

ALL PHASES CAREER TRACKS
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Family Function and Job Function Summary

Job Family	Job Function	Job Summary
Information Technology	Applications Programming	Involves in the development of server / OS / desktop / mobile applications and services including researching, designing, developing specifications for designing, writing, modifying, testing, debugging, troubleshooting and maintaining source code. Also having direct or related involvement in designing related databases, user interfaces, integration to other systems / applications, content or multimedia processes. Work includes analysis and design to post-production processes, quality assurance, maintenance and documentation.
Information Technology	Audio Visual Information Technology	Involves planning, coordinating and administering Audio Visual (AV) programs, processes, facilities and technical systems in support of education, research, conferences, events, communications or administrative activities, athletics and other purposes. Includes one or more of the following areas: technical, instructional or command media or video and audiovisual production. Works closely with and / or provides counsel to institutional representatives coordinating major projects or events.
Information Technology	Audio Visual Information Technology Engineering	Involves applying user-centered design processes, industry standards, engineering, or best practices to create, evaluate and modify designs and prototypes in support of audio visual (AV) systems design. Creates plans and specifications for highly detailed, complex AV IT projects based on clients' needs aligning design with codes, regulations and AV IT engineering best practices. Communicates to client and monitors projects. Creates documentation and specifications for third party installation teams and verifies installation work. Coordinates with other construction engineering teams, participates in building meetings and coordinates inspections.
Information Technology	Bioinformatics	Involves developing and utilizing computational tools to analyze and interpret biological or other research data. Utilizes and develops algorithms, computational techniques, and statistical methodologies. Helps in the design of new experiments. Implements end-user needs in database searching and integration. Maintains the computational infrastructure and tracks the flow of samples and information for large-scale studies. Provides web-based bioinformatics and access to public and proprietary databases.

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Information Technology	Business Systems Analysis	Involves technology-based analysis of business practices, processes and problems; developing solutions which may involve process design, data and information architecture, software development and policy or procedural changes; creating specifications for systems to meet requirements; validating requirements against needs; designing details of automated systems; developing user interface design; planning and executing unit integration and end-user acceptance testing; may develop training materials for system implementation. May lead cross-functional teams to solve complex business or systems issues.
Information Technology	Business Technical Support	Typically found in large central departments serving multiple departments or units, this family involves providing day-to-day advanced consultation, training, instruction and troubleshooting / problem-solving to technical staff and end users for hardware, software, network and related computer systems, handheld and peripheral devices and ensures their operation for individuals and groups of computer users. Analyzes, recommends, installs, configures and evaluates systems and tools for internal and end user use. Develops and conducts tests of hardware and software and reports on configurations and behavior. Develops and provides technical documentation and training. Assesses needs and recommends hardware and software acquisitions and upgrades.
Information Technology	Communications and Network Technology	Involves operation of the campus, medical center or Office of the President communications network including telecommunications. Plans, designs, develops, installs and maintains communications network systems for the campus, medical center or Office of the President or a unit.

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Information Technology	Computational and Data Science Research	Involves a hybrid of multiple computational / data / Cyberinfrastructure (CI) dominated fields such as, but not limited to, bioinformatics, geological information services (GIS), data analytics, and computational chemistry. Applies computational, computer science, data science and cyber infrastructure (CI) research and development principles, with relevant domain science knowledge, to perform research and technology integration and development. Responsibilities include research, design, development, analysis, operation, and support of high performance computing (HPC) and data science research, software, tools and hardware resources. Develops data algorithms and performs computations, statistical analyses, interpretation and reporting of research. This specialty / function exists for those positions whose primary responsibility is to do research and use computational and data science technology as a tool to accomplish the research.
Information Technology	Data Systems Management	Involves technical acumen for planning, designing, developing, implementing and administering data-based systems that acquire, prepare, store and provide access to data and metadata. Maintains and optimizes systems and migrates data and systems as needed. Ensures integrity and completeness of data and workflow, manages and / or develops data practices, databases and information systems as well as guidelines, dictionaries, registries and / or services. May include interpretation of scientific research data artifacts as well as mediation across science and technology domains and long-term data care. As information architect and data steward, designs systems, data products and / or data production processes while focusing on data curation, data exchange, data security, data integrity and information environments. (Re)evaluates frameworks, strategies, standards and standards-making activities. May involve work with a project-level data repository, a center or an archive.
Information Technology	Database Administration	Involves planning databases, including schema definition, structure, documentation, long-range requirements, data security, operational guidelines and protection. Ensures accuracy and completeness of data in master files and various support tools. May establish database management systems, standards, guidelines and quality assurance for database deliverables. This does not include technologies that are typically deemed as desktop-centric (i.e., Access, Filemaker Pro, etc.).

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Information Technology	Geographic Information Systems	Involves design, analysis, development and implementation of geographic information system (GIS), Global Positioning Systems (GPS) and other remote sensing solutions. Participates in IT projects requiring GIS data. Works with business users to define data and general GIS needs. Responsible for the development and maintenance of geospatial databases, web applications, programs and equipment.
Information Technology	Information Systems	Involves providing a variety of IT services. Assignments may include database administration, application programming, IT project management, systems administration, systems and process analysis, security, solution development and maintenance, business technical support or a combination of these and / or other IT functions. Note: If 50% or more of the position is in a defined sub-family, the position should be placed in that sub-family.
Information Technology	Information Technology Architecture	Involves conceptualization, planning, designing and implementing complete and integrated information technology solutions for campus, medical center or Office of the President initiatives, departments or the entire campus, medical center or Office of the President. Work is based on implementing the vision of top management to establish IT conceptual architecture that is time independent but allows for implementation of specific technologies over time with ability to smoothly transition technology changes. Demonstrates keen understanding of departmental, campus wide, medical center, Office of the President, institution-wide and / or multi-organizational needs and long-term goals. Researches and prototypes emerging technologies and approaches. Works on issues that impact project success or address future concepts, products or technologies. Understands and coordinates with campus, medical center or Office of the President initiatives when appropriate, as well as various IT technology standards, best practices and strategies for infrastructure growth. Often serves as consultant to related management efforts.
Information Technology	Information Technology Security	Primary responsibility involves monitoring, detecting, protecting and maintaining the security of data, systems and networks. Plans, configures, designs, develops, implements and maintains tools, systems and procedures to insure the integrity, reliability and security of data, systems and networks.

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Information Technology	Production Control	Involves scheduling, setup, submission, and monitoring production jobs to successful completion in accordance with established procedures and practices. Insures customer needs are met in a timely manner. Typically involved in the scheduling of jobs on large systems handling critical production or business data.
Information Technology	Quality Assurance / Release Management	Involves developing, evaluating, revising, applying and documenting technical quality assurance protocols, methods and test plans to inspect and test a variety of IT processes, software and products. Ensures activities and items are in compliance with both campus, medical center or Office of the President IT quality assurance standards and applicable government regulations and software / product design specifications to determine and approve software releases. Performs analysis and identifies trends in the inspection of IT processes, software and products and recommends corrective actions when necessary. Ensures that established inspection, sampling and statistical process control procedures are followed. Involved in developing, auditing, monitoring and enforcing the established release management processes and policies in support of cross-domain configuration integration, testing, completeness and consistency. May ensure compliance to UC and / or external specifications and standards.
Information Technology	Systems / Infrastructure Administration	Involves serving as the technical administrator for hardware, operating systems, and network management. Plans and coordinates the installation, configuration and testing of hardware and software components. Work may involve central or departmental computer systems and networks. Includes web systems administration.

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Information Technology	Systems Integration	Uses broad knowledge of system and software concepts, best practices, and principles as well as broad knowledge of available systems and software options from across the industry with the objective of integrating components, teams, constraints, and schedules to achieve high level system objectives. Performs system and subsystem integration, technical risk assessments, technical planning, verification and validation, and supportability and effectiveness analyses of total systems throughout the system lifecycle. Analyses are performed at all levels of total system product to include: concept, design, fabrication, test, installation, operation, maintenance and disposal. Performs functional analysis, timeline analysis, detail trade studies, requirements allocation and interface definition studies to translate customer requirements into hardware and software specifications.
Information Technology	Technical Project Management	Involves managing technical projects having a defined beginning and end. Manages the project's framework processes and methodologies involving departmental or cross-functional teams. Plans, coordinates and monitors scope, requirements, schedules, budgets, resources, tasks, risks, staff and deliverables. Monitors the project from initiation through completion. Organizes and leads activities relating to the management and completion of projects.
Information Technology	User Experience Design	Involves applying user-centered design methodologies and processes to capture user requirements, create, evaluate and modify designs and prototypes in support of software and web development. Works with all areas of IT to ensure overall consistency of technology implementation in the organization. Gathers input from users at all phases of the design process and ensures that those needs are represented in the product or service being developed. Performs usability evaluations for development teams. May produce specifications describing user requirements and internal structures for product or service in development.
Communications	Acquisitions Editor	Responsible for acquiring, developing, and revising titles. Develops and recommends publishing plans and list strategy using research and personal knowledge of the market. Works with authors to develop suitable manuscripts to meet publishing objectives. Acts as liaison with design, copyediting, printing, production, and sales and marketing personnel. May have profit and loss responsibility.

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Communications	Broadcast Communications	Involves developing and managing content, planning, coordinating and administering programs, processes, and facilities in radio and television, including programming, production, scheduling, training, digital and / or analog editing, accounting, and organizing related events.
Communications	Digital Communications	Involves developing digital communications when communications knowledge, rather than Information Technology knowledge, is paramount. Includes website design and development, or producing communications or instruction using the web, audio, video, and other digital media, which may involve content creation, designing, production and / or programming.
Communications	General Communications	Involves developing, implementing or executing a comprehensive, multidisciplinary communications program; involves work in two or more communications disciplines OR work not otherwise covered in other communications job families.
Communications	Media Communications	Involves providing news and information for the general public and key audiences through a clear understanding of news, skilled work with the media, programs for public outreach, and / or strategic communication of the institution's messages.
Communications	Publications and Production	Involves planning, scheduling, and coordinating the printed and / or electronic production of books, journals, catalogs, publications, manuscripts, promotional and other materials. Confers with writer / editors, communications design specialists, web programming specialists, project directors, authors and related staff in the preparation of proposed publications; verifies that format of copy conforms to printing and / or electronic publishing specifications.
Communications	Visual Communications	Involves creating visual communications that inform, instruct, and / or influence the way people perceive services, products, or organizations using knowledge of graphic design, animation, communications strategy, marketing, research, environmental design, photography and photographic services, and / or illustration.

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Communications	Written Communications	Involves conceiving, researching, writing, editing, and / or publishing written materials and strategic communications, including publications, articles, proposals, speeches, and promotional material.
External Affairs	Alumni and External Relations	Involves activities associated with reaching, serving, and engaging alumni and other key constituencies through programs, events, products, and services not primarily related to fundraising. Constituencies include alumni, local community, government, parents, students, as well as the general public. Translates constituent needs and priorities into customized programs to create, enhance, and sustain relationships with external constituencies.
External Affairs	Events	Involves the planning and organizing of event activities, including managing logistics such as facilities, tickets, audience management activities, concessionaires, caterers, and vendors, and facilitation of communication and services with speakers and facility maintenance staff; or provides technical support of these activities.
External Affairs	Fundraising	Involves designing, developing, delivering, and administering fundraising programs. Identifies new donor prospects through researching background information on potential donors and developing materials, marketing plans, and organizing related programs / events; cultivates, stewards, and may solicit donor prospects.
External Affairs	Marketing	Involves the marketing of activities, services, or product, or provides marketing support activities. Involves the analysis of identifying possible constituencies / audiences and the development of programs, services, and outreach to meet identified needs and influence public perception; may involve “brand” development or enhancement, and may involve working with the media (press, television and radio).

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External Affairs	Sales	Involves the selling of activities, services or products by identifying prospects and or audiences; involves the promoting of activities, services or products for sale; may use a “brand” to influence customers and may involve advertising the activities, services or products for sale via press, television and radio. Involves directly interacting with the sales prospects to persuade them to purchase the activities, services or products.
Government Relations	Government Relations	Involves government relations activities associated with reaching, serving, and engaging external constituencies through lobbying, advocacy, coalition building, programs, and events on behalf of campus and / or medical center. Key constituencies include local, state and federal policymakers, government relations officials, university leadership, interest groups and associations, external stakeholders, advocates and the general public.
Legal	Counsel	Involves providing research and advice on legal issues affecting UC Campuses, Medical Centers, Office of the President and / or the University at-large. Provides the full range of legal services to clients in the following practice areas: labor and employment, faculty and student affairs, health law, governance and public accountability, construction, land use, research compliance, intellectual property, business transactions, litigation, real estate, taxes and gifts and estates, as well as expertise regarding the regulations and policies of The Regents, and other University policies. Direct services include litigation, contract negotiations, advice, and assisting with the development of effective compliance and risk mitigation strategies to facilitate the University’s complex operations.
Legal	Legal Support	Provides legal support to attorneys and paralegals. Acts as liaison between university clients and OGC attorneys and paralegals. Carries out a wide range of analytical and administrative tasks. Drafts and edits for review by attorneys and paralegals various legal documents. Prepares and files legal documents with appropriate entities, as required.

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Legal	Paralegal	Provides legal assistance to attorneys. Acts as liaison with internal clients, outside counsel and external organizations. Compiles data from various sources legal digests and practice manuals. Assembles, proofs and edits drafts of documents, such as contracts, leases, licenses and insurance policies. Prepares and files legal documents with appropriate entities, as required. Conducts research on projects as directed by attorneys. Assists internally on analyzing documents, counsels on progress of cases.
Marine	Marine Engineering	Responsible for engineering operations aboard a seagoing vessel or lab engaged in oceanographic research, including some or all of the following: operations, maintenance and inspection of all of ship's engineering equipment, safe operation of ship's electrical, mechanical and safety equipment and all auxiliary engine room and plant machinery, completion of service / repair work and maintenance of operating logs.
Marine	Marine Food Services	Involves planning, preparing and serving daily meals aboard a seagoing vessel or lab. Responsible for requisition and maintenance of all equipment and supplies.
Marine	Marine Operations	Involves responsibility for operations of research fleet and shore facilities. Responsible for some or all of the following: crewing, logistics, vessel and facility maintenance, safety, budgets and compliance.
Marine	Platform Operations	Responsible for operations aboard research platform engaged in oceanographic research, including deck and crewmember activities, safety and maintenance of platform and all embarked persons, operation and maintenance of engineering plant and auxiliaries, serving as officer of the watch, medical support, maintenance of logs, reports, and inventories.
Marine	Ship Operations	Responsible for operations aboard a seagoing vessel or lab engaged in oceanographic research, including some or all of the following: navigation, deck and crewmember activities, safety and maintenance of vessel and all embarked persons, serving as officer of the watch, medical support, maintenance of logs, reports, and inventories.

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Audit, Compliance & Ethics	Audit	Involves auditing for compliance with laws, policies, and good business practices, reporting findings and making recommendations to implement improvements. Evaluates the adequacy of internal controls; the effectiveness of policies and procedures; searches for value-added recommendations to improve the efficiency and contribution of the function under review.
Audit, Compliance & Ethics	Advocacy	Involves providing confidential and privileged advice, assistance and advocacy on behalf of individuals concerning sexual violence, sexual assault, domestic violence, dating violence and stalking. Advocacy includes assistance in coordinating services with local agencies on behalf of the subject in all areas, including Student Services, the local campus police department, coordination of legal advocacy, medical advocacy and other assistance / University services as needed. Participates in educational outreach services to diverse University populations.
Audit, Compliance & Ethics	Ethics and Compliance	Involves oversight of the key compliance related activities affecting the ongoing establishment and maintenance of a culture of safety, non-discrimination, and acceptance at the University of California. Includes compliance governance, policies and procedures, training and education, communication and reporting, internal monitoring, and auditing. Recommends response, prevention, and disciplinary standards for compliance issues. Ensures alignment with applicable laws and ethical standards of the organization. Activities include complaint investigations of potential allegations of improper behavior, "whistleblowing," and improper government activities.
Educational Services	Community Education Services	Involves designing, conducting, managing, and evaluating community educational and development programs in partnership with educational institutions county-based agencies, organizations and services. Collects enrollment data, maintains education curricula inventory, and evaluates program results. Functions as a community resource, provides leadership to volunteers and acts as subject matter expert for assigned program.

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Educational Services	Early Childhood Education	Involves providing developmentally appropriate early care and education; provides support to families on child education; provides model training experiences for teachers; may develop research environment and oversee, perform and report on research conducted in the child care program.
Educational Services	Instructional Design	Involves designing instructional content for online and hybrid implementation, creating interactive media content, and building content modules in various learning systems and platforms using a variety of software applications in support of academic and professional programs.
Educational Services	K to 12 Education	Involves designing, conducting, supporting, and managing comprehensive education program for K-12 students. Creates a flexible program and environment supporting personal growth in accordance with each student's ability. Supports students, families in adjusting to structured educational environment, and making appropriate lifestyle, career and vocational choices.
Educational Services	Museum Education	Involves planning, implementing and presenting educational programs that enhance public understanding of collections, research, exhibitions, and museum's subject areas. Conducts research, and develops and produces written educational materials. Develops and presents gallery talks, lectures, seminars, symposia, and other educational programs. May coordinate volunteers and / or docent program.
Educational Services	Professional Development	Involves designing, conducting and supporting supervisory, management, technical and non-technical training efforts for staff and faculty. Works with business units to determine training needs and develop appropriate training programs, technology and learning approaches accordingly.
Educational Services	Public Education Services	Involves designing, conducting, promoting, and supporting various public educational programs. Researches and assesses educational needs and interests for targeted public segments, and develops programs, materials, technology and learning approaches accordingly.

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Library Services	Library	Involves providing library public services and technical services such as reference, instruction, acquisitions, cataloging, circulation, and other library related processes and projects.
Museum Services	Conservation	Involves examining and documenting objects in a collection, working to prevent their deterioration, and treating and repairing them when necessary.
Museum Services	Museum Curatorial	Involves academic interpretation of objects in a collection and on loan. Recommends acquisitions, deaccessions, and conservation. Conducts original research and presents / publishes results. May have administrative responsibilities and / or oversee the care of the collections and their documentation.
Museum Services	Museum Preparation Exhibition	Involves designing, fabricating, and installing exhibitions for public education. Prepares objects for exhibition, shipping, archiving, and storage, which can include activities such as mounting, matting, framing, wrapping, packing, and transporting.
Museum Services	Museum Registration Collection	Involves ensuring the physical safety of and accurate record keeping on all works in a collection and on loan. Involves collections management, care, documentation, and providing access to the collections; and cataloging, deaccessions, and loans to other institutions. Also involves the safe transport of objects, and in scientific museums, specimen preparation.
Performing Arts	Musician	Involves performance, coaching, and directing in music. Includes composition and arranging.
Performing Arts	Performer	Involves performance, coaching, and directing in any of the fine arts except music or the visual arts (e.g., painting and photography--see Visual Communications), including dance, and acting. Includes text composition, arranging, and choreography.

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Performing Arts	Performing Arts Production and Administration	Involves administrative and production aspects of the performing arts, including: performing arts management, administration, and scheduling when the skills require specific knowledge of the performing arts field; facilitating production requirements, such as theatrical productions and film and video presentations; theater management, construction, installation and maintenance of elements in a variety of theatrical craft and arts areas including direction, technical support, stage crews, lighting, sound, scenery, rigging, props, projection, multi-media, wardrobe, hair and make-up, and artist hospitality. (For positions requiring professional performance training and expertise, see Performance job family.)
Security and Public Safety	Dispatching and Records	Involves scheduling and dispatching police; taking and routing emergency calls for service; monitoring fire and security alarm systems, managing police record systems, and implementing applicant fingerprinting and background review process.
Security and Public Safety	Fire Safety	Involves fire safety and protection for the organization, including development and implementation of fire protection policies and procedures, fire suppression, emergency medical services, and operation and maintenance of fire safety systems and equipment.
Security and Public Safety	Parking Operations and Enforcement	Involves monitoring parking facilities and enforcement activities. Operations include maintaining compliance with parking rules and regulations; issuing permits, collecting monies for permits and from meters, issuing citations and warnings, forecasting vehicle parking patterns and assessing demands, and ensuring maintenance of parking lot structures and surfaces.
Security and Public Safety	Police	Involves protecting life and property, maintaining security and order, and preserving the general welfare of the organization. Engages in a variety of police activities such as patrolling, investigation, law enforcement, crime prevention and detection. Certified and conforms to the California Commission on Peace Officers Standards and Training (POST).
Security and Public Safety	Security	Involves guarding university property to protect people, prevent theft, violence, or infractions of rules. Assists with crowds and traffic at public events.

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Counseling and Psychology	Counseling and Psychology	Involves psychological evaluation, diagnosis, counseling, psychotherapy and crisis intervention with individuals and groups across a broad spectrum of developmental and psychological concerns that interfere with effective academic and personal functioning. Develops psycho-educational programs. Also performs one or more of the following functions: Uses and interprets educational, vocational and psychological tests; provides clinical supervision of professional graduate-level trainees. Licensed as a Psychologist in California or works under the supervision of a licensed professional.
Engineering	Research & Development	Involves professional engineering and engineering technician support as part of academic instructional lab and / or research projects and programs. Engineering activities include the design, construction, testing of experimental systems, operation of analytical systems, establishment of performance specifications, and documentation. Engineering Technicians may be assigned duties within a single discipline (e.g., electrical) or span a range of disciplines [Note: machine specialty work in a research or lab setting is generally performed by the Lab Mechanic job titles].
Facilities Development & EHS	Design & Construction Mgmt.	Involves assessing organizational and strategic issues and providing guidance for capital and non-capital projects; develops policies and guidelines to streamline processes and project delivery; collaborates with agencies, locations, and industry partners to implement cost-effective processes in compliance with law and policy; develops programs for sharing of best practices.
Facilities Development & EHS	Energy Management	Involves strategies for energy procurement and efficient utilization, mitigating the impact of carbon obligations, providing pertinent legislative and regulatory advice, interacting with energy market participants including utilities and service providers, and developing as well as monitoring implementation of energy efficiency programs consistent with UC's sustainable practices and policy goals.

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Facilities Development & EHS	Environmental Health & Safety	Involves developing, implementing, and monitoring environmental and safety programs and policies to ensure compliance with federal, state, and local environmental, health, and safety regulations, and ensure a safe workplace. May include industrial hygiene, ergonomics, occupational safety, environmental health, pest control, laboratory safety, hazardous materials control, hazardous waste management, emergency services and preparedness, fire safety, radiological safety, environmental protection including air, water and soil quality, and other EH&S programs and policies; or provides technical support for these programs.
Facilities Development & EHS	Facilities Project Management	Involves managing the design and construction of capital projects, including renovations, expansions and new facilities and infrastructure as well as landscape projects; collect, develop, and analyze technical data to determine project requirements and preparation of information regarding specifications, materials, equipment, estimated costs, and completion times. (For Facilities Management, see General Services Job Field)
Facilities Development & EHS	Inspection	Involves inspections of construction projects for conformance to project plans and specifications, applicable codes and standards, policies and procedures; quality control and assurance when applicable.
Facilities Development & EHS	Planning	Involves providing strategic and long range planning for the programming, design, development and disposition of properties and facilities, including buildings, infrastructure and landscape projects; research, collect and analyze planning data to develop planning policies and procedures, project planning, design and program guidelines; compliance with environmental planning regulations and architectural design review.
Facilities Development & EHS	Real Estate Management	Conducts analysis in support of real estate transactions and decision-making efforts. Participates in the selection, evaluation, acquisition, occupation, management and / or disposition of real property and building space in compliance with policy. Participates in development of budgets and resource allocations. Manages compliance with lease agreements and contracts; participates in negotiation efforts. Conducts financial analyses to evaluate and recommend lease vs. purchase decisions. Completes any required forecasts, budget analyses and reports of activities.

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Facilities Development & EHS	Sustainability	Develops, implements and monitors system-wide sustainability efforts to include energy, food service, waste management, recycling, resource efficiency, greenhouse gases, transportation, supply chain, facilities, and design for environment. Establishes and maintains metrics for sustainability goals and evaluates cost-effectiveness of programs and progress towards goals. Coordinates sustainable practices and quantifies environmental impacts. Develops systems for managing energy consumption. Develops energy strategies to reduce consumption and costs. Evaluates renewable energy cost / benefits and develops projects to meet funding constraints.
General Services	Custodial & Housekeeping	Involves the cleaning and housekeeping of buildings and exterior areas including classrooms, laboratories, offices, auditoriums, gymnasiums, health clinics, rest rooms, private rooms in residence halls and apartments. Also may involve trash and recycling material removal, meeting room set-up and hotel-like room servicing, and floor care.
General Services	Facilities Management	Involves the management, long-range planning, organization, coordination, oversight and / or performance of multiple operational activities and services for one or more buildings, including space planning, general maintenance, specialized facility systems and operations, call center triage and tracking of repair services, move planning and coordination, development of procedures, policies and communications related to infrastructure and safety. (For Facilities Project Management, see Facilities Development and EHS Job Function.)
General Services	Fleet Services	Involves a full range of operational and maintenance services for UC owned vehicles. Provides quality services to customers and manages sustainable and environmentally friendly fleet and repair facilities.
General Services	Food Services	Involves all aspects of food service in a restaurant, catering or retail food operation, including preparation, serving and presentation of food and beverages; dining and serving area set up; cleaning of the facilities, equipment and tableware; customer service, and executing transactions.
General Services	General Services Other	Involves performing service work not otherwise covered in other general services job families.

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General Services	Landscaping & Grounds Keeping	Involves planning, organizing, coordinating and performing activities supporting exterior hard and soft scapes, including gardening, planting, landscape, grounds, playing fields, and tree maintenance, erosion control, pest management, exterior fire control projects, irrigation repair and maintenance, grounds equipment repair and maintenance.
General Services	Mail Services	Involves the preparation, pickup, and delivery of incoming and outgoing domestic and international mail and packages for distribution, including sorting, classifying, weighing, calculating rates and recording recharge information, processing improperly addressed mail and answering mail related questions.
General Services	Recycling & Refuse Services	Involves performing refuse and recycling collection and sustainability functions, dumping refuse and waste, and maintaining equipment associated with these functions.
General Services	Storekeeping	Involves ordering, inventory records management and tracking, receipt, storage, and distribution of equipment, materials, and supplies.
General Services	Transit Services	Involves transporting equipment and supplies, materials and passengers.
Skilled Crafts and Trades	Skilled Crafts and Trade Management	Involves overseeing and / or managing activities relating to skilled crafts and trades, including one or more of the following: heating, ventilation and air-conditioning (HVAC), boiler operators, electrical, machinist, sheet metal, abatement and insulators, structural (carpentry, painting, roofing, glazer, blinds), plumbing or other skilled crafts and trades.
Sports & Recreation	Athletic Training	Involves providing intercollegiate and / or Sports Clubs athletes with injury prevention training, and evaluation, management and rehabilitation of athletic injuries.
Sports & Recreation	Coaching	Involves directing or assisting with developing the student-athlete physically, competitively and emotionally. Enhances the execution of competitive sports, manages team, recruits, fundraises and may determine competitive schedules.

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Sports & Recreation	Intercollegiate Athletics	Involves developing, promoting and supporting the operational and strategic aspects of intercollegiate student athlete programs, including planning, scheduling, budget administration and travel.
Sports & Recreation	Massage Therapy	Involves providing therapeutic and relaxation massage to promote relaxation, relieve sore muscles and back pain, and enhance athletic or general physical performance.
Sports & Recreation	Recreation	Involves instructional or program activities related to recreation, leisure, and fitness in an accredited environment; provides first aid and emergency care as necessary, and responds to user / customer needs.
Student Services	Academic Achievement Counseling	Involves providing individualized services to students who are underrepresented, low income, first generation college students, and / or otherwise at a higher risk of experiencing academic difficulty, to help students succeed. Services may include academic needs assessment, developing individual study plans, recognizing and addressing academic and non-academic barriers to academic success, and counseling on other aspects that may affect student retention and academic success. Includes specializations in particular underrepresented groups, particular academic skills (e.g., research skills, preparation for graduate programs), or success in particular academic programs.
Student Services	Admissions & Recruitment	Involves developing and implementing programs for student outreach, recruitment, and admissions for the university and / or school / college / department within appropriate constituents and communities; and educating the public about admissions requirements, policies, and processes.
Student Services	Career Services	Involves planning, developing, and implementing programs, activities, counseling, and advising focused on students' career development. Works with students, alumni, and / or potential employers.

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Student Services	Curriculum Planning	Involves conducting curriculum planning and course scheduling in consultation with department / college / school management and faculty. Analyzes enrollment trends.
Student Services	Financial Aid	Involves analyzing students' level of need and eligibility for financial aid to allocate financial aid awards and advise students on obtaining aid. Interprets financial aid regulations, analyzes student data, and implements procedures to ensure regulatory compliance and timely delivery of financial aid.
Student Services	K to 14 Academic Preparation	Involves planning, developing, implementing and evaluating programs, activities, counseling, tutoring and advising focused on students' successful graduation from high school and college, and career readiness. Works with students, program alumni, teachers, counselors, school districts, community stakeholders and parents.
Student Services	Registrar	Involves planning, analyzing, developing, and implementing programs and services to maintain stewardship and integrity of student academic records, academic publications, and course and classroom scheduling by managing and enforcing student and institutional academic policies. Interprets relevant regulations such as the Family Educational Rights and Privacy Act (FERPA) to ensure regulatory compliance and protection of student data. Provides services to students (prospective, current and former), parents, and the public and maintains collaborative relationships with faculty, staff and administrators. Utilizes and advances technology systems solutions and best practices.
Student Services	Student Academic Advising	Involves counseling students on academic program policies and issues. Monitors student academic progress and assists students in making appropriate educational choices and decisions. Conducts informational sessions and provides advice.
Student Services	Student Academic Support	Using specialized knowledge of learning theory, counsels students and develops and implements programs to students to enhance their academic success.

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Student Services	Student Disability Services	Involves planning, developing, and implementing programs, processes, and activities for students with disabilities in accordance with federal and state law, to assure their access to the academic and campus environment.
Student Services	Student Legal Services	Involves providing legal advice and counsel to students of the institution, including advising on legal rights, obligations and related matters.
Student Services	Student Life & Development	Involves planning, developing, implementing and advising on programs, services, activities and processes for students in their non-academic life at the university, including residential life, public service, student conduct and judicial affairs, identity-based matters, sexual violence, leadership development, student government, student businesses, student organizations, and other student resource center areas.
Student Services	Student Services Advising	Involves a wide range of student services duties and responsibilities for an academic department / school / college or organization. Provides assistance to the dean / chair, faculty, and students in academic advising, recruitment, admissions, financial aid, visa / immigration matters, the evaluation and awarding of fellowships and block grant funds, student orientation and events, career counseling, and related programs.
Finance	Accounting	Involves accounting functions such as analyzing, monitoring, preparing and reconciling financial information to reflect the condition of the organization and provide financial and other statistical data to control operations. Also may involve preparation of financial reports to meet internal and external reporting requirements. May include activities relating to developing, implementing and monitoring accounting systems, policies and procedures.
Finance	Enterprise Risk Management	Involves protecting the institution from loss. Develops and coordinates activities and programs that are designed to promote accountability. Helps identify and minimize risk of all types, and strengthen effectiveness and efficiency of controls.

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Finance	Financial Analysis	Involves developing, interpreting and implementing financial concepts for financial planning, resource planning (dollars), and control of organizational budget. May analyze and prepare recommendations for financial plans, including annual resource allocations, future requirements, and operating forecasts.
Finance	Financial Services	Involves the processing and servicing of a variety of operational, personnel, and financial transactions and services. Includes cashiering, payroll, accounts receivable, accounts payable, purchasing, recharge billing, travel/entertainment, gift accounting, collections, data collection and data entry, analysis, review and control, customer servicing, and reporting.
Finance	Payroll	Involves activities associated with generation of payroll including labor distribution records, vacation and sick leave accrual, overtime and withholding status. Complies with all government reporting requirements for payroll taxes, withholding and employer contributions.
Finance	Procurement	Involves acquisition of goods and services including equipment acquisition, contracting for professional services, design and/or construction services, business contracts, maintenance services, consulting and personal services.
Finance	Revenue Cycle	Involves revenue cycle functions for the healthcare enterprise, including system billing, reporting and support. Ensures account information contains accurate and comprehensive data to provide timely billing and optimal reimbursement for services. Impacts processes to include charge capture, coding, insurance identification, data entry, billing, payment posting, refund processing and collections. May also be responsible for / integrated with business office operations.

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Finance	Strategic Sourcing	Develops strategies that result in best-in-class strategic sourcing practices and supplier relationships. Identifies projects to apply sourcing and purchasing/procurement methodology to leverage annual purchase volume and rationalize supplier base to ensure benefits/savings to University. Partners with internal clients and stakeholders to identify sourcing needs; conduct buyer/market profiles; share marketplace trends; develop sourcing strategies; share best practices and define acceptable service levels.
Finance	Travel	Develops, modifies, and executes company travel policies and procedures. Ensures the accurate compilation, analysis and reporting of travel data. Acts as primary contact with corporate travel agencies and vendors. Negotiates contracts with travel agencies and suppliers. Responsible for adherence to cost control and effectiveness in the travel department. May manage company employees or be responsible for coordinating activities with on-site contractors or outsourced resources providing travel services.
General Admin	Administrative Operations	Involves managing or performing the administrative services or managing the full general operations of an academic or non-academic organization(s). Administrative services include activities in finance and human resources and may also include IT, facilities, or student services. General management activities include long and short range strategic planning in determining the mission and directing all activities of multi-disciplinary departments through subordinate management staff.
General Admin	Contract Administration	Involves structuring, and / or administrating contractual documents that establish business relationships with contractors, customers and / or partners. Collaborates with internal partners as well as legal staff to structure contracts. Professional contracting services are provided in compliance with all policies and procedures. Analyzes contracts to ensure compliance with all applicable laws, rules, regulations and policies. Advises management of contractual rights and obligations and provides interpretation of terms and conditions.

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General Admin	Executive Advising	Involves providing strategic guidance, advising and decision making on behalf of an executive (generally defined as Chancellor, Vice Chancellor, or Vice Provost), relative to strategic academic and resource planning, short and long-range policy development, communications and high level analyses of new program development. In addition to executive advising, may also manage an independent program and / or professional staff engaged in a range of administrative functions.
General Admin	Executive Assistance	Involves providing administrative oversight for an executive, including the coordination of communications and pertinent data among a group of the executive's subordinate management staff. Performs and / or oversees special projects or assignments that are highly sensitive or complex in nature, requiring a high level of independence and initiative in execution and implementation. Handles details and oversees work of a highly confidential and critical nature to support the executive on matters of significance.
General Admin	Institutional Research	Involves activities associated with supporting strategic planning and decision making through the analysis, presentation, and distribution of institutional related research data. Includes planning and analytical studies, assessment, and reporting on data related to students, academic and non-academic employees, financial, and facilities. May be involved with compliance with informational requests from external agencies.
General Admin	Ombuds	Involves providing impartial, informal, independent and confidential conflict resolution services to all constituencies, which may include faculty, staff and / or students.
General Admin	Organizational Consulting	Involves assessing organizational and strategic issues and providing guidance through organizational development solutions such as facilitating assessments, strategic planning, and culture-change and process-oriented approaches to enhance institutional performance. Consults with leaders, departments, and committees to address root causes of organizational effectiveness issues using a systematic approach. Analyzes current organizational purpose, structure, relationships, policies, systems, and data. Recommends and facilitates improvements ensuring alignment with organizational strategy.

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General Admin	Product Development	Responsible for identifying and investigating new product opportunities within a defined range of responsibility. Develops project plans and manages the design, development, testing, and documentation of select products, services or enhancements. Formulates and executes business plans for product development and launch. Develops and participates in public outreach activities and informational campaigns to promote awareness of products or services. Maintains knowledge of new trends and products in the appropriate markets.
General Admin	Project and Policy Analysis	Involves analytical studies on a variety of policies, projects, programs and issues in support of a function, program and / or organizational unit, or in research of new or changing systems and programs. Assists in policy and program planning, development and administration; interprets, monitors and analyzes information regarding policies and procedures and provides consultative services regarding general management to department administrators.
General Admin	Records Management	Involves developing and managing procedures that promote sound, efficient, and economical records management, which includes creation, organization of, and access to records; maintenance, retention and disposition of administrative records; and security and privacy of records. Supports the management of recorded information, consults with users to develop compliant, secured and trustworthy record keeping systems that are efficiently maintained, establishes processes and guidelines to dispose of records when their administrative, legal, audit, regulatory and historical value have ceased. Ensures compliance to standards, applicable laws and internal policies, and operating procedures for consistent creation, maintenance and use, and disposition of University records. May include classifying, storing, securing, and destroying (or in some cases, archival preservation) records or consulting others on how to apply best practices to such activities.

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General Admin	Vendor Relations Management	Involves administration and operational oversight of vendors for outsourced activities, projects and programs in collaboration with key stakeholders. Evaluates vendor logistical and performance capabilities, establishes vendor monitoring and tracking processes, and assesses vendor performance using a variety of vendor management strategies (e.g., service level agreements, operational audits, surveys, etc.) to ensure continuous improvement. Monitors participant satisfaction with vendor services. Provides liaison to stakeholders / users of vendor services and handles escalated problems and program appeals.
Human Resources	Academic Human Resources	Involves recommending, developing, implementing, administering, coordinating, and/or evaluating Academic Human Resources policies, labor contracts, statutes, programs, and procedures covering one or more of the following: academic recruitment, appointment, and advancement; compensation and salary administration; faculty welfare programs; visa procurement; benefits; payroll; training and development; faculty misconduct; and faculty equity.
Human Resources	Benefits	Involves administering and communicating benefits programs. Influences, shapes and collaborates on employee benefit programs. May provide training to departments on employee benefit programs, and workshops on new / amended benefit programs.
Human Resources	Benefits Program Strategy	Involves design, development, and procurement of health and welfare, work / life, retirement or other employee benefit programs and policies. Negotiates and manages insurance contracts to ensure the most favorable coverage, cost, terms and plan design for employees and the organization. May administer self-insured plans or coordinate with contracted administrative services. Consults with all levels of management and constituent groups on benefit programmatic and financial / budgetary considerations.
Human Resources	Compensation	Involves developing, implementing and administering compensation policies and programs. Reviews job evaluations requests and proposals, and provides advice on job evaluation, position management, and position salary-setting.

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Human Resources	Employee Relations	Involves the design and administration of programs, procedures and plans related to employee workplace issues such as conduct, discipline, performance, communications, policies and procedures. Uses employee relations concepts and applies policies and procedures to resolve a variety of employee relations issues and situations. Works in collaboration with other functional areas of human resources.
Human Resources	Employment	Involves developing, implementing and / or maintaining recruitment and other employment and sourcing programs and policies. Provides advice and counsel on employment practices and recruitment processes.
Human Resources	Equal Employment Opportunity	Involves developing, implementing, and / or administering diversity, equal employment opportunity and affirmative action efforts in order to comply with government legislation and management directives and support equity and inclusion programs. Provides advice and conducts analyses of the organization's related programs to ensure compliance with government legislation, and monitor progress toward organizational goals.
Human Resources	HR Generalist	Involves recommending, developing, implementing, administering, coordinating, and / or evaluating Human Resources policies, labor contracts, statutes, programs and procedures covering several of the following: recruitment, compensation, employee relations, labor relations, payroll, benefits, welfare programs, training and development, visa procurement, inter-location transfers, and employee services.
Human Resources	Labor Relations	Involves establishing and maintaining satisfactory labor-management relations, including monitoring and ensuring adherence to contract provisions, participating in negotiating sessions, addressing grievances and questions of a specific group of union employees.
Research Admin	Academic Program Management	Involves managing a significant, independent academic or research program. Formulates program strategies and goals. Plans, directs and controls program budget and other related resources.

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Research Admin	Contracts and Grants	Involves providing analytical and financial support in proposal processing, contract and grant administration, and budget development, including pre-award proposal initiatives, management of funds post-award, and closeout activities for federal, state, local and private sponsors. Involves activities associated with forecasting, planning, and managing of research portfolios by performing some or all of the following: coordinating and identifying and developing and / or presenting proposals, contracts and other agreements; reviewing proposals to ensure institutional compliance; negotiating, administering and monitoring contract and grant awards, including compliance with regulations, terms and conditions; financial management and reporting; and sub award / subcontract issuance and administration.
Research Admin	Intellectual Property	Involves advising on intellectual property (IP) rights protection, business startup and other technology transfer related issues. Evaluates the commercial potential of research results, obtains and manages the appropriate IP rights protection, markets inventions and software, and / or biological / tangible materials; drafts and negotiates, and manages IP licenses and Material Transfer Agreements (MTAs), Non-Disclosure Agreements (NDAs), and advises on IP terms in research and collaboration agreements. Supports companies who wish to sponsor research and / or license technologies. Facilitates administration of federal and state laws regarding research, conflict of interest, IP, contracts and employment. Works with outside patent attorneys to file patent applications.
Research Admin	Research Compliance	Involves staffing, administering or managing research oversight and compliance committee activities related to research activities such as human subjects, animal use and care, conflict of interest and export control. Reviews research protocols for use in specific fields, assists in writing and reviewing protocols, and compliance with federal, state, and University mandated laws, regulations and policies.
Research Admin	Research Grant Program Admin	Involves oversight and coordination of research grant programs, including program development, planning and evaluation, peer review and applicant relations, grant application and award management, and synthesis and dissemination of research findings.

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Research and Lab	Animal Care	Involves conducting or assisting with routine, emergency and critical veterinary care and animal husbandry activities for clinical or laboratory animal patients. May be involved in conducting or assisting with research and teaching projects including development and design of animal protocols. May involve internal and public outreach. May include instructions of students, volunteers and clients.
Research and Lab	Animal Field Research	Participates in independent animal research programs, including identification of funding support, outreach / marketing activities, and teaching and curriculum development. Coordinates activities in support of training and research goals.
Research and Lab	Clinical Research Human Subjects	Involves the development of and ensures compliance with clinical study protocols that involve human subjects. Oversees and resolves operational aspects of clinical studies or trials in conjunction with project teams and in accordance with standard operating procedures and good clinical practice and regulations. May be responsible for budget, clinical supply operations, site and vendor selection.
Research and Lab	Field Research	Involves the on-site administrative, research, facilities management and / or cultivation functions involved in establishing and maintaining environmental field research sites. Field sites represent a diverse range of eco-regions to support of a variety of research activities.
Research and Lab	Lab Instruction	Involves the application of specialized academic or scientific knowledge to perform or develop experimental procedures as part of academic instructional lab and / or research programs. Responsible for laboratory instruction methodologies and protocols and performing experiments and teaching exercises. Troubleshoots problems with equipment and materials during classroom exercises. May perform literature research, data analysis and participate in teaching.

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Research and Lab	Lab Research	Involves conducting or supporting laboratory research, which may include routine or non-routine laboratory operations, data interpretation, development and performance of technical protocols and procedures, design of experiments, literature studies, and preparation of scientific papers.
Research and Lab	Research Data Analysis	Involves gathering, analyzing, and interpreting a wide variety of research data, which may include selecting data samples, preparing questionnaires, and analyzing collected information according to established statistical methods. Prepares reports, charts, tables, and other visual aids.
Research and Lab	Survey Research	Involves collection of survey data; may conduct research, including the design and validation of survey instruments.