

## Position Description

### Position Description

Report Run Date	Feb 27 2020 2:54PM
Position Number:	02021436
UC Path Position #	40336202
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

### POSITION DETAILS

Job Summary:	<p>Under the general direction of the OR Business &amp; Finance Administrative Manager of the Animal Use &amp; Care Program (AU&amp;CP) and with a high degree of independence, assume full delegated authority for financial analysis and reporting, budgeting, and forecasting and strategic planning in support of the Animal Use &amp; Care Program. The Business Officer works with a high degree of independence and is responsible for directing the administrative, financial, grants management, and facility activities at TRACS (Teaching and Research Animal Care Services), CVS (Campus Veterinary Services) and IACUC (Institutional Animal Care and Committee) Office and is strategically integrated with human resources planning and management. Using complex financial models and tools, independently develop monthly, quarterly, and annual operating and capital budgets for the AU&amp;CP, perform actual-to-budget variance analysis including trend analysis with both graphical and narrative display.</p> <p>The Business Officer plays a key role in coordinating the development of short and long-range strategic business plans for the program and actively participate in the planning and enhancement of all business activities. In collaboration with the Executive Director, TRACS, CVS, and IACUC, the Business Officer is directly responsible and oversees the full scope of the day-to-day operational management of the Animal Use &amp; Care Business Office. Systematically monitor and prioritize goals to achieve the mission and vision of the program. Provide direction to ensure integrity and quality of customer service within operations management; organizational management; collaboration with institutions and other strategic partners; and business development including contract negotiations with vendors. The Business Officer is responsible for the development and maintenance of complex, internal and external recharge rates in support of the program. Develop customer-based rates for husbandry, veterinary &amp; IACUC services in accordance with National Institute for Health (NIH) and UC Davis policy and guidelines. Use cost accounting and analysis to calculate accurate recharge rates for animal per diems of multiple species by various housing options, labor rates, animal sales, and other key factors. Analyze historical data and conduct time &amp; motion studies to validate and confirm the data. 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</p>
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	procedure governing these activities.
Campus Job Scope:	
Department Specific Job Scope:	<p>The Office of Research (OR) serves as the catalyst for advancing the research mission at UC Davis. The OR currently oversees 41 research units including 7 Organized Research Units, 13 Special Research Programs, 17 Designated Core Facilities, and 4 IMPACT Centers. In addition, OR oversees 18 Administrative Units including 10 Research &amp; Compliance units, 3 Interdisciplinary Research &amp; Strategic Initiatives units, 2 Innovation and Technology Commercialization units, 1 Research Core Facility Program, and 2 Animal Care Programs. The Office of Research annual expenditures, recharge, and income is approximately \$210 Million annually. OR oversees campus-wide research funding programs of \$3.2 Million annually.</p> <p>The Business &amp; Finance Unit has financial oversight and responsibility for all units reporting to the Office of Research which encompasses the 41 research units, special research programs, and core facilities in addition to 18 administrative units, the 2 Animal Care Programs, and several campus-wide programs. Collectively, the annual revenue and expenses exceed \$210 Million.</p>
Positions Supervised:	<p>DIRECT SUPERVISION:  3.0 "___" Assistant 3  1.0 "___" Assistant 2</p>
Essential Responsibilities:	<p>50% BUSINESS MANAGEMENT/FINANCIAL PLANNING, ANALYSIS &amp; REPORTING</p> <p>In collaboration with the Animal Use &amp; Care Program (AU&amp;CP) executive &amp; senior leadership, develop &amp; implement short &amp; long term business plans inclusive of finance, human resources, facility management &amp; operational management to advance the programmatic objectives of the AU&amp;CP)</p> <p>Using complex financial models, independently develop monthly, quarterly, &amp; annual operating &amp; capital budgets for the AU&amp;CP, perform actual-to-budget variance analysis &amp; reporting including trend analysis with both graphical &amp; narrative display. Independently develop the annual operating budgets across all fund sources including self-supporting/recharge activity, university &amp; state funds &amp; federally sponsored awards for all functional areas within the program. Coordinate &amp; lead the monthly business meetings with key stakeholders throughout the organization. Serve in the lead role &amp; represent the AU&amp;CP in the annual OR budget process.</p> <p>With a high degree of independence, oversee the business affairs across the organization ensuring compliance with UC regulatory policies, State &amp; Federal regulations &amp; Generally Accepted Accounting Principles (GAAP). Participate in the development, implementation &amp; maintenance of a comprehensive integrated UC Davis animal care system inclusive of purchasing, husbandry, colony management, veterinary services/health &amp; IACUC compliance. Directly responsible for &amp; oversee process improvement initiatives inclusive of various software systems used to track/record animal purchases, services &amp; census data.</p> <p>30% STRATEGIC PLANNING / RESOURCES MANAGEMENT</p> <p>Work across organizational lines to identify and develop sustainable business strategies to ensure the short- &amp; long-term programmatic needs of the organization are met. Work in close collaboration with Human Resources to ensure the administrative &amp; operational staffing needs of the program are met. Project short-term hiring needs &amp; develop financial models to support longer-term growth strategies. Actively participate in the recruitment, selection &amp; development of staff. Foster a positive work environment to build effective team dynamics. In collaboration with the Exec. Director/Campus Veterinarian, develop business plans to support the mission and vision of the campus research enterprise including major capital projects, maintenance &amp; renovation of TRACS managed facilities, equipment inventory, space planning. Execute improvement plans with minimal operations disruption. Ensure regulatory compliance, security</p>

	<p>planning/development is coordination with UCD Police. Develop/monitor internal controls to minimize risk to maintain integrity of the AC&amp;UP. Ensure work-practices meet health/fire/safety/regulatory requirements.</p> <p>20% RECHARGE RATES</p> <p>Develop, implement &amp; maintain customer-based recharge rates (internal &amp; external) in support of TRACS, CVS &amp; IACUC services in accordance with campus &amp; NIH guidelines. Use cost accounting &amp; analysis to calculate accurate recharge rates for animal per diems of multiple species by various housing options, labor rates &amp; other key indicators. Use knowledge/judgment to identify best calculation method for each rate component. Design &amp; conduct studies to collect data for cost analyses. Analyze historical data/usage trends &amp; summarize data. Determine rate methodology &amp; forecast future rate component costs utilizing usage estimates &amp; 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 &amp; Rate guidelines, OMB Circular A-21 costing guidelines, and UCD policies. Publish and maintain approved rates providing updates/revisions as needed.</p>
Physical Demands:	<ul style="list-style-type: none"> <li>-Lift and carry materials weighing up to 30 lbs.</li> <li>-Sit at a computer monitor for extended periods of time.</li> <li>-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.</li> </ul>
Work Environment:	<ul style="list-style-type: none"> <li>-Office is located off-campus</li> <li>-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.</li> <li>-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.</li> <li>-Animal Care employees are directly or indirectly engaged in the performance of work on Federal or State contracts and grants as well as periodically come into contact with 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.</li> <li>-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.</li> <li>-Valid CA driver's license.</li> <li>-Restricted vacation during fiscal closing (June-July).</li> </ul>
Background Check:	Yes
<b>QUALIFICATIONS</b>	
Minimum Qualifications:	<ul style="list-style-type: none"> <li>-Progressively responsible experience in the areas of budget, finance, business and/or operational management.</li> <li>-Bachelor's degree in accounting/finance or other related fields or equivalent work related experience.</li> <li>-Demonstrated experience using Microsoft Excel and other common programs to distill relevant financial and statistical information from large data sets and present the information for financial reporting. Experience with other similar spreadsheet and presentation programs may be considered equivalent.</li> <li>-Skills to work independently and make decisions under general management direction.</li> <li>-Demonstrated oral and written communication skills appropriate for</li> </ul>

individual, group and formal presentations, to interact effectively with diverse communities and senior leaders to present complex data, prepare analytical reports, proposals, and correspondence to facilitate decision-making.  
-Experience in business management and strategic planning to analyze quantitative aspects of business operations on fiscal and budgetary issues and present information in an appropriate format.

Preferred Qualifications for Selection:

-Experience working in a large complex environment.  
-Experience developing internal and external recharge rates.

### SIGNATURES

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**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**