

PHASE 3
UCSD Phase 3 All Families
Family Function and Job Function Summary

Job Family	Job Function	Job Summary
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	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).