# Position Description

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<td>Dept:</td>
<td>IRB ADMINISTRATION - 061811</td>
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<tr>
<td>Position:</td>
<td>Support Analyst, IRB Committee and IRB Education</td>
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## POSITION DETAILS

**Job Summary:**
Under supervision provide analytical support to the IRB Committee including coordinating IRB meetings, supporting educational activities, ensuring information on IRB Administration's website is current, and maintaining IRB Administration's document control.

**Campus Job Scope:**
The UC Davis IRB Administration unit administers and provides ethical and regulatory review of research involving human subjects conducted by UC Davis employees, students, faculty and agents and external researchers who rely on UC Davis for IRB services. The UC Davis IRB Administration:
- Conducts non-committee review of minimal risk human subject research; and
- Conducts review of minor modifications to greater than minimal risk human subject research;
- Supports four Institutional Review (IRB) Committees established to protect the rights and welfare of human subjects in research studies under the University of California Davis; and
- Educates researchers, committee members and staff on the ethical principles and law associated with human subject research.

**Department Specific Job Scope:**
The UC Davis IRB Administration unit provides education and training, administrative and record-keeping support, and conducts quality improvement audits for the Institutional Review Board (IRB). The IRB is a campus-wide committee established to protect the rights and welfare of human subjects in research studies conducted under the auspices of the University of California, Davis.

**Positions Supervised:**
NA

**50% Support for Committees**
Under the direction of the Committee Analysts:
Determine which Committee members will be attending the meeting.
Assign submissions to Committee members for review based on availability, expertise, and lack of conflicts of interests, & to ensure compliance with requirements. Identify when external consultations are needed. Identify
Essential Responsibilities:

consultants and request their participation. Ensure members understand their assignments & have the documents necessary to complete their review; Notify stakeholders of the meeting times and assignments. Facilitate protocol review & approval by conducting administrative review, informing the PI of issues identified through the administrative review and member reviews, and obtaining resolution prior to the meeting. Serve as a consultant to the reviewers when issues are identified. Provide advice to PIs on revising submissions for adherence to/compliance with federal, state & University mandated laws, regulations, policies and procedures related to human subjects' protection. Reconcile expectations between the IRB and researchers in regard to projects and the approvability thereof; Collaborate with IRB staff to resolve novel & challenging issues with projects with consistency through active engagement and discussion. Reclassify projects best addressed by administrative or non-committee review. Exercise judgment in selecting methods, techniques & evaluation criteria to anticipate & identify problems & develop and implement the appropriate response &/or actions; Ensure room is returned to an acceptable condition & confidential information is removed following meeting adjournment. Prepare & distribute notifications of IRB determinations following the meeting. Prepare expedited & exempt reports & include them on the board agendas. Draft meeting minutes. Coordinate invoicing for IRB services. Complete & forward compensation reports to the appropriate staff member for payment processing. Identify when a determination needs to be made before the next scheduled convened meeting & manage an ad hoc meeting as described above.

25% WEBSITE & DOCUMENT CONTROL
Under the direction of the IRB Education Analyst:
Maintain the IRB's website content with current, correct & understandable information while maintaining continuity of themes. Streamline navigation & increase online presence to potential customers. Create & publish engaging, informative content. Edit & proofread writers' proposed posts to the website.
Manage the IRB's SOPs, checklists & worksheets while ensuring readily accessible copies of each version are maintained in an accessible system. Archive inactive records in compliance with the records retention policies & retrieve documents upon request.

25% SUPPORT FOR IRB EDUCATION ACTIVITIES
Under the direction of the IRB Education Analyst:
Provide accurate guidance & education to researchers on the IRB's submission process. Instruct researchers on the location of resources. Assist researchers in developing research studies that meet federal, state & local laws. Build relationships of trust through open & interactive communication; Handle difficult situations by providing appropriate solutions & alternatives. Serve as a resource to co-workers, faculty, staff, students & investigators; Respond promptly to inquiries. Provide accurate guidance & education on IRBNet procedures. Provide consultative services to investigators & research coordinators. Handle conflicts with both respect for applicable rules & standards & also sensitivity to the impacts of non-favorable IRB determinations.

Physical Demands:

Work at a computer video display for extended periods of time.
Lift and carry stacks of files/documents weighing up to 25 lbs.
Filing requires bending and lifting files.

Work Environment:

Restricted vacation during peak periods.
Work occasional overtime.
Travel to various UC Davis offices located on campus, at times on short notice to attend to attend meetings.
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 http://breathefree.ucdavis.edu/index.html.

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**QUALIFICATIONS**

**Minimum Qualifications:**

- Knowledge of the ethical principles related to human subject research and the ability to apply the principles to research proposals to determine whether the project is approvable.

- Interpersonal skills to work effectively and diplomatically with a broad range of diverse individuals in a professional manner.

- Writing, editing and proofreading skills to compose detailed, grammatically correct technical and comprehensive letters, memos and reports to investigators.

- Experience with word processing, spreadsheet, email, database, webpage and presentation software programs.

- Time management and organizational skills to successfully prioritize and complete workload and activities that have immediate and sometimes conflicting deadlines.

**Preferred Qualifications for Selection:**

- Experience in human research protections, specifically biomedical research

- Knowledge of NIH and other funding agency regulations for protections of human subjects as well as FDA regulations for use of investigational drugs, devices and biologics in clinical investigations.

- Familiarity with campus issues, policies, procedures, and practices in the area of human subjects.

- Extensive knowledge of medical/research terminology.

- Skills to organize effective record keeping and information retrieval systems.

**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