

Position Description

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Report Run Date	Sep 10 2019 4:56PM
Position Number:	02014969
Dept:	INFO SYSTEMS & SVCS - RESEARCH - 061200
Position:	ELECTRONIC RESEARCH ADMINISTRATION BUSINESS AND PROJECT ANALYST
Approved Payroll Title Code:	0522
Approved Payroll Title:	TCHL PROJECT MGT PROFL 4
Approved MSP Salary Grade:	
Approved PSS Salary Grade:	MSP25
POSITION DETAILS	
Job Summary:	<p>Under the general direction of the Information Systems and Services Director, the project manager is responsible for analyzing the suitability of proposed and in-progress OR IT Development projects, participating in recommendations for the organization and construction of project deliverables and services, and managing the change management and implementation of chosen solutions. Working with Supervisors for IT Development and Operations deliver reports on progress of the team's deliverables and support to executive leadership. Manage relations between vendors and OR business units as necessary, monitor issues and tickets open with various vendors, and vendor compliance with SLAs.</p> <p>This position must work cohesively with departmental level leadership to ensure success and will be responsible for monitoring the effectiveness, development, and execution of major projects. Has extensive influence on the Office's technology efforts by virtue of contributions to the Office in the use of technology; participation in initiatives with significant technology policy implications; management of complex technical projects; participation with business units on product/solution surveys; and participation in RFP and RFQ processes related to Office of Research's technology and computing.</p>
Campus Job Scope:	
Department Specific Job Scope:	<p>The mission of Office of Research IT Development is to create and support an information technology environment that enhances the ability of the Office of Research to Support business offices and compliance units in support of the UC Davis community to teach, do research and provide public service. In support of the Office of Research's mission, OR IT Development will deliver an infrastructure of technological services appropriate to the requirements of the Office of Research and the campus community it supports.</p> <p>NO VISA SPONSORSHIP IS AVAILABLE FOR THIS POSITION</p>
Positions Supervised:	N/A
	<p>40% PROJECT MGMT & ELECTRONIC RESEARCH ADMINISTRATION -Collaborate across campus units to plan new projects including conducting facilitated education & feedback sessions, documenting project</p>

tasks/deliverables/ongoing project services maximizing use of technology in research admin.

- Work with campus, internal units and exec mgmt. to ensure that leadership's vision for eRA is addressed in system development & implementation so that it also meets the functional needs of research administrators, staff & faculty.
- Oversee integration of animal care/use; conflict of interest; human subjects and stem cell research & bio and radiation safety compliance information within the KC environment.
- Collaborate with campus stakeholders, external colleagues, UCOP & internal units to ensure successful integration and data sharing between OR systems, extramural acct, EDMS, MIV, UCOP & departmental systems.
- Create streamlined & efficient access to systems that support faculty & staff end users with compliance & sponsored research endeavors (i.e. identify single input methodology for COI reporting campus wide).
- Analyze information gathered from multiple sources, reconcile conflicts, decompose high-level information into details, abstract up from low-level information to a general understanding & distinguish user requests from the underlying true needs.
- Proactively communicate and collaborate with external/internal customers to analyze information needs and functional requirements to deliver functional & business requirements documents.
- Develop plans/proposals that include cost benefit analysis, policy & business process implications; provide input on budget issues & needs.
- Identify and document project roles & responsibilities.
- Drive & challenge business units on theories of how they will successfully execute their plans; collaborate with users to define concepts.
- Work with campus leadership, staff & IT to prioritize resources to most effectively provide eRA solutions for competing needs.

30% PROGRAM ANALYSIS & REPORTING

- Compile analyze & make recommendations pertaining to the application of technology to business problems for central/external units.
- Conduct group facilitation & individual interviews to identify business requirements & issues.
- Work with QA/QC and participate in software validation & quality assurance of user interfaces and data collected by systems.
- Interpret & clarify significant project findings and conclusions to exec mgmt.
- Create/revise analytical approaches to reflect current priorities and circumstances.
- Reconcile data with IT reporting support.
- Develop metrics for OR's business functionality reporting & develop campus-wide reporting information in conjunction with ARM plans/proposals that include cost benefit analysis, policy & business process implications.
- Identify changes to existing business processes & develop appropriate change mgmt. plans.
- Identify issues which have campus impact.

30% COMMUNICATIONS

- Serve as conduit between internal/external customer base & development team by which requirements flow.
- Develop, update & maintain communications plans & documentation in support of projects & new features/releases & communicate internally/externally.
- Collaborate with developers & SMEs to establish technical vision & analyze tradeoffs between usability & performance needs.
- Liaison between campus, business & technology units and support teams, participate on committees at local & national level.
- Analyze, recommend & participate in implementation of innovative communication approaches to OR's online publications.
- Work in the role of lead analyst over one or more staff and/or student employees on specific communication projects or assignment associated

Essential Responsibilities:

	with KC implementation
Physical Demands:	Must be able to work at a computer terminal 6-8 hours a day.
Work Environment:	<p>-This position may work hours other than M-F 8-5 due to the mission-critical services provided by this department.</p> <p>-Be available to work On-Call.</p> <p>-Occasional travel required. Travel between campus and off-campus locations.</p> <p>-Work flexible or extended hours as workload demands.</p> <p>-Work with frequent interruptions in a busy office environment.</p> <p>-Employee is personally responsible for following health and safety guidelines.</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>Project management qualifications include experience and skill to lead a team through development and implementation of project planning documents appropriate to the situation; develop budget, resource, test, implementation, quality assurance, contingency, risk management plans; develop and apply project methodologies appropriate to the situation.</p> <p>Experience and technical knowledge of architecture and tools for the following: software application development; web services; security services; workflow technology; data repository services; client-server technology; cloud-based technologies; desktop technology; file services; directory services; and business process analysis.</p> <p>Experience and knowledge of project management standards, processes, tools and techniques appropriate for a variety of project types, sizes and criticalities. Experience and knowledge working as a project manager where development work is structured using a SCRUM methodology.</p> <p>Experience and analytical skills required for this position include: learn unfamiliar process procedures; translate knowledge into new context; interpret, compare and contrast facts; order, group, and infer causes; predict consequences; use methods, concepts, and theories in new situations; solve problems; classify and organize data; deconstruct components; generalize from facts; combine and relate knowledge from several areas; draw conclusions; compare and discriminate between ideas; make choices based on reasoned argument; and to verify value of evidence.</p> <p>Experience managing the implementation of complex mission critical systems in a business environment.</p> <p>Written and verbal communications skills to communicate to various levels of knowledge and management levels.</p> <p>Public speaking skills to present complex concepts and recommendations such that executive level decisions can be made.</p> <p>Skills to tailor presentations to a wide variety of audiences, including executive management. Skills to present complex concepts and recommendations such that decisions can be made.</p> <p>Excellent computer skills including Word, PowerPoint, Excel, MS Project,</p>

	<p>Google Apps, Box.com, and other project management tools.</p> <p>Understanding, knowledge, and ability to apply policy in a University setting.</p>
Preferred Qualifications for Selection:	<p>Bachelor's degree in science or technical discipline, with an emphasis in technology management or information management or an equivalent combination of education and experience.</p> <p>Extensive experience in managing information technology projects for which an application development methodology was enforced.</p> <p>PMP Certification and CSM certification.</p> <p>Experience in building and managing customer/client relationships.</p> <p>Experience working as a Project Manager or Analyst at a research institution.</p> <p>Knowledge or experience working with research compliance units, award/grant management</p> <p>Experience with applications Cayuse 424/SP, Quali, Quali-Coeus, or other applications in the research administration applications space</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