

**Attachment A
COMPENSATION PROGRAM**

AGENDA ITEM# 4
3/30/06 Governance Subcommittee Meeting

Compensation Benchmark Survey			
Job Overviews			
Survey Position Title	Job Type	Skills and Requirements Needed by CIRM	CIRM Position Title
Dean of School of Medicine/President	1st Level Executive	PhD and/or MD required. The most senior executive in the organization responsible for overseeing all functions and directing the organization to ensure the attainment of goals. Subject to approval of the Board, the position is responsible for the formulation of current and long-range plans and objectives and represents the organization in relations with the business and non-business communities.	President
VP, Research	2nd Level Executive	MD and/or PhD required. The senior executive responsible for scientific research. Provides expertise and advises on scientific and medical research matters. Provides scientific and medical expertise and perspective on the prospects and timelines for the development of stem cell therapies. Collaborates on the short and long-term scientific and medical research strategy, goals, and objectives.	Deputy to the Vice Chair & Director, Scientific Activities
Director, Research	2nd Level Executive	MD or PhD required and acknowledged leader in field as Principal Investigator. Management experience preferred. Conducts the initial scientific merit review of grant applications and research and development of contract proposals. Determining review criteria and structure of review groups. Working with program staff to develop application protocols and initiatives and to facilitate reviews.	Director, Scientific Activities
VP, Marketing	2nd Level Executive	BA required, MBA preferred. The senior executive responsible for all aspects of marketing. Responsible for business and management activities such as preparation of policies and proposals, development of strategic documents, white papers and speeches, liaison responsibilities, budget development and approval. Staff management responsibilities.	Chief of Staff & Chief Communications Officer
General Counsel	2nd Level Executive	JD and passed CA Bar exam. The senior executive responsible for legal concerns. Responsible for all legal functions of Institute. Participates with the Chair, Vice Chair, President and other senior staff in legal issues, policy development and problem resolution.	General Counsel
CFO or VP, Finance / Admin	2nd Level Executive	BS or BA required, MBA strongly preferred. The senior executive responsible for finance and/or administrative operations. Participates with senior staff in planning, policy development and problem resolution. Provides short and long term budget planning and financial analysis of the budget. Supervises and administers all financial and administrative operations, including budgeting, accounting, financial reporting, facilities management, procurement, and human resources.	Chief Administrative Officer
CIO or VP, Information Technology	Director	BS or BA required. Responsible for developing and implementing an IT strategy for Institute. Direct, plan, organize, and manage all activities of CIRM's Information System needs to ensure the effective, efficient and secure operation of all automated data processing systems	Chief Information Officer
Director, Marketing	Director	BS or BA required. Serves as chief strategist on all public policy-related issues related to the work of the organization. Directs, manages, and supervises all aspects of federal, state, and local government interface.	Director, Legislation & Research Policy
Director, HR	Director	BA or BS required. Directs, manages, and supervises all aspects of human resource programs and policies. Makes recommendations to senior management for improvement of policies, procedures, and practices. Participates with President/Dean of School of Medicine and senior staff to address long term workforce planning, recruitment and retention.	Chief Human Resources Officer
Legal Counsel	Director	JD required. Assists the General Counsel on all legal matters. Prepares and drafts appropriate documents as directed by legal counsel. Summarizes and presents legal matters to staff. Interprets laws, rulings and regulations as needed	No CIRM position match
Manager, Grants	Manager	BA or BS required. MBA or PH.D. preferred. Oversees, directs and facilitates the business-related and financial grants management functions of the institute to ensure an overall high quality of grants administration across all CIRM programs. Primary advisor on grants policy matters for CIRM institute staff, grantees and others interested in the business management aspects of the granting process.	Grants Management Officer
Manager, Marketing Communication	Manager	BA or BS required. Responsible for business activities such as events planning for state wide committee meetings, coordination with Communications Office on national and world wide media issues and inter-organization communication effectiveness. Oversees the creation of an outreach program with appropriate communities. Staff management responsibilities.	Deputy Chief of Staff

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Manager, Events and Tradeshows	Manager	BA or BS required. Manages the arrangements for all meetings including location and logistics such as negotiating contracts, transcription of proceedings, audio-visual, etc. Preparation of all materials for the board members, staff and preparation of and posting of notices in accordance with legal requirements on the web site. Directs the follow up activities and tracking assignments back to staff from meeting decisions.	Director, ICOC Board Relations
Manager, Regulatory Affairs	Manager	BA or BS required. Serves as strategic director for partnerships and communications with patient and medical organizations. Directs, manages, and supervises all aspects of interface with patient advocacy groups and medical associations. Communicates regularly with disease advocacy representatives and coordinates special projects with the disease advocacy group representatives.	Director, Patient & Medical Organization Relations
Marketing Communication Specialist	Professional	BA or BS required. Provides accessible and regular information relative to the primary objectives of the CIRM to the public. Assists Chief Communications Officer in developing both long and short term print, radio, television, and internet communications strategies for the CIRM and plays a lead role in implementation of these strategies. Assists Chief Communications Officer in managing the public relations firm.	Senior Communications Specialist
Manager, Clinical Sciences Liaison	Manager	BA or BS required. Serves as liaison between organizational working groups and head officer. Assists with preparation of reports from working groups. Analyzes and prepares reports on current stem cell research protocols.	Chairman's Liaison to the Working Groups
Principal Research Scientist	Professional	PhD or MD required with a minimum of 12+ years experience in a research and/or development environment. Private investigator experience preferred. Responsible for one of two areas: (1) Conducting the initial scientific merit review of grant applications and research and development of contract proposals. Determining review criteria and structure of review groups. Working with program staff to develop application protocols and initiatives and to facilitate reviews; or (2) All aspects of extramural science programs, including: Program planning, development, implementation, analysis, and evaluation of science programs; Grants and portfolio scientific management.	Scientific Program Officer II/Scientific Review Officer II
Senior Research Scientist	Professional	PhD or MD required with a minimum of 8+ years experience in a research and/or development environment. Private investigator experience preferred. Responsible for one of two areas: (1) Conducting the initial scientific merit review of grant applications and research and development of contract proposals. Determining review criteria and structure of review groups. Working with program staff to develop application protocols and initiatives and to facilitate reviews; or (2) All aspects of extramural science programs, including: Program planning, development, implementation, analysis, and evaluation of science programs; Grants and portfolio scientific management.	Scientific Program Officer I/Scientific Review Officer I
Research Scientist 3	Professional	PhD or MD required with a minimum of 5+ years experience in a research and/or development environment. Private investigator experience preferred. Responsible for one of two areas: (1) Conducting the initial scientific merit review of grant applications and research and development of contract proposals. Determining review criteria and structure of review groups. Working with program staff to develop application protocols and initiatives and to facilitate reviews; or (2) All aspects of extramural science programs, including: Program planning, development, implementation, analysis, and evaluation of science programs; Grants and portfolio scientific management.	Scientific Program Officer I/Scientific Review Officer I
Marketing Analyst	Professional	BA or BS required. Responsible for research requests. Maintains a current portfolio of research issues and policies throughout the world. Supports the monitoring and administration of the budget including procurement and service agreements. Coordinates patient medical organization lecture series including meeting logistics, relationship development with scientists and patients. Establishes and develops relationships with state wide and national patient and medical organizations to improve and increase educational outreach.	Senior Administrative Coordinator
Executive Assistant or Admin Assistant	Professional	BA or BS preferred. Assists senior staff to schedule dates, locations, and additional necessary logistics for meetings. Prepares materials for distribution at meetings and subcommittees, as directed. Organizes and maintains accurate publicly accessible records of all meetings and its subcommittees, within the legal guidelines provided by legal counsel.	Administrative/Meeting Coordinator, Grants Technical Assistant