

Position Description

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Report Run Date	Jan 18 2019 9:52AM
Position Number:	02013250
Dept:	TECHNOLOGY TRANSFER CENTER - 061801
Position:	INTELLECTUAL PROPERTY ANALYST
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>Reporting to an Associate Director, or Senior Intellectual Property Officer or Intellectual Property Officer, the IP Analyst supports the Intellectual Property (IP) management functions of Innovation Access, and works closely with the IP professionals in the unit who manage a complex portfolio of inventions created by UC Davis researchers.</p> <p>Under guidance of other IP professionals, the IP Analyst assists in drafting and reviewing IP agreements to ensure compliance with Federal government regulations, UC policies and guidelines; and helps evaluate the technological and commercial potential of new invention disclosures. Responsible for independently managing a select portfolio of inventions in a particular technology area, and participates in Innovation Access' client engagement activities by communicating with researchers, other research administration professionals, outside legal counsel, and staff at collaborating academic institutions and companies.</p> <p>The IPO 2 position can encompass a range of skills and experience, from individuals transitioning to a career in intellectual property management to individuals with significant experience in supporting such programs, with specific job responsibilities and assignments commensurate with the individual's experience. Less experienced individuals will be given the opportunity to, and be expected to, over time, develop and build the skills required to progress to more senior analyst roles within InnovationAccess. More experienced individuals may have mentorship roles over other IP Analysts as appropriate.</p>
Campus Job Scope:	
Department Specific Job Scope:	
Positions Supervised:	NA
	<p>75% COMPLEX INTELLECTUAL PROPERTY (IP) AGREEMENTS AND ADVISING</p> <ul style="list-style-type: none"> -Analyze, draft, interpret, negotiate, review and manage complex Intellectual Property (IP) agreements including License Agreements, Material Transfer Agreements (MTAs), Confidential Disclosure Agreements (CDAs), Inter-institutional Agreements (IIA) and other IP agreements. -Review, analyze and/or draft/revise legal language, ensuring all IP

Essential Responsibilities:

agreements are consistent with (i), federal and state IP laws, (ii) Federal government policies and guidelines, (iii) UC principles, policies and guidelines pertaining to IP, animal use, human subjects, sponsored research, conflict of interest, protected health information and export controls; and (iv) do not conflict with prior legal obligations in existing agreements.

-Manage a limited selected patent portfolio by monitoring IP protection, associated patent expenses; oversee marketing and licensing activities associated with Intellectual Property assets.

-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.

-Maintain a current working knowledge of IP laws, applicable UC policies and guidelines. Support faculty and staff with advice 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.

-Serve as a point of communication with faculty, staff, students, external attorneys, paralegals, managers, administrators and researchers at companies, universities and nonprofit organizations for License Agreements, CDAs, MTAs, and the provision of confidential information about technologies and patent applications and other University of California Intellectual Property assets.

-Interact with staff UCOP Office of General Counsel; Office of Innovation and Entrepreneurship; Knowledge Transfer Office and Research Policy Analysis and Coordination as required to effectively support Innovation Access's management of UC Davis intellectual property.

-Mentor, train and review the work of other IP Analysts

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 supporting and implementing certain 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.

10% TECHNICAL AND MARKET ASSESSMENT OF INVENTION DISCLOSURES

-Using technical and professional experience in combination with external analytical tools, assess the technical and commercial potential of new invention disclosures, including assessment of technological advantage and competitive IP and market landscape.

-Draft and/or review non-confidential disclosures, marketing plans and other related documents that promote the commercial potential of new inventions.

Physical Demands:

Sit at computer and view monitor/display screen for extended period of time.

Work Environment:

Work flexible schedule including evenings and/or weekends to meet business needs.

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.
Background Check:	Yes
QUALIFICATIONS	
Minimum Qualifications:	<p>-Bachelor's degree, with a major in a STEM field or equivalent combination of relevant educational or career experience.</p> <p>-Experience performing high level analytical assignments; comprehending and employing legal, medical and scientific terminology; IP laws and terminology</p> <p>-Interpersonal and oral/written communication skills to advise and counsel internal and external clients.</p> <p>-Experience with patent and contract law, contract terminology, legal terminology and managing and processing contracts.</p> <p>-Experience using organizational and decision-making skills to to prioritize tasks, manage time, anticipate problems, to manage multiple projects and meet multiple deadline; and to exercise discretion, integrity and sound judgment to manage and protect IP and confidential information</p> <p>-Experience with computer software such as but not limited to MS Word, MS Excel, MS PowerPoint, Internet access software</p>
Preferred Qualifications for Selection:	<p>-Advance degree in life sciences, physical sciences, engineering, business or law, or demonstrated equivalent competencies based on employment history</p> <p>-Experience analyzing, drafting, interpreting, reviewing, negotiating and managing complex MTAs, CDAs, licenses, IIAs, other IP agreements and complex legal documents</p> <p>-UC experience working with MTAs, CDAs and other IP agreements, and knowledge of 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, confidentiality, publication, 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>-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>-Skills to gather, analyze and summarize essential features of a contractual issue</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 attention to detail</p> <p>-Knowledge of campus organizational structure</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