

Position Description

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| Report Run Date | Jan 10 2019 4:40PM |
| Position Number: | 02007711 |
| Dept: | OVCR - SPONSORED PROGRAMS - 061821 |
| Position: | SENIOR CONTRACTS/GRANTS ANALYST |
| Approved Payroll Title Code: | 6206 |
| Approved Payroll Title: | RSCH ADM 3 |
| Approved MSP Salary Grade: | |
| Approved PSS Salary Grade: | PSS21 |
| POSITION DETAILS | |
| Job Summary: | Under direction of a Contracts and Grants Officer, as part of a team, work with faculty and staff from a specific set of schools and/or colleges to review proposals prior to submission to sponsors; negotiate research agreements with sponsors; assist faculty in developing proposals, and negotiate a portion of the resulting contracts and grants. |
| Campus Job Scope: | |
| Department Specific Job Scope: | <p>The Senior Contracts and Grants Analysts interact with their specific Team Leader who leads a team of 4-7 analysts. Each team will have a focus on either proposals, awards/subcontracts or industry agreements; the focus of each Senior Contracts and Grants Analyst and their respective team may change over time, consistent with changes in the business needs of the Sponsored Programs Office.</p> <p>One of Contracts and Grants analysts on 4 teams. Each team is led by a Contracts and Grants Officer and is assigned to focus on either proposals or awards/subcontracts for a set of schools and/or colleges.</p> <p>.</p> |
| Positions Supervised: | NA |
| | <p>65% AWARDS Review and process award and award related documents focusing predominately on advanced complexity for compliance with sponsor and University requirements, policies, and procedures. Negotiate terms and conditions, including drafting award language and involving integration and resolution of multiple concurrent and conflicting issues or external political considerations. Provide guidance and assistance to faculty/departmental administrators in understanding University and OR policies; interpret sponsor policy and seek clarification. Exercise delegated authority to approve proposals and certain subset of awards as designated by Executive Director.</p> <p>20% LEAD ANALYST Serve as back up by assisting Team Leader with Contracts and Grants Administration functions for the campus unit(s) which the team serves. Backup may include assisting Team Leader or in the absence Team with, prioritizing and directing work of the team and review work of team members. Provide guidance to team members on handling documents of</p> |

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| Essential Responsibilities: | <p>varying degrees of complexity. Assist team members in clarifying and interpreting research sponsors' and UC's current and proposed policies. In collaboration with the assigned Contracts & Grants Officer, contribute to the development and conducting of training for new and current team members.</p> <p>10% POST AWARD Work closely with faculty and departmental personnel to resolve complex administrative post award issues on contracts and grants of varying complexity including Standard, Moderate, Complex and Advanced Complex. Generate subcontracts, amendments and multiple campus awards incorporating appropriate terms and conditions consistent with the scope of work plan, acceptable to the PI, and meeting the requirements of the University, Prime Sponsor, and sub-recipient. Interpret sponsor guidelines, policies and regulations and ensure that project files are closed and retained. Assist with special research-related projects.</p> <p>5% PROPOSALS Review proposals and related documents of varying complexity including Standard, Moderate, Complex and Advanced Complex, for compliance with sponsor and University requirements, policies, and procedures, addressing budget, human subjects, use of vertebrate animals and certification or assurance of institutional compliance with various State and Federal regulations. Identify issues of potential conflict needing negotiation, such as ownership of intellectual property rights. Provide guidance and assist department administrators with preparation of proposal application ensuring adherence to sponsor and University policies. Assist faculty/department representatives in electronic submission of proposals to internal UC systems and external sponsors.</p> |
| Physical Demands: | Sit at computer and view monitor/display screen for extended periods of time. |
| Work Environment: | <p>Work occasional evenings and weekends to meet business needs.</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> |
| Background Check: | Yes |
| QUALIFICATIONS | |
| Minimum Qualifications: | <p>Research administration experience, and specifically preparation, review, and submission of proposals for contracts or grants, or preparation, review, and negotiation of research agreements.</p> <p>Experience collecting, analyzing and summarizing data.</p> <p>Research Administration experience in conducting complex negotiations.</p> <p>Experience presenting complex technical and legal material to non-technical persons.</p> <p>Experience drafting, reviewing, editing and analyzing various types of agreements, legal correspondence and other written documents.</p> <p>Experience interpreting, communicating and applying terms and conditions of various sponsor's, federal, and state guidelines, policies and practices.</p> <p>Experience interpreting, communicating and applying principles, policies</p> |

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| | <p>and procedures governing research and intellectual property.</p> <p>Experience serving internal and external customers.</p> <p>Experience interpreting, communicating and applying terms and conditions of various university guidelines, policies and practices.</p> <p>Skill using Microsoft suite of products (including but not limited to Word, Excel, and PowerPoint), and Internet Explorer.</p> |
| Preferred Qualifications for Selection: | <p>Knowledge of legal, medical and scientific terminology.</p> <p>Experience with for-profit and non-profit business contracting and funding practices and concerns, including knowledge of available databases and intellectual property issues.</p> <p>Knowledge of philanthropy practices and private sector business practices sufficient to make decisions for gift acceptance.</p> <p>Planning, time management, and organizational skills.</p> <p>Skill to manage conflict.</p> |

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