

Position Description

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Report Run Date	Jan 30 2019 2:04PM
Position Number:	02007812
Dept:	OR - INST. ANIMAL CARE & USE - 062014
Position:	IACUC ASSISTANT DIRECTOR
Approved Payroll Title Code:	0374
Approved Payroll Title:	RSCH CMLPNC ANL 5
Approved MSP Salary Grade:	
Approved PSS Salary Grade:	MSP24
POSITION DETAILS	
Job Summary:	<p>Under general direction, assist the Institutional Animal Use and Care (IACUC) Director in the supervision and management of the UC Davis IACUC Office and in convening IACUC meetings. Provide expert level technical support and subject matter expertise to the UC Davis IACUC and other campus units for a wide variety of both routine and non-routine tasks. Participate in the Animal Care Leadership Team Task Force.</p> <p>Assume lead responsibility and accountability for the overall management of incoming protocol assignments and the IACUC post approval monitoring (PAM) program to ensure compliance with Assessment and Accreditation of Laboratory Animal Care International (AAALAC), United States Department of Agriculture (USDA), Animal Welfare Act (AWA), Public Health Service (PHS) and other policy, regulations, and guidelines governing the use of animals in research and teaching. Coordinate development, implementation and maintenance of IACUC policies and procedures under direction of the Director.</p> <p>Review and refine complex and highly sensitive research and teaching protocols; conduct compliance inspections of vivaria, surgical suites and laboratories.</p> <p>Act as a liaison and escort for USDA Animal Welfare, Federal and State inspectors during campus visits and AAALAC site visits. Assume lead role of IACUC Office liaison in absence of IACUC Director. Coordinate corrections of deficiencies cited by regulators.</p> <p>Participate in departmental and campus work groups. Participate in the IACUC on-call program. Serve as a voting/alternate voting member of the IACUC.</p>
Campus Job Scope:	
Department Specific Job Scope:	This is an advanced operational position within the UCD IACUC Office, a service unit within Office of Research that oversees the use of animals in research and teaching on the Davis campus and remote sites. This position has delegated authority in the absence of the IACUC Director.
Positions Supervised:	N/A
	20% IACUC Office Management & Program Leadership:

Manages department in absence of IACUC Director.
Has lead responsibility for coordinating the IACUC Office Specialists' assignments and work flow for incoming Animal Care and Use protocols and amendments.
Coordinates with the IACUC and others to conduct & ensure effective and efficient protocol review process.
Coordinates, assigns, and monitors the IACUC Office Student Assistant work.
Has lead responsibility for managing IACUC policies and procedures including revising or preparing de novo IACUC policies, procedures, and SOPs for regulatory and accrediting body compliance; the coordination of document review and approval by the IACUC Director, the Animal Care Executive Director/Attending Veterinarian, Campus Veterinary Services, Environmental Health and Safety, and others as appropriate prior to presentation for official IACUC approval.
Shares responsibility for convening IACUC Meetings with Director; provides lead staff support to the IACUC and IACUC Director; serves as an IACUC voting or alternate voting member.
Participates on campus-wide Animal Care Leadership Team Task Force.

20% Review of Research Proposals:

Review and evaluate new proposals and proposed significant changes to existing projects, with an emphasis on projects involving USDA covered species and/or projects that are sensitive, controversial or high profile.
Conduct protocol-grant congruency review. Discuss research proposals with principal investigators, recommending modifications where indicated to improve clarity or to bring procedures into compliance with regulatory expectations and campus policy.
Verify appropriate authorizations for biohazards, chemical carcinogens, and radioactive agents.

20% Post Approval Monitoring:

Coordinates, directs, and conducts Post Approval Monitoring (PAM) Program to ensure compliance with AAALAC, USDA AWA, PHS and other policy, regulations, and guidelines governing the use of animals in research and teaching.
Compare contents of approved protocols with apparent uses of animals seen in animal facilities.

20% IACUC Inspections:

Evaluate research animal housing facilities, laboratories, surgical suites and programs of animal care and use for compliance with pertinent laws, regulations and guidelines.
Provide consultation to faculty, research staff, and management of animal facilities regarding pertinent regulatory requirements (such as USDA AWA Regulations, PHS Policy, California DF&W Regulations, Occupational Health Surveillance System requirements, etc.) in order to achieve compliance.
Broadly review safety concerns within the animal facility and laboratory; refer concerns to EH&S.
Draft written reports of evaluations, reporting deficiencies and provide follow-up.

20% Departmental Workgroups and Teams; Liaison with Regulatory and Accrediting agencies; IACUC On-call; other duties as assigned:

Participate in departmental and campus work groups, teams, and committees to support ongoing departmental and campus functions.
Serve as IACUC subcommittee facilitator, workgroup leader and/or IACUC technical advisor.
Develop and recommend improvements to departmental processes and activities.
Perform special projects, draft of periodic and annual regulatory reports and other official correspondence. Provide compilation, interpretation, and

Essential Responsibilities:

	<p>written drafts of other data, reports, documents, and projects.</p> <p>Lead IACUC Office liaison in absence of Director. Interact with representatives of regulatory agencies, accrediting agencies, funding bodies, and others. Accompany inspectors/visitors on inspections and audits, negotiate compliance issues, provide follow-up and guidance to departments, and compliance documentation.</p> <p>Provide on-call coverage</p> <p>Other duties as assigned.</p>
Physical Demands:	Lift animals, cages, and instructional equipment weighing up to 40 lbs.
Work Environment:	<p>Work flexible schedule including evenings/nights, weekends and holidays to meet operational needs.</p> <p>Valid CA driver's license required.</p> <p>Occasional travel including overnight stays.</p> <p>Employee is personally responsible for following health and safety guidelines/instructions.</p> <p>Work with, or be in areas, where hazardous materials and/or infectious diseases are present.</p> <p>This position is subject to Medical Surveillance procedures and review in accordance with Federal and State Laws, Regulations, and University Policy.</p> <p>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., as required to meet Federal, State and University requirements.</p> <p>Wear protective clothing and respirator in circumstances that require personal protection from infectious disease.</p> <p>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.</p>
Background Check:	Yes
QUALIFICATIONS	
Minimum Qualifications:	<p>-Bachelor's degree in biology, microbiology, public health, animal science, or similar discipline, and at least 5 years of relevant experience or a combination of education and 8 years of relevant experience.</p> <p>-Expert knowledge of laws, regulations, guidelines, and policies dealing with the humane care and use of animals in research and teaching, including the Federal Animal Welfare Act, the US Public Health Service Policy on the Humane Use of Laboratory Animals, and the requirements of the California Fish & Wildlife Code as this code relates to the use of animals in research.</p> <p>-Experience with the principles of animal health, welfare, husbandry, research techniques, and management in a research facility.</p> <p>-Skills using computer applications such as word processing, spreadsheet, databases and presentation programs.</p>

- Experience conducting and coordinating audits, investigations and evaluations and taking corrective action in a timely manner.
- Skills to communicate clearly and concisely both orally and in writing.
- Certified as a Professional IACUC Administrator (CPIA).
- Certification by the American Association for Laboratory Animal Science (AALAS) at the LATG level.

Preferred Qualifications for Selection:

- Registration by the State of California as a Veterinary Technician; or CMAR certification through AALAS, or other advanced registration, certification or degree.
- 6 years experience serving on or working for an IACUC with diverse species responsibilities.
- 6 years experience working with county, state, or federal agencies regarding regulatory matters.
- Experience with supervisory and management principles.
- Experience as a meeting and subcommittee facilitator with departmental staff, faculty and students.

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