Posting Preview

Job Requisition	
Requisition Number:	03018390
Recruitment Open To:	UCD/UCDHS Employees and General Public
For Full Consideration Apply By:	02-15-2017
Closing Date:	
Position:	IRB RELIANCE ANALYST
Payroll Title	ANALYST II
Number of Positions:	1
Salary:	$21.98 - $35.15/HR
Appointment Type:	Career
Appointment Description:	60% Fixed; Schedule to be determined
Overtime Eligible: (FLSA)	Non-Exempt
Union/HEERA Representation:	
Department:	IRB ADMINISTRATION - 061811
Department Description:	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 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.
Location:	Davis
Position Details	
Job Summary:	Under general supervision of the Director of IRB Administration, work with a Non-Committee Reviewer to coordinate activities related to IRB reliances where external researchers or institutions rely on UC Davis IRB and where UC Davis relies on an external IRB for review of human subject research.
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.
	Restricted vacation during peak periods. Work occasional overtime including varied lunch hours, evenings and weekends to meet operational needs.

Work Environment:	Travel to various UCD offices located on and off campus locations, at times on short notice, 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:	-Experience in human subject research protections. -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. -Knowledge of ethical principles related to human subject research. -Interpersonal skills to work effectively and diplomatically with a broad range of diverse individuals in a professional manner. -Written and oral communication skills to compose detailed, grammatically correct technical and comprehensive letters, memos and reports to investigators. -Experience with word processing, spreadsheet, email, database, 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:	-Familiarity with campus issues, policies, procedures, and practices in the area of human subjects. -Extensive knowledge of Phases I-IV drug development processes, research with investigational devices and study design. -Knowledge of anatomy and physiology and disease processes. -Expertise in the FDA approval process of investigational drugs and devices. -Extensive knowledge of medical/research terminology. -Skills to organize effective record keeping and information retrieval systems.
Search Category:	All Jobs
Background Check:	Yes