

## Posting Preview

Job Requisition	
Requisition Number:	03020890
Recruitment Open To:	UCD/UCDHS Employees and General Public
For Full Consideration Apply By:	02-23-2018
Closing Date:	
Position:	Research Compliance & Integrity Support Analyst
Payroll Title	RSCH CMLPNC ANL 1
Number of Positions:	1
Salary:	\$18.77-\$38.51/HR
Appointment Type:	Contract
Appointment Description:	100% Fixed; M-F, 8:00 a.m. - 5:00 p.m. 1 Year Contract from date of hire with the possibility of extension depending on funding.
Overtime Eligible: (FLSA)	Non-Exempt
Union/HEERA Representation:	
Department:	RESEARCH COMPLIANCE & INTEGRITY(RCI) - 061797
Department Description:	The Office of Research (OR) serves as the catalyst for advancing the research mission at UC Davis. The OR currently oversees 21 research units, special research programs and projects, and central facilities with over 1,100 employees and annual expenditure and recharge income in excess of \$155 Million. In addition, OR oversees 15 administrative units, the campus-wide Research Core Facilities Program, campus-wide research funding programs of \$3.2 Million, and the Animal Use and Care Program.
Location:	Davis
<b>Position Details</b>	
Job Summary:	<p>Under general supervision of the Director, Research Compliance and Integrity (Dir, RCI), participate in the day-to-day coordination of RCI's research compliance activities involving Responsible Conduct in Research Program (RCR), Financial Conflict of Interest (FCOI), Human Anatomical Specimen and Tissue Oversight Committee (HASTOC) and other compliance areas (Stem Cell Research Oversight (SCRO and Export Control (EC)) as needed in a highly complex, confidential and fast-paced work environment.</p> <p>As part of the RCI compliance team, provide administrative, analytical and program management support for matters relating to RCI's daily responsibilities including understanding the requirements of RCI to prioritize activities according to urgency and need. Independently assess and resolve questions and issues that arise within the day-to-day functions of the RCI unit.</p> <p>Provide assistance on research compliance matters that are sensitive or</p>

	<p>complex in nature, requiring a high level of analytical skill, independence, and initiative to accomplish. Conduct initial review &amp; file submitted disclosures through eCOI databases or campus mail. Point-of-contact for all investigators, departments and administrative offices related to FCOI matters. Point-of-contact for all investigators, departments &amp; admin offices related to SCRO matters.</p>
Physical Demands:	<p>Maneuver or lift paper materials with the use of hand cart/dolly weighing up to 10 lbs.</p> <p>View display monitor for extended periods of time.</p> <p>Sit at work station for extended periods of time.</p>
Work Environment:	<p>Work in a busy office with constant interruptions, traffic, and noise from computers, printers, ringing telephones, and conversations.</p> <p>Work occasional overtime and varied lunch hours.</p> <p>May use headset device.</p> <p>UC Davis is a smoke and tobacco free campus effective January 1, 2014. Smoking, the use of smokeless tobacco products, and the use of unregulated nicotine products (e-cigarettes) will be strictly prohibited on any UC Davis owned or leased property, indoors and outdoors, including parking lots and residential space. Additional information and specifics regarding the policy are available at <a href="http://breathefree.ucdavis.edu/">http://breathefree.ucdavis.edu/</a>.</p>
<b>Qualifications</b>	
Minimum Qualifications:	<p>Experience interpreting state and federal regulations in a compliance context. relating to research compliance regulations.</p> <p>Project management skills to manage and coordinate complex projects.</p> <p>Analytical skills to research, collect, and interpret data to respond to requests, anticipate consequences of decisions and make recommendations.</p> <p>Skills to develop and implement print and interactive course materials and training programs in various formats such as online or in person for target audiences.</p> <p>Experience researching, writing, editing and proofreading communication materials using grammar and language creatively to create training materials and various documents.</p> <p>Experience organizing and facilitating logistics of large and small seminars, conferences, presentations, and/or workshops.</p> <p>Experience supporting and managing complex committees in a university or professional office setting.</p> <p>Experience performing complex administrative support functions for a senior manager in an executive/professional office environment, including managing electronic calendars, scheduling and coordinating large and complex meetings and special events.</p> <p>Interpersonal, verbal, and written communication skills to communicate complex technical and legal materials in a clear, concise, and professional manner to a diverse population.</p> <p>Extensive experience using various software programs (word processing, spreadsheets, databases, electronic mail, internet, presentation software, etc.).</p>

Preferred Qualifications:	<p>Experience interpreting state and federal regulations in areas relating to research compliance regulations.</p> <p>Knowledge of and skills to assimilate, analyze, monitor and implement compliance with UCD campus and departmental personnel policies and procedures.</p> <p>Knowledge of the relative roles of faculty, staff and administrators, and the protocols for communications and interactions between these parties in the university environment.</p> <p>Knowledge of UC policies and procedures.</p> <p>Critical thinking skills to handle sensitive or difficult situations diplomatically.</p> <p>Time management skills to extract information, determine level and scope of impact, evaluate risks/consequences and develop creative solutions using independent judgment while maintaining confidentiality.</p> <p>Mathematical skills to analyze and prepare statistical reports.</p> <p>Skills to present complex technical and legal materials in a clear, concise and professional manner.</p>
Search Category:	
Background Check:	Yes