Posting Preview

Job Requisition	
Requisition Number:	03021668
Recruitment Open To:	UCD/UCDHS Employees and General Public
For Full Consideration Apply By:	07-09-2018
Closing Date:	
Position:	ASSOCIATE DIRECTOR, IRB ADMINISTRATION
Payroll Title	RSCH CMPLNC ANL 5
Number of Positions:	1
Salary:	$5,916.67 - $12,733.33/MO. (Budgeted salary range $5,16.67 - $7,583.33/MO) COE
Appointment Type:	Career
Appointment Description:	100% Fixed; Monday - Friday; 8:00am to 5:00pm
Overtime Eligible: (FLSA)	Exempt
Union/HEERA Representation:	
Department:	IRB ADMINISTRATION - 061811
Department Description:	
Location:	Sacramento (does not include UCDHS)
Position Details	
Job Summary:	Under general direction of the Director IRB Administration. The Associate Director, the Associate Director collaborates with the Director of IRB Administration for oversight, administration, implementation, and management of policies and procedures related to human subject research conducted by UC Davis personnel whether reviewed by a UC Davis IRB or by an external IRB. The Associate Director is responsible for the supervision of approximately 10-14 full-time employees in support of two biomedical committees, one social behavioral committee and an ad hoc committee that reviews submissions requiring urgent review. The IRBs review research conducted by UC Davis investigators and research conducted by investigators at external institutions under a reliance agreement. In collaboration with the Director, the Associate Director is responsible for developing and updating campus policies and procedures and implementing changes in federal, state, and University policies and regulations. Serve as a secondary contact with federal agencies such as the Department of Health and Human Services-Office for Human Research Protections (HHS-OHRP) and the Food and Drug Administration (FDA) and provides administrative support for ad hoc auditing committees and Independent Safety Monitoring Boards.
	- Work at a computer video display for extended periods of time.

Physical Demands:	- Lift, bend and carry stacks of files/documents weighing up to 25 lbs.
Work Environment:	- Work flexible schedule including evenings, weekends and holidays to meet operational needs. - Restricted vacation during peak periods. - Travel to various UCD offices 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.
Qualifications	
Minimum Qualifications:	- Minimum of 3-5 years of experience (or equivalent education and experience) or at least 2 years of increasing responsibility in a management position in support of research compliance. - Experience interpreting federal, state, and local regulations and policies governing human subject research including the HHS-OHRP regulations - Supervisory experience directing, guiding, training and evaluating the efforts of support staff. - Leadership experience to effectively collaborate with various administrative departments and committees. - Experience using writing, editing and proofreading skills to compose detailed, grammatically correct technical and comprehensive letters, memos and reports to investigators and to produce accurate committee meeting minutes describing complicated and involved committee discussions. - Working knowledge of laws, policies and regulations governing human research and experimentation such as: biosafety, the use of radiation and/or the review requirements of the National Cancer Institute, etc. - Strategic planning and development experience to envision and articulate future direction, develop and enhance systems that serve as effective tools for the staff and review committees, and develop policies and procedures that are comprehensive and practical. - Time management and organizational skills to successfully prioritize and complete workload and activities that have immediate and sometimes conflicting deadlines. - Critical thinking and advanced writing skills to understand and formulate both graphical and narrative reports outlining the activity of the IRB and the relationship between other units or measurements.
Preferred Qualifications:	- Knowledge of California law on human experimentation, and University policy and additional regulatory knowledge for human research, such as: biosafety, the use of radiation, the review requirements of the National Cancer Institute, etc.
Search Category:	
Background Check:	Yes