

## Position Description

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Report Run Date	Mar 15 2019 12:37PM
Position Number:	02023556
Dept:	RESEARCH COMPLIANCE & INTEGRITY(RCI) - 061797
Position:	EXPORT CONTROL ANALYST
Approved Payroll Title Code:	0374
Approved Payroll Title:	RSCH CMLPNC ANL 5
Approved MSP Salary Grade:	
Approved PSS Salary Grade:	MSP24
<b>POSITION DETAILS</b>	
Job Summary:	<p>Under direction of the Director of Research Compliance &amp; Integrity the Export Control Analyst (ECA) will be responsible for supporting and assisting the campus Export Control Officer (ECO) in the development, implementation, and administration of the UC Davis export control compliance program.</p> <p>The ECA will serve as a primary point of contact for internal and external inquiries regarding export control including both research- and non-research related activities. Provide support the ECO in developing, overseeing, and monitoring export control processes to promote and facilitate compliance with federal laws and regulations, as well as University of California policies and procedures.</p> <p>Advise, train and support the campus Export Control Oversight Committee (ECOC). Create and deliver ongoing training, education, and guidance for campus faculty and staff in matters related to export.</p> <p>Work collaboratively with other UC campuses and the UC Office of the President to effectively and efficiently identify and mitigate export control risks encountered by the campus.</p>
Campus Job Scope:	
Department Specific Job Scope:	
Positions Supervised:	NA
	<p>50% Management and Implementation of Export Control Program</p> <ul style="list-style-type: none"> <li>-Design, develop, implement, communicate and monitor an effective export control program at UC Davis, including systemwide and local export control compliance policies, procedures, and systems. Take the lead in ensuring that campus policies, procedures, and guidelines are kept up-to-date.</li> <li>-Evaluate potential export control risks and develop solutions to eliminate or minimize those risks</li> <li>-Provide support, input, information, updates, and advice to the Export Control Officer (ECO) and Export Control Oversight Committee (ECOC).</li> <li>-Advise the University community on export control issues including (among other things) those related to international travel, shipments, and</li> </ul>

<p>Essential Responsibilities:</p>	<p>collaborations; purchasing activities; visiting students and scholars, and reviews export control terms and conditions in proposals, contracts, and other agreements (e.g. MTAs, NDAs, service agreements, purchase agreements and related documentation) Provide oversight and monitoring of export control processes to promote and facilitate compliance with federal laws and regulations and University of California policies and procedures.</p> <p>-Apply for export control licenses when required; develops technology control plans as needed; and maintains records in accordance with applicable requirements.</p> <p>-Keep up-to-date with developments in export control by reading relevant journals, attending meetings, conferences, and classes and participating in webinars and other training and professional development opportunities.</p> <p>30% Communication</p> <p>-In consultation with the ECOC and ECO, serve as a point of contact for federal agencies such as FBI, Department of Homeland Security, Department of State, and Department of Commerce.</p> <p>-Serve as a primary point of contact for internal and external inquiries regarding export control campus-wide, including both research- and non-research-related activities.</p> <p>-Work collaboratively with UC Davis units, subject matter experts, and other stakeholders and the University of California Office of the President related to export control matters.</p> <p>-Develop, recommend, lead and/or coordinate institution-wide initiatives to understand and apply federal export control laws, regulations and policies applicable to UC Davis operation and activities.</p> <p>20% Training</p> <p>-Design, develop, and implement a variety of educational and training materials tailored for different audiences, units, and stakeholders, across campus, including faculty, staff, and students related to export control awareness, training, and compliance.</p> <p>-Develop and manage web site(s) focused on export control education and outreach.</p>
<p>Physical Demands:</p>	<p>-Maneuver or lift paper materials with the use of hand cart/dolly weighing up to 25 lbs.</p> <p>-View display monitor for extended periods of time.</p>
<p>Work Environment:</p>	<p>-Work in an office environment with frequent interruptions and competing priorities.</p> <p>-Work occasional evenings/nights, varied lunch hours, weekends and holidays to meet operational needs.</p> <p>-Restricted vacation during peak periods.</p> <p>-Travel to various UC Davis offices located on campus, at times on short notice.</p> <p>-A valid CA driver's license, or ability to obtain one, for travel to off-campus.</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>Background Check:</p>	<p>Yes</p>
<p><b>QUALIFICATIONS</b></p>	

Minimum Qualifications:

- Bachelor's degree or equivalent education and experience.
- Knowledge of U.S. trade controls, with focus on International Traffic in Arms Regulations (ITAR), Export Administration Regulations (EAR), and/or Office of Foreign Asset Control (OFAC) regulations to provide analytical support and ensure compliance with campus policies and state and federal regulations.
- Experience researching, interpreting, and implementing regulations, policies, and guidelines related to research compliance, especially current export control regulations.
- Analytical skills to extract, interpret, and evaluate data from a variety of sources and to independently summarize such information to clearly and cohesively explain compliance status with federal and state regulations and all applicable university policies and procedures.
- Critical thinking skills to make decisions and develop recommendations and formulate corrective actions based on understanding of regulations and policies, analysis of information, and awareness of current issues.
- Skilled in handling sensitive information and maintain strictest confidentiality of different stakeholders and matters.
- Skills to interpret new and existing regulations and determine their applicability to campus operations and devise strategies and procedures for compliance.
- Organization skills to establish and manage multiple priorities and adjust them as circumstances dictate.
- Experience using writing, editing and proofreading skills to create clear, concise, and logical reports based on analysis and present findings in various formats including technical information in non-technical terms.
- Business acumen and interpersonal communication skills to create and maintain collaborative working relationships with senior administrators and a diverse range of constituents.
- Experience working with word processing, spreadsheet, email, presentation, and database application programs, automated personnel systems, and forensic detection software and programs.
- Experience researching information via the internet.
- Experience developing, implementing, and monitoring training programs and training documents for target audience using appropriate grammar and language.
- Experience organizing and presenting (public speaking) large and small training seminars, conferences, presentations, and workshops, including all required logistical details.
- Skill to take initiative to undertake unfamiliar projects/assignments.

Preferred Qualifications for Selection:

- Advance degree (e.g., MS, MPH, MBA, JD) with an educational background or experience in life sciences.
- Experience in the operations of a major research university, preferably a public university.
- Knowledge of campus organizational structure.
- Experience collaborating and communicating with various stakeholders, e.g. Sponsored Programs (SPO), InnovationAccess (IA), Clinical Trials,

IRB, Campus Counsel, Health System Compliance, Office of the Provost Compliance and Policy, EH&S, Academic Affairs, etc.

-Experience working with diverse populations at all levels of a higher education organization, including faculty, senior administrators, legal representatives, corporate headquarters personnel, and external governmental agency representatives.

-Ability to design, develop, and deliver training.

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**