

Position Description

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Report Run Date	Aug 23 2018 3:59PM
Position Number:	02008866
Dept:	TECHNOLOGY TRANSFER CENTER - 061801
Position:	SR. INTELLECTUAL PROPERTY OFFICER
Approved Payroll Title Code:	6237
Approved Payroll Title:	INTELLECTUAL PROPERTY OFCR 2
Approved MSP Salary Grade:	
Approved PSS Salary Grade:	PSS23
POSITION DETAILS	
Job Summary:	<p>Under general direction of Associate Director manage selected portfolio of intellectual property assets including independent oversight of patent prosecution and licensing activities. Analyze, draft, interpret, negotiate, review and manage the most complex Intellectual Property (IP) agreements. Stay abreast of intellectual property laws, policies and guidelines.</p> <p>Advise faculty and staff on licensure of intellectual property rights, University of California patent policy, inventions, prosecution of patent applications, material transfer, confidentiality, publication, and distribution of royalty income.</p> <p>Responsible for oversight of campus and system-wide policies relating to license agreements including material transfer agreements and other IP agreements, patents, and other IP matters. Perform high-level, advanced analytical intellectual property paralegal assignments to facilitate technical and paralegal administration of the University of California's intellectual property assets, documentation processing, preparation and negotiation of agreements, and database maintenance.</p> <p>Provide marketing assistance and other technical support to the Associate Director and Intellectual Property Officers. Act as lead for other Intellectual Property Analysts and staff to mentor, train and review their work depending on operational requirements.</p>
Campus Job Scope:	
Department Specific Job Scope:	
Positions Supervised:	NA
	<p>75% COMPLEX INTELLECTUAL PROPERTY (IP) AGREEMENTS AND ADVISING</p> <p>Manage selected patent portfolio by monitoring IP protection, associated patent expenses; oversee marketing and licensing activities associated with Intellectual Property assets. Analyze, draft, interpret, negotiate, review and manage the most complex Intellectual Property (IP) agreements including License Agreements, Material Transfer Agreements</p>

<p>Essential Responsibilities:</p>	<p>(MTAs), Confidential Disclosure Agreements (CDAs), Inter-institutional Agreements (IIA) and other IP agreements. Review complex nonprofit and industry-sponsored and collaborative research agreements to determine third party obligations for invention disclosures, and draft and/or revise and/or negotiate IP terms in IP Agreements. Review, analyze and/or draft/revise legal language, ensuring all IP agreements are consistent with IP laws, federal and state laws, NIH policies and guidelines, UC principles, policies and guidelines pertaining to IP, animal use, human subjects, sponsored research, conflict of interest, protected health information and export controls; and will not conflict with prior commitments in existing agreements. Stay current with IP laws, applicable UC policies and guidelines. Advise faculty and staff on University of California IP policy and assets, including licensing agreements, material transfers, confidentiality, publication, data, inventions, patents, research collaborations and other IP issues. Communicate extensively with faculty and staff, external attorneys, paralegals, managers, administrators and researchers at companies, universities and nonprofit organizations. Mentor, train and review the work of other IP Analysts. Interface with UCOP Office of General Counsel; Industry Alliances and Services; and Research Policy Analysis and Coordination.</p> <p>15% HIGH-LEVEL AND ADVANCED ANALYTICAL AND IP ASSIGNMENTS Perform other high-level and advanced analytical IP assignments using independent and discretionary judgment, including, but not limited to: creating and updating boilerplate IP language in IP Agreements; creating and updating standard IP forms; and preparing, analyzing and managing complex legal documents within strict legal deadlines and legal procedures. Upon request of Sponsored Programs, review complex IP terms in nonprofit and industry sponsored research and collaboration agreements. Responsible for oversight of some campus and systemwide policies relating to MTAs, patents and other IP matters. Research and produce complex statistical, analytical and database reports and presentations regarding material transfer, patenting and licensing activity as requested.</p> <p>10% MONITOR AND ADVISE ON INTELLECTUAL PROPERTY LAWS, POLICIES AND OTHER DUTIES Monitor and provide advice to faculty and staff on University patent policies, licensing guidelines and IP laws, specifically, but not limited to the Bayh Dole Act, US Code, Title 35 Patents, Principles and Guidelines for Recipients of NIH Research Grants and Contracts on Obtaining and Disseminating Biomedical Research Resources, the Tax Reform Act of 1986 and other laws, regulations, policies and guidelines. Be the primary point of communication with potential licensees for License Agreements, CDAs, MTAs, and the provision of confidential information about technologies and patent applications and other University of California Intellectual Property assets. Interface with UCOP accounting, patent prosecution and other staff regarding financial and due diligence terms and conditions. Supervise IP Analysts and administrative assistants depending on operational and staffing requirements. Perform other duties as required.</p>
<p>Physical Demands:</p>	<p>Sit at computer and view monitor/display screen for extended period of time.</p>
<p>Work Environment:</p>	<p>Work flexible schedule including evenings and/or 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>
<p>Background Check:</p>	<p>Yes</p>

QUALIFICATIONS	
Minimum Qualifications:	<p>Experience analyzing, drafting, interpreting, reviewing, negotiating and managing complex MTAs, CDAs, licenses, IIAs, other IP agreements and/or complex legal documents</p> <p>Experience performing high level analytical assignments; comprehending and employing legal, medical and scientific terminology, IP laws and terminology</p> <p>Interpersonal and communication skills to advise and counsel internal and external clients, and to effectively communicate with faculty, staff and outside business and professional contacts</p> <p>Experience with patent and contract law, contract terminology, and/or legal terminology and managing and processing contracts including gathering, analyzing and summarizing essential features of a contractual issue.</p> <p>Experience exercising discretion, integrity and sound judgment to manage and protect IP and confidential information</p> <p>Decision making skills to prioritize tasks, manage time, anticipate problems, manage multiple projects and meet multiple deadlines</p> <p>Experience with computer software such as but not limited to MS Word, MS Excel, MS PowerPoint and Internet access software</p>
Preferred Qualifications for Selection:	<p>Knowledge and experience working with UC principles, policies and practices pertaining to MTAs, CDAs, licenses and other IP agreements.</p> <p>Knowledge to comprehend and apply UC principles, policies and guidelines pertaining to material transfer, research, publication, confidentiality, licensing and IP.</p> <p>Knowledge of patent law and licensing practices.</p> <p>Negotiation skills to confer with others with a view to reaching an agreement.</p> <p>Analytical and presentation skills to understand, research, analyze, compile, organize and present complex technical and legal material to sponsor representatives, legal representatives, faculty and staff in a clear and concise manner.</p> <p>Writing, editing and proofreading skills to produce error free MTA, CDAs, licenses, other IP agreements, forms, correspondence, reports and other legal documents with strict attention to detail.</p> <p>Knowledge of campus organizational structure</p> <p>Education and/or experience in life sciences, physical sciences, engineering, business or law.</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