

## Position Description

Position Description	
Report Run Date	Aug 12 2019 10:21AM
Position Number:	02021436
Dept:	VICE CHANCELLOR - RESEARCH - 061010
Position:	BUSINESS OFFICER- ANIMAL CARE PROGRAM
Approved Payroll Title Code:	7377
Approved Payroll Title:	ADMIN OFCR 3
Approved MSP Salary Grade:	
Approved PSS Salary Grade:	PSS22
<b>POSITION DETAILS</b>	
Job Summary:	<p>Under direction of the Executive Director, Finance and Business Operation with a dotted reporting line to the Director, Human Resources, the Business &amp; Personnel Officer (BPO) is responsible for directing the administrative, financial, human resources, and facility activities at TRACS (Teaching and Research Animal Care Services), CVS (Campus Veterinary Services) and IACUC (Institutional Animal Care and Committee) Office.</p> <p>The BPO plays a key role in coordinating the development of short and long-range strategic business plans for the Animal Care Program. Systematically monitor and prioritize goals to achieve the mission and vision of the program. Develop and oversee the delivery of effective human resources programs and procedures in compliance with applicable laws, policies, regulations, and established best practices. Actively participate in the planning and enhancement of all business activities.</p> <p>Responsible for program management and financial analyses; development of the internal and external recharge rate, contract negotiations with vendors and collaborators; contract processing and management. Provide direction to ensure integrity and quality of customer service within operations management; human resources and organizational management; collaboration with institutions and other strategic partners; and business development.</p> <p>Utilize communication strategies to ensure effective information exchange between the department, the division, and the larger institution. Develop policies and procedures affecting a wide range of administrative activities; review and disseminate UC policy and procedure governing these activities. Coordinates grant proposals, and annual progress reports. Manages procurement cost controlling and rate setting. Represent the Animal Care Program in campus administrative matters.</p>
Campus Job Scope:	
Department Specific Job Scope:	
Positions Supervised:	DIRECT SUPERVISION: 3.0 "___" Assistant 3 1.0 "___" Assistant 2
	45% BUSINESS MANAGEMENT/STRATEGIC PLANNING

Collaborate with Leadership to develop/implement long /short-term strategic plans for effective finance, HR & facility mgmt to achieve operational results/program objectives. Manage sustainable financial model to advance the ACP vision by providing direction on fiscal/business activities. Prepare annual operating budgets & monthly financial reports w/ revenue/expense projections. Oversee business affairs ensuring compl w/ UC/regulatory policies. Ensure adherence w/ State/Federal regulations. Oversee acquisition, allocation & mgmt of resources required to conduct/grow the ACP as a service organization. Create/maintain/enforce IACUC policies/procedures, ensuring processes meet/exceed appropriate agency guidelines & clients using facilities, receive quality services & exemplary animal care. Participate in developing a comprehensive integrated ACP application for campus animal purchasing, husbandry, colony mgmt, veterinary services/health & IACUC compl. Manage internal systems that record animal purchases, services & census. Prepare mgmt reports & Identify streamlined approaches to fulfill bus needs.

#### 30% HUMAN RESOURCES MANAGEMENT

Responsible & accountable for the development & implementation of staffing actions. Follow established VCO internal protocols to ensure appropriate approvals & support are obtained prior to finalizing staffing actions. Ensure adherence to applicable laws, regulations, & policies. Provide effective guidance to ACP leadership across all HR areas (i.e. talent acquisition, classification, E&LR, performance mgmt, etc) w/ a specific focus on actions related to performance mgmt & corrective actions. Assist leaders in identifying potential risks & present strategies to mitigate/resolve, communicating risk factor & potential outcome of proposed solutions. Recruit, train & develop staff. Direct or vary responsibilities to highlight areas of strength & improve workflow/productivity. Actively manage staff performance to ensure optimal output & opportunities for professional development.

#### 20% RECHARGE RATES

Develop customer rates/oversee animal husbandry, veterinary & IACUC services billing in accordance w/ campus & NIH guidelines. Use cost accounting/analysis to calculate accurate recharge rates for animal per diems of multiple species by various housing options, labor rates, animal sales, misc. items & services provided. Identify best calculation method for each rate component. Design/conduct studies to collect data for cost analyses. Analyze historical data/usage trends & summarize data. Consult w/ IACUC leadership to determine rate's & allocation methods. Forecast future rate component costs utilizing usage estimates & price projections allowing for future changes in husbandry, caging, equipment or space requirements. Perform breakeven analysis ensuring projected revenues/subsidies cover direct/indirect costs. Ensure computed rates comply with NIH Cost Analysis & Rate Setting Manual for Animal Resources Facilities, OMB Circular A-21 costing guidelines, UCD policies/procedures & sound accounting practices. Prepare UCD Rate Form packages w/ descriptions/justifications for submittal to the VC Office & Budget & Institutional Analysis. Publish list of current approved recharge rates providing updates/revisions throughout the year to maintain accuracy.

#### 5% RESOURCE MANAGEMENT

Manage equipment inventory, space planning & property maintenance. Execute improvement plans w/ minimal operational disruption. Ensure regulatory compl & facility maintenance program/equipment acquisitions meet operational needs. Oversee/ensure security planning/development is coordinated w/ UCD PD. Develop/monitor internal controls to minimize risk to maintain integrity of the ACP. Ensure work-practices meet health/fire/safety/regulatory requirements.

- Lift and carry materials weighing up to 30 lbs.

- Sit at a computer monitor for extended periods.

Essential Responsibilities:

Physical Demands:	<p>- Travel to and from UC Davis main Campus and other locations as required.</p>
Work Environment:	<p>-Must be willing to perform assigned duties in BioSafety Level (BSL) 2 or 3 conditions where research animals may be naturally or experimentally infected with potentially hazardous diseases. This position is subject to Medical Surveillance procedures and review in accordance with Federal and State Laws and Regulations and University Policy.</p> <p>-Employee shall participate in required preventative medical and medical monitoring programs which may include blood tests, immunizations, TB screening, Blood borne and Airborne Pathogen training, etc., and are provided to meet Federal, State, and University requirements.</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.</p> <p>-Animal Care employees are directly/indirectly engaged in the performance of work on Federal or State contracts &amp; grants as well as periodically encountered controlled substances; and are expected to abide by the UC Policy on Substance Abuse, the Federal Drug-Free Workplace Act of 1988, and the State Drug-Free Workplace Act of 1990.</p> <p>-Must be sensitive to humane animal welfare standards; must be willing to work outside standard 8-5 schedule as needed; must be sensitive to confidentiality.</p> <p>-Valid CA driver's license</p> <p>-Restricted vacation during evaluation and merit season (May-June) &amp; fiscal close (June-July).</p>
Background Check:	Yes
<b>QUALIFICATIONS</b>	
	<p>Bachelor's degree (in a relevant discipline such as finance, accounting or business administration) or equivalent combination of education and experience providing leadership in a high-level administrative role within a large, complex research environment.</p> <p>At least three years' experience managing functional areas of human resources including FMLA, employee relations, compensation, classification, performance management, etc, in a higher-Ed and/or union environment.</p> <p>Experience and proven track record as an effective leader in the areas of human resources management, budget and financial management, facilities planning, and administration and technology management.</p> <p>Management experience including leading a large department with a strong background in program management, finance and strategic and organizational management.</p> <p>Strategic planning, analytical and program evaluation skills to provide sound recommendations, continually examine systems, and develop or revise to accommodate changing requirements.</p> <p>Demonstrated experience analyzing and interpreting financial statements and reports; and high degree of quantitative and mathematical skill to collect and interpret data, establish fact bases and draw conclusions.</p>

<p>Minimum Qualifications:</p>	<p>Experience applying knowledge of federal regulatory compliance in financial management/ accounting, personnel/payroll, project/program management, public relations and resource planning/risk management.</p> <p>Project management skills to take complex, significant projects from conception to fruition in a timely and effective manner.</p> <p>Interpersonal verbal and written communication skills to clearly and effectively interact with a diverse group of individuals to secure and/or provide information to clarify situations, resolve problems, and communicate policy decisions.</p> <p>Experience in strategic financial planning and analysis to manage financial operations that include significant budgets.</p> <p>Knowledgeable about regulations governing the protection of animal welfare, conflicts of interest, environmental health and safety, intellectual property, research safety, husbandry rate setting and other regulatory areas.</p> <p>Supervisory experience and team building skills to recruit, train, evaluate, motivate, resolve problems/conflicts, conduct performance management, and build effective service-oriented, team environment.</p> <p>Experience leading a changing organization including building a team, developing initiatives and implementing improvements to drive the underlying strategy with great success.</p> <p>Knowledge and skills to implement principles of performance management, multiculturalism and diversity with coaching skills to enhance staff contributions to the organization's mission.</p>
<p>Preferred Qualifications for Selection:</p>	<p>Bachelor's Degree in Human Resources or an equivalent combination of education and experience.</p> <p>Master's degree in Business Administration or an equivalent combination of education and experience.</p> <p>Proven record of accomplishment in a successful academic research organization. Knowledge on rate setting within NIH standards.</p> <p>Skills to analyze and evaluate information and situations; consider cause and effect relationships in decision-making; synthesize ideas and integrate information; investigate and identify root causes of issues and to effectively assess short-term and long-term implications of changes to processes and systems.</p> <p>Experience leading business-process improvement, organizational-change initiatives, and information-systems implementations.</p> <p>Knowledge, and experience in the principles and practices of business management to effectively and ethically manage and oversee a complex academic operation in the areas of, space and facility requirements, information technology, and teaching/research laboratory needs.</p>

SIGNATURES

\_\_\_\_\_  
**Employee**  
 I have read this position description and understand its contents.

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**Date**

\_\_\_\_\_  
**Supervisor**  
 This position description accurately describes the essential

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

responsibilities assigned to this position..

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**Department Head**

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

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**Date**