

## Position Summary

### Employee Details

Employee First Name:

Employee Last Name:

Open Position

Employee ID:

### Classification

Payroll Title:

ANALYST II

Payroll Title Code:

7235

Job Group:

B08

Overtime Eligible:  
(FLSA)

Non-Exempt

Employee Relations Unit:  
(Bargaining Unit)

99

Representation:

Uncovered

Salary Grade:

2

### Position Description

Position Number:  
(Assigned when added to Library)

02014887

Dept:

VICE CHANCELLOR - RESEARCH - 061010

Position:

RESEARCH ADMINISTRATION SUPPORT ANALYST

HEERA/Union Representation:

This position is not represented by a collective bargaining unit

### IMMEDIATE SUPERVISOR

Supervisor Name:

Cindy Kiel

Supervisor Payroll Title:

0209 - VICE CHAN ASC

Supervisor Phone Number:

530 754 1184

### POSITION DETAILS

Job Summary:

Under general supervision, provide analytical support and planning for projects and programs under Research Administration in the Office of Research. Support projects that are sensitive or complex in nature that require critical thinking skills, independence and initiative in execution and implementation.

Understand the requirements of the Executive Associate Vice Chancellor in order to support and prioritize requests and activities from areas within Research Administration (ethics, compliance, human subjects, sponsored programs, research misconduct, strategic initiatives, electronic research

administration systems, business/finance, and HR).

Conduct project implementation, consultation, evaluation, research and analysis. Implement and maintain project plans and strategic initiatives, department communications, schedules and the Research Administration budget.

Campus Job Scope:

Department Specific Job Scope:

Arrange and keep records of campus-wide strategic committees and task forces for policy development and best practices. Analyze data resulting from committee activities and campus-wide surveys.

Positions Supervised:

NA

Essential Responsibilities:

#### 50% PROGRAM AND PROJECT MANAGEMENT

Manage diverse array of strategic initiatives for Office of Research in areas of core facilities, institutional metrics, compliance, administration, contract and resources. Serve as first point of contact for questions and issues. Support projects and processes across units that involve collaboration and strict adherence to deadlines; interpret, apply & adhere to OR internal protocol and University policies/procedures; develop project timelines and analyze progress and resource utilization. Independently perform analyses, including those which require gathering data and collecting information from various internal/external sources. Through analysis and creative solution design, provide recommendations to improve business processes. Engage in problem-solving and preparing documents which result in written reports & presentations. Oversee and/or assist with implementation of new procedures as requested. Design and format reports for ease of presentation and understanding.

#### 20% COMMITTEE MANAGEMENT

Direct and support launch of new strategic initiatives. Oversee the coordination of various high-level committees co-chaired, convened or attended by the VC/EAVC/AVC such as HASTOC, CODVC, ACCD, etc. In collaboration with the EAVC arrange & schedule meetings with senior-level executives of a confidential or sensitive nature. Coordinate logistics, identify key areas & develop objectives, background information and agendas. Provide research and analysis of information and historical data, staff support for meetings including minute preparation, tracking and coordination of action and follow-up items and reporting. Draft committee reports and distribute agendas and minutes at all follow up meetings. Work with campus units at every level to ensure critical supplemental actions are completed. Collaborate with EAVC to develop and implement work plans and time lines to present to VC, AVCs, Directors, Managers, Faculty, Campus Community, staff and/or external stakeholders. Develop and/or maintain a database to monitor ongoing initiatives and track progress against time lines & goals. Track initiatives and provide EAVC with timely progress assessments across all projects; work with initiative leads to resolve and/or escalate issues to leadership for resolution. Coordinate & support special working meetings to review targeted initiatives, communicate information & provide updates.

#### 15% WRITING AND COMMUNICATIONS

Under guidance from the EAVC interface with the Vice Chancellor/AVCs/faculty/directors/ staff/campus community and external constituents to coordinate special projects between business and finance, IT, HR & OR's research units. Prepare and present detailed research reports and analytical findings utilizing word processing, spreadsheet, presentation and graphic design applications. Compose communications and non-routine and/or highly complex or confidential memoranda, correspondence and

directives. Develop presentations and other supplementary materials to support OR's campus outreach efforts. Cultivate relationships with strategic partners & prospective clients to support OR's research mission and objectives.

#### 15% CALENDARING AND TRAVEL

Provide high-level analytical assistance to leadership across major scope of responsibilities. Ensure calendars are updated and appropriately annotated with specific details related to scheduled meetings and appointments. Coordinate travel arrangements including transportation, hotel accommodations, meeting registration, etc.; prepare itineraries. Deal with confidential, sensitive information and issues. Maintain working files. Prepare relevant supporting information for leadership in preparation of conferences, meetings, budgets & presentations. Upon request provide backup support to other analysts as required.

-Sit at computer for extended periods of time (6-8 hrs. per day)

#### Physical Demands:

-Move/manipulate supplies and equipment of various weights (up to 25 lbs) using a cart and/or hand truck.

-Work flexible schedule and occasional overtime during lunch hour, evenings/nights, weekends and holidays, usually on short notice to meet operational needs.

#### Work Environment:

-Work in an area where there is constant traffic and noise from office machines, telephones, and conversations.

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.

#### Background Check Required:

*This position is a critical position and subject to a background check. Employment is contingent upon successful completion of background investigation including criminal history and identity checks.*

Yes

#### QUALIFICATIONS

##### Minimum Qualifications:

- Experience developing and implementing plans, and coordinating activities for projects and initiatives in a large comprehensive program.
- Project management skills to develop, evaluate and direct projects, handle multiple priorities, monitor ongoing strategic initiatives and track progress and manage tight time lines with attention to details.
- Writing, editing and proofreading skills to quickly and accurately produce letters, memos, reports, press releases for target audiences. Update website content using appropriate grammar and punctuation.
- Verbal communication and interpersonal skills to interpret and explain policies and procedures; to establish and maintain working relationships with people from diverse backgrounds at varying organizational levels; to handle sensitive situations diplomatically and to facilitate or negotiate resolution of problems.
- Experience managing electronic calendars, and scheduling and

coordinating large, complex meetings, conferences and special events.

- Experience creating and maintaining databases including manipulating and extracting data for spreadsheets, and producing reports.

- Computer skills and experience in Microsoft Suite including Access, Excel, Word, Outlook, and web editing software to manipulate text files and work from a variety of sources (databases, Word files, plain text files, PDF, email, etc.).

- Skills to conduct research and analyze information from multiple sources, summarizing findings into clear and concise written format using text, graphs, tables, etc., to respond to requests for information from leadership, external stakeholders, state and/or federal agencies.

- Experience working in a customer service driven environment

- Knowledge of UC Davis and campus resources.

- Knowledge of UCD campus organizational structure.

Preferred Qualifications:

- Skills to prepare short and long-term strategic planning reports.

- Experience working in an academic institution of significant complexity and breadth

- Skills to interpret university policies and procedures

#### SIGNATURES

\_\_\_\_\_  
**Employee**

I have read this position description and understand its contents.

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor**

This position description accurately describes the essential responsibilities assigned to this position..

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Department Head**

This position description accurately describes the essential responsibilities assigned to this position..

\_\_\_\_\_  
**Date**