - Not Incentive Eligible |  | 9 | 42 | 52,153 | 56,982 | 60,001 | 63,206 | 69,071 | 77,804 | 0 | -- |  | -- |  | -- |
| Short-term Incentive - Receiving |  | 2 | 2 | -- | -- | -- | -- | -- | -- | 0 | -- |  | -- |  | -- |
| Short-term Incentive Target Percent |  | 2 | 2 | -- | -- | -- | -- | -- | -- | 1 | 1.0 |  | -- |  | -- |
| Actual Incentive as Percent of Pay |  | 2 | 2 | -- | -- | -- | -- | -- | -- | 0 | -- |  | -- |  | -- |
| Target Total Cash Compensation |  | 2 | 2 | -- | -- | -- | -- | -- | -- | 1 | 82,820 |  | -- |  | -- |
| Total Cash Compensation |  | 12 | 45 | 52,306 | 57,124 | 60,892 | 65,216 | 72,938 | 81,829 | 1 | 82,000 |  | 134.7\% |  | 125.7\% |
| Total Cash Compensation Receiving |  | 2 | 2 | -- | -- | -- | -- | -- | -- | 0 | -- |  | -- |  | -- |

* More than $30 \%$ of sample provided by one organization


## Compensation Benchmark Survey, Sponsored by California Institute for Regenerative Medicine

## Position Profile

## 830 Executive Assistant

 business travel from booking to material coordination to prepared agendas. Manage all scheduling and electronic calendar management. Coordinates all meetings, all documents/information needed and meeting logistics such as menu planning, transportation arrangements and audio/visual equipment. Typically requires a Bachelor's degree with $2-5$ years professional experience.


[^1]
## 2007 Compensation Benchmark Survey, Sponsored by California Institute for Regenerative Medicine

## Position Profile

$900 \quad$ Chief Scientific Officer (CSO)/ Top Research and Development Executive
This is the top scientific position in the organization with responsibility for scientific direction, implementation and monitoring to achieve the organization's strategic research and development goals in consultation with executive leadership of the organization and with the Board of Directors. Oversees science-related policy development and implementation. Represents the organization's interests internally and externally broadly and on all science, science policy-related and other science-related matters. Responsible for the staffing and supervision of scientific and scientific activity related staff and support staff. Requires a M.D. or a Ph.D. in a biomedical science and 10-15 years of relevant professional experience. Typically reports to the President/Chief Executive Officer.

| Degree of Match: Less | 11\% |  | Equal | 78\% |  |  | More | 11\% | Short-term Incentive Eligibility: |  | Yes | 33\% | No 67\% | Years in Position: | Mean 6 |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  | Num Orgs |  | Num Obs |  | $\begin{aligned} & \text { 10th } \\ & \text { \%ile } \end{aligned}$ | 25th \%ile | Median | Mean | 75th \%ile | 90th \%ile | Num Obs | Your Mean | Your Mean Compared to Market Median |  | Mean ared to Mean |
| Incumbent Profile |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Number of Direct Reports |  |  | 5 | 6 | 6 | -- | -- | 13 | 15 | -- | -- | 1 | 11 | 84.6\% |  | 74.2\% |
| Number of Indirect Reports |  |  | 2 | 2 | 2 | -- | -- | -- | -- | -- | -- | 0 | -- | -- |  | -- |
| All Participants Analysis |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Base Pay - Incumbent Weighted |  |  | 8 | 9 | 9 | -- | 218,000 | 239,500 | 285,976 | 370,060 | -- | 1 | 199,650 | 83.4\% |  | 69.8\% |
| Base Pay - Incentive Eligible |  |  | 2 | 3 | 3 | -- | -- | -- | -- | -- | -- | 0 | -- | -- |  | -- |
| Base Pay - Not Incentive Eligible |  |  | 6 | 6 | 6 | -- | -- | 236,400 | 244,646 | -- | -- | 1 | 199,650 | 84.5\% |  | 81.6\% |
| Short-term Incentive - Receiving |  |  | 2 | 3 | 3 | -- | -- | -- | -- | -- | -- | 0 | -- | -- |  | -- |
| Short-term Incentive Target Percent |  |  | 2 | 3 | 3 | -- | -- | -- | -- | -- | -- | 0 | -- | -- |  | -- |
| Actual Incentive as Percent of Pay |  |  | 2 | 3 | 3 | -- | -- | -- | -- | -- | -- | 0 | -- | -- |  | -- |
| Target Total Cash Compensation |  |  | 2 | 3 | 3 | -- | -- | -- | -- | -- | -- | 0 | -- | -- |  | -- |
| Total Cash Compensation |  |  | 8 | 9 | 9 | -- | 222,150 | 240,000 | 309,595 | 392,867 | -- | 1 | 199,650 | 83.2\% |  | 64.5\% |
| Total Cash Compensation Receiving |  |  | 2 | 3 | 3 | -- | -- | -- | -- | -- | -- | 0 | -- | -- |  | -- |

## 2007 Compensation Benchmark Survey, Sponsored by California Institute for Regenerative Medicine

## Position Profile

## 910 Second-Level Research and Development Executive

Plans and devises the research and development programs, policies and procedures in consultation and collaboration with the Chief Scientific Officer and key stakeholders to implement and

 at least 10 years of relevant professional experience. Typically reports to the Chief Scientific Officer or to the President/Chief Executive Officer.


[^2]
## 2007 Compensation Benchmark Survey, Sponsored by California Institute for Regenerative Medicine

## Position Profile

## 920 Senior-Level Scientist

Responsible for the planning, development, review, administration, monitoring and reporting of a portfolio of scientific programs that address the organization's strategic research and development goals. Keeps abreast of scientific status, needs and priorities within program areas of responsibility though communications with investigators, the conduct of workshops or conferences and attendance at scientific meetings. May participate in the development of scientific administrative procedures and scientific administrative policies. Represents the organization externally at scientific conferences, at public meetings and at other venues as required. Requires a M.D. or a Ph.D. in a biomedical science and at least 5 years of relevant professional experience. Typically reports to the Top or Second-Level Research and Development Executive.

| Degree of Match: Less | 0\% |  | Equal | 75\% |  | More | 25\% | Short-term | Incentive Eligibility: | Yes | 1\% | No 99\% | Years in Position: | Mean | 13 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  | Num Orgs |  | Num Obs | 10th \%ile | $\begin{aligned} & \text { 25th } \\ & \% \text { ile } \end{aligned}$ | Median | Mean | 75th \%ile | 90th <br> \%ile | Num Obs | Your Mean | Your Mean Compared to Market Median | Your Mean Compared to Market Mean |  |
| Incumbent Profile |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Number of Direct Reports |  | 3 | 3 | 58 | -- | -- | -- | -- | -- | -- | 0 | -- | -- |  | -- |
| Number of Indirect Reports |  | 1 | 1 | 14 | -- | -- | -- | -- | -- | -- | 0 | -- | -- |  | -- |
| All Participants Analysis* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Base Pay - Incumbent Weighted |  | 6 | 6 | 142 | 68,220 | 83,087 | 105,246 | 128,877 | 164,575 | 219,844 | 2 | 125,004 | 118.8\% |  | 97.0\% |
| Base Pay - Incentive Eligible |  | 1 | 1 | 2 | -- | -- | -- | -- | -- | -- | 2 | 125,004 | -- |  | -- |
| Base Pay - Not Incentive Eligible |  |  | 6 | 140 | 68,188 | 83,328 | 105,246 | 128,654 | 162,771 | 219,064 | 0 | -- | -- |  | -- |
| Short-term Incentive - Receiving |  | 1 | 1 | 2 | -- | -- | -- | -- | -- | -- | 0 | -- | -- |  | -- |
| Short-term Incentive Target Percent |  |  | 1 | 2 | -- | -- | -- | -- | -- | -- | 2 | 1.0 | -- |  | -- |
| Actual Incentive as Percent of Pay |  |  | 1 | 2 | -- | -- | -- | -- | -- | -- | 0 | -- | -- |  | -- |
| Target Total Cash Compensation |  |  | 1 | 2 | -- | -- | -- | -- | -- | -- | 2 | 126,254 | -- |  | -- |
| Total Cash Compensation |  |  | 6 | 142 | 68,365 | 83,087 | 105,246 | 129,194 | 164,575 | 219,844 | 2 | 125,004 | 118.8\% |  | 96.8\% |
| Total Cash Compensation Receiving |  | 1 | 1 | 2 | -- | -- | -- | -- | -- | -- | 0 | -- | -- |  | -- |

[^3]
## 2007 Compensation Benchmark Survey, Sponsored by California Institute for Regenerative Medicine

## Position Profile

## 930 Intermediate-Level Scientist

 responsible for one (or more) scientific program(s). Keeps abreast of scientific status, needs and priorities within a program area of responsibility through communications with investigators,
 venues as required. Requires a M.D. or Ph.D. in a biomedical science at least 2 years of relevant professional experience. May report to the Top or Second-Level Research and Development Executive.


## 2007 Compensation Benchmark Survey, Sponsored by California Institute for Regenerative Medicine

## Position Profile

## 940 Grants Management Officer

Responsible for the business management and all non-programmatic aspects of grants and other awards in compliance with all applicable laws, regulations and policies to ensure proper stewardship of approved and awarded funds. Responsible for grant administration policies and procedures and for keeping them current and compliant relative to governing laws and regulations. Represents the organization externally and internally on grants administration policies and procedures. Supervises grants management office staff. Requires a Bachelor's or Master's degree in Business Administration, Accounting or related field with relevant professional experience. May report to the Chief Scientific Officer.

| Degree of Match: Less | 0\% | Equal | 100\% |  | More | 0\% | Short-term Incentive Eligibility: |  | Yes | 8\% | No | 92\% | Years in Position: | Mean 6 |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  |  | Num Obs | $\begin{aligned} & \text { 10th } \\ & \text { \%ile } \end{aligned}$ | $\begin{aligned} & \text { 25th } \\ & \text { \%ile } \end{aligned}$ | Median | Mean | 75th \%ile | 90th \%ile | Num Obs | Your Mean |  | Your Mean Compared to Market Median |  | ur Mean ared to <br> Mean |
| Incumbent Profile |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Number of Direct Reports |  | 5 | 5 | -- | -- | 3 | 4 | -- | -- | 0 | -- | - | -- |  | -- |
| Number of Indirect Reports |  | 1 | 1 | -- | -- | -- | -- | -- | -- | 0 | -- | - | -- |  | -- |
| All Participants Analysis* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Base Pay - Incumbent Weighted |  | 8 | 13 | 67,370 | 78,874 | 95,027 | 105,937 | 137,804 | 160,000 | 1 | 105,000 |  | 110.5\% |  | 99.1\% |
| Base Pay - Incentive Eligible |  | 1 | 1 | -- | -- | -- | -- | -- | -- | 1 | 105,000 |  | -- |  | -- |
| Base Pay - Not Incentive Eligible |  | 7 | 12 | 66,726 | 78,038 | 91,576 | 104,349 | 139,206 | 162,500 | 0 | -- | - | -- |  | -- |
| Short-term Incentive - Receiving |  | 1 | 1 | -- | -- | -- | -- | -- | -- | 0 | -- | - | -- |  | -- |
| Short-term Incentive Target Percent |  | 1 | 1 | -- | -- | -- | -- | -- | -- | 1 | 1.0 |  | -- |  | -- |
| Actual Incentive as Percent of Pay |  | 2 | 7 | -- | -- | -- | -- | -- | -- | 0 | -- | - | -- |  | -- |
| Target Total Cash Compensation |  | 1 | 1 | -- | -- | -- | -- | -- | -- | 1 | 106,050 |  | -- |  | -- |
| Total Cash Compensation |  | 8 | 13 | 0 | 0 | 0 | 70,847 | 0 | 0 | 1 | 105,000 |  | \#DIV/o! |  | 148.2\% |
| Total Cash Compensation Receiving |  | 1 | 1 | -- | -- | -- | -- | -- | -- | 0 | - | - | -- |  | -- |

[^4]
## Compensation Benchmark Survey, Sponsored by California Institute for Regenerative Medicine

## Position Profile

## 950 Grants Management Specialist

Responsible for the day-day business management of a portfolio of awards. Ensures that grants and other funding agreements are awarded, administered and terminated in accordance with established policies and procedures. Point of contact internally and externally on the business and administrative aspects and reporting of awards. Typically requires a Bachelor's degree and relevant professional experience. Reports to the Grants Management Officer.


## Compensation Benchmark Survey, Sponsored by California Institute for Regenerative Medicine

Position Profile

## 960 Grants Management Technical Assistant

Responsible for administrative support to all pre - approval activities for funding awards. Manages the receipt, processing, tracking and retention of proposals and all associated documents in accordance with established policies and procedures. Point of contact for applicants. Coordinates technical reviews, workshops and conferences; responsible for all administrative and logistical support. May provide other administrative support as required. Typically requires a Bachelor's degree.

| Degree of Match: Less | 0\% | Equal | 100\% |  | More | 0\% | Short-term Incentive Eligibility: |  | Yes | 5\% | No 95\% | Years in Position: | Mean |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  | $\begin{aligned} & \text { Num } \\ & \text { Orgs } \end{aligned}$ | Num Obs | 10th \%ile | $\begin{aligned} & \text { 25th } \\ & \text { \%ile } \end{aligned}$ | Median | Mean | 75th \%ile | 90th \%ile | Num Obs | Your Mean | Your Mean Compared to Market Median |  | ur Mean pared to at Mean |
| Incumbent Profile |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Number of Direct Reports |  | 0 | 0 | -- | -- | -- | -- | -- | -- | 0 | -- | -- |  | -- |
| Number of Indirect Reports |  | 0 | 0 | -- | -- | -- | -- | -- | -- | 0 | -- | -- |  | -- |
| All Participants Analysis* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Base Pay - Incumbent Weighted |  | 6 | 19 | 37,092 | 37,956 | 43,536 | 47,018 | 56,200 | 60,000 | 3 | 50,839 | 116.8\% |  | 108.1\% |
| Base Pay - Incentive Eligible |  | 1 | 1 | -- | -- | -- | -- | -- | -- | 3 | 50,839 | -- |  | -- |
| Base Pay - Not Incentive Eligible |  | 5 | 18 | 37,092 | 37,740 | 42,102 | 46,019 | 53,425 | 59,236 | 0 | -- | -- |  | -- |
| Short-term Incentive - Receiving |  | 1 | 1 | -- | -- | -- | -- | -- | -- | 1 | 520 | -- |  | -- |
| Short-term Incentive Target Percent |  | 1 | 1 | -- | -- | -- | -- | -- | -- | 3 | 1.0 | -- |  | -- |
| Actual Incentive as Percent of Pay |  | 1 | 1 | -- | -- | -- | -- | -- | -- | 1 | 1 | -- |  | -- |
| Target Total Cash Compensation |  | 1 | 1 | -- | -- | -- | -- | -- | -- | 3 | 51,347 | -- |  | -- |
| Total Cash Compensation |  | 6 | 19 | 37,092 | 37,956 | 43,536 | 47,550 | 56,200 | 60,000 | 3 | 51,012 | 117.2\% |  | 107.3\% |
| Total Cash Compensation Receiving |  | 1 | 1 | -- | -- | -- | -- | -- | -- | 1 | 52,528 | -- |  | -- |

[^5]
## Survey Methodology

Standardized survey methodologies that have proven effective in surveys of a national scope were used.

The questionnaire was modified to incorporate survey sponsor suggestions. The survey questionnaire was made available to organizations via e-mail on May 22, 2007. Participants were asked to provide information regarding financial data and compensation levels effective April 1, 2007. Prospective survey participants were asked to return their completed survey questionnaires by May 30, 2007. To ensure a meaningful report, questionnaires were accepted through September 25, 2007

Data submissions were thoroughly screened for consistency and thoroughness of responses. An incumbent is deemed to be a match to the position when at least $80 \%$ of the work defined in the position description is performed by the incumbent. Electronic submissions were electronically audited for format and value consistency. Ambiguous or incorrect responses were clarified/corrected by follow-up communications.

All survey data were input, verified, and edited to ensure accuracy. The database was then compiled. Computerized diagnostic programs were used to identify statistical anomalies (responses that were significantly above or below all other responses). Those irregularities tend to skew the survey data and should not be included in the survey database without a thorough explanation. In all cases, those anomalies were explained by supplemental data that were collected in follow-up phone calls.

To protect the confidentiality of survey data, average salaries for fewer than four cases are not reported. Insufficient or statistically meaningless data were suppressed. A dash (--) appears in the survey report where there is inadequate or no response. Mercer assures participants that all data will be held in strictest confidence and that no individual data have been or will be released to individual organizations.

Providing survey results scoped by organization size (operating budget), location, or responsibility level (number of direct reports) was explored. It was determined that the market data confidentiality would be compromised if such scope breaks were incorporated into the survey results.

Percentages in columns may not add up to 100 percent when organizations are given the option to provide more than one response to a specific question. Those responses are valid and are further explained after each table.

For all questions that provide a percentage response, the percentage was calculated based on the number of organizations that responded to each question and not the total number of survey respondents.

Mercer reminds participants to exercise caution in drawing definitive conclusions on data when sample sizes are small (e.g., less than 10 organizations). This could potentially represent an insufficient sample size and not be an accurate reflection of the marketplace.

## Position List

| 100 | Chief Executive Officer/ President/ Dean |
| :--- | :--- |
| 200 | Top Legal Executive/ General Counsel |
| 210 | Associate General Counsel |
| $220^{*}$ | Policy Director |
| $230^{*}$ | Legislative Director |
| 300 | Public Relations Director |
| 400 | Chief Financial Officer |
| 410 | Finance Director |
| 500 | Top Administrative Executive |
| 510 | Top Facilities Management Executive |
| 600 | Top Human Resource Manager |
| 700 | IT Applications Project Manager |
| 710 | Technology Officer |
| 800 | Corporate Secretary (Non-Legal) / Assistant Secretary (Non-Legal) |
| $810^{*}$ | Project Coordinator |
| 820 | Senior Executive Assistant |
| 830 | Executive Assistant |
| 900 | Chief Scientific Officer (CSO)/ Top Research and Development Executive |
| 910 | Second-Level Research and Development Executive |
| 920 | Senior-Level Scientist |
| 930 | Intermediate-Level Scientist |
| 940 | Grants Management Officer |
| 950 | Grants Management Specialist |
| 960 | Grants Management Technical Assistant |

# 2007 <br> Compensation Benchmark Survey, Sponsored by California Institute for Regenerative Medicine 

## Position Descriptions

## 100 Chief Executive Office/President/Dean

Develops and implements policies and procedures, short- and long-range goals, objectives, and plans. Reports to the Board of Directors. Note: This is a single incumbent position. Only one employee, the most senior individual, per organization entity should be reported

## 200 Top Legal Executivel General Counse

This is the top legal position with responsibility for determining legal posture and interests of the organization. As General Counsel, ensures that business practices, policies, and dealings of the organization meet regulatory requirements to protect the organization from legal action, manages the organization's defense, the interpretation and preparation of legal documents and provides counsel to corporate management on legal matters. Generally serves as or supervises Corporate Secretary (Legal). Responsible for the supervision of the legal staff. Frequently reports to a Chief Executive Officer or Top Administrative Executive. Note: This is a single incumbent position. Only one employee, the most senior individual, per organization entity should be reported.

## 210 Associate General Counsel

Responsible for a legal specialization. Protects the organization's rights in contract negotiations, settlements, and litigation. Ensures compliance of laws and regulations. Advises management on recent changes in laws and regulations that affect the company. Reports to a Top Legal Executive.

## 220 Policy Director

Under general supervision, provides professional support service in the form of scientific/policy research and drafting of reports. May participate in conferences, events and symposia. Performs some administrative tasks such as arranging meetings, developing agendas, and preparing progress reports. Typically requires a PhD, a Master's degree or a JD.

## 230 Legislative Director

Represents the organization's position on legislation and regulatory affairs to elected representatives and their staffs, as well as to officials and staffs in regulatory and other agencies. May represent organization interests in
dealings with trade, industry, or professional organizations. Frequently reports to a Top Executive/General Counsel.

## 300 Public Relations Director

Responsible for administering the organization's public relations program, including public information. Chief responsibility is to increase external understanding and awareness of the organization's objectives and achievements. Writes all press releases for congruence with the public relations program. Frequently reports to a Chief Executive Officer or Top Communications Executive. Note: This is generally a single incumbent position.

## $400 \quad$ Chief Financial Officer

This is the top financial position with responsibility for formulating financial policy and plans. Responsible for planning and directing all or essentially all major staff functions in support of line operations. Specific responsibilities may include supervision of finance and accounting, management information systems, corporate strategic planning and development, human resources, facilities management, central purchasing, internal consulting, and Board relations. Frequently reports to a Chief Executive Officer or Chief Operating Officer.

## 410 Finance Director

Assists the Chief Financial Officer (CFO) in overseeing the financial functions of the organization. Also assists in reviewing policies and procedures related to the organization's accounting practices. May report to the Chief Financial Officer (CFO) or a second level finance executive. Typically requires 5-10 years of progressively responsible experience.

## 500 Top Administrative Executive

Responsible for planning and directing all or essentially all major staff functions in support of line operations. Specific responsibilities may include supervision of finance and accounting, management information systems, corporate strategic planning and development, human resources, facilities management, central purchasing, internal consulting and Board relations. May also be responsible for formulating financial policy and plans in the absence of a CFO position in the organization Frequently reports to a Chief Executive Officer or Chief Operating Officer.

## 510 Top Facilities Management Executive

Responsible for the development of long-range objectives and policies for the maintenance and construction of facilities constructed in various regions throughout the state of approximately $\$ 270 \mathrm{M}$ over a 2-year period. Works directly with board members and senior staff in development of the organization's policies and procedures. Frequently reports to a Top Administrative Executive or Chief Financial Officer.

## 600 Top Human Resource Manager

This is the top human resource management position with responsibility for planning and directing all phases of human resource management including employment, employee relations, compensation, employee training, placement, organizational development, safety, security, drug control, ADA and EEO, and employee assistance. Requires thorough knowledge of human resource policies and procedures as well as applicable laws. Frequently reports to a Chief Executive Officer, Chief Operating Officer or Top Administrative Executive.

## 700 IT Applications Project Manager

This is the information technology applications position with responsibility for the organization's applications systems analysis and programming activities. Provides overall direction and guidance to subcontractors. Responsible for managing development of IT systems. Frequently reports to a Chief Information Officer.

## 710 Technology Officer

Identifies changes and trends in computer and systems technology and interprets their meaning to senior management. Participates in overall business planning, bringing a current knowledge and future vision of technology and systems as related to the organization's competitive position. Determines long-term organization-wide information needs and develops overall strategy for information needs, systems development and hardware acquisition, and integration including mainframe, mini, macro, and client/server computing applications. Acts to ensure integrity of organization-wide data, proprietary information, and related intellectua property through information security and access management. Acts as highest interface with non-technical user functions in determining overall information systems approach. Frequently reports to a Chief Information

Officer or a Top Administrative Executive. Note: This is generally a single incumbent position.

800 Corporate Secretary (Non-Legal) I Assistant Secretary (NonLegal)<br>Oversees the planning and logistics of organization meetings and special events for the Board. Manages meeting schedules of the Board and Subcommittees, prepares the Board/Subcommittee agenda, creates information packages for Board members and selects meeting facilities. Ensures coordination and regular communication with the Board. May be responsible for special events for the Board. Typically requires 5-10 years of experience.

## 810 Project Coordinator

Daily coordination of projects. Tracks progress and identifies/resolves obstacles. Communicates to internal and external clients. Performs administrative tasks such as arranging meetings and developing agendas. May provide assistance in legal/policy research and drafting of reports. Typically requires 5-10 years of experience.

## 820 Senior Executive Assistant

Responsible for all administrative and project support. Handles large amount of incoming/outgoing communications (fielding calls, faxes, emails). Research, arrange and coordinate all aspects of substantial business travel from booking to material coordination to prepared agendas. Manage all scheduling and electronic calendar management. Coordinates all meetings and all documents/information needed. Typically requires a Bachelor's degree with over 5 years professional experience.

## 830 Executive Assistant

Responsible for all administrative support. Handles large amount of incoming/outgoing communications (fielding calls, faxes, e-mails). Research, arrange and coordinate all aspects of substantial business travel from booking to material coordination to prepared agendas Manage all scheduling and electronic calendar management. Coordinates all meetings, all documents/information needed and meeting logistics such as menu planning, transportation arrangements and audio/visual equipment. Typically requires a Bachelor's degree with 2-5 years professional experience.

## 900 Chief Scientific Officer (CSO)/ Top Research and Development Executive

This is the top scientific position in the organization with responsibility for scientific direction, implementation and monitoring to achieve the organization's strategic research and development goals in consultation with executive leadership of the organization and with the Board of Directors. Oversees science-related policy development and implementation. Represents the organization's interests internally and externally broadly and on all science, science policy-related and other science-related matters. Responsible for the staffing and supervision of scientific and scientific activity related staff and support staff. Requires a M.D. or a Ph.D. in a biomedical science and 10-15 years of relevant professional experience. Typically reports to the President/Chief Executive Officer.

## 910 Second-Level Research and Development Executive

 Plans and devises the research and development programs, policies and procedures in consultation and collaboration with the Chief Scientific Officer and key stakeholders to implement and monitor the organization's overall research and development program. Participates in determining scientific direction and in science policy development. Represents the organization's interests internally and externally on science and sciencerelated matters. Supervises scientific and scientific activity related staff and support staff. Requires a M.D. or a Ph.D. in a biomedical science and at least 10 years of relevant professional experience. Typically reports to the Chief Scientific Officer or to the President/Chief Executive Officer.
## 920 Senior-Level Scientist

Responsible for the planning, development, review, administration, monitoring and reporting of a portfolio of scientific programs that address the organization's strategic research and development goals. Keeps abreast of scientific status, needs and priorities within program areas of responsibility though communications with investigators, the conduct of workshops or conferences and attendance at scientific meetings. May participate in the development of scientific administrative procedures and scientific administrative policies. Represents the organization externally at scientific conferences, at public meetings and at other venues as
required. Requires a M.D. or a Ph.D. in a biomedical science and at least 5 years of relevant professional experience. Typically reports to the Top or Second-Level Research and Development Executive

## 930 Intermediate-Level Scientist

Participates in the planning, development, review, administration, monitoring and reporting of scientific programs that address the organization's strategic research and development goals. May be responsible for one (or more) scientific program(s). Keeps abreast of scientific status, needs and priorities within a program area of responsibility through communications with investigators, attendance at scientific meetings, and participation in the conduct of workshops or conferences. Represents the organization externally at scientific conferences, at public meetings and at other venues as required. Requires a M.D. or Ph.D. in a biomedical science at least 2 years of relevant professional experience. May report to the Top or Second-Level Research and Development Executive.

## 940 Grants Management Officer

Responsible for the business management and all non-programmatic aspects of grants and other awards in compliance with all applicable laws, regulations and policies to ensure proper stewardship of approved and awarded funds. Responsible for grant administration policies and procedures and for keeping them current and compliant relative to governing laws and regulations. Represents the organization externally and internally on grants administration policies and procedures. Supervises grants management office staff. Requires a Bachelor's or Master's degree in Business Administration, Accounting or related field with relevant professional experience. May report to the Chief Scientific Officer.

## 950 Grants Management Specialist

Responsible for the day-day business management of a portfolio of awards. Ensures that grants and other funding agreements are awarded, administered and terminated in accordance with established policies and procedures. Point of contact internally and externally on the business and administrative aspects and reporting of awards. Typically requires a Bachelor's degree and relevant professional experience. Reports to the Grants Management Officer.
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960 Grants Management Technical Assistant
Responsible for administrative support to all pre - approval activities for funding awards. Manages the receipt, processing, tracking and retention of proposals and all associated documents in accordance with
established policies and procedures. Point of contact for applicants.
Coordinates technical reviews, workshops and conferences; responsible
for all administrative and logistical support. May provide other
administrative support as required. Typically requires a Bachelor's
degree.


[^0]:    Effective Date: April 1, 2007

[^1]:    * More than $30 \%$ of sample provided by one organization

[^2]:    * More than $30 \%$ of sample provided by one organization

[^3]:    * More than $30 \%$ of sample provided by one organization

[^4]:    * More than $30 \%$ of sample provided by one organization

[^5]:    * More than $30 \%$ of sample provided by one organization

