

Summary			
JOB DESCRIPTION NO: 301861	VERSION: 3	PREVIOUS JD NO:	POSITION CONTROL NO:
DEPARTMENT: VC-ACADEMIC AFFAIRS	UNIT CODE: 000117	VC AREA: ACADEMIC AFF	
INCUMBENT NAME: Master Jd Template	PHONE:	INCUMBENT EMAIL:	WORK LOCATION: Main Campus
PAYROLL TITLE: ADMIN ANL	TITLE CODE: 7243	SALARY GRADE: PSS 5	HEERA: All Others, not Confidential
BACKGROUND CHECK REQD? Yes		C.O.I. DISCLOSURE REQD? No	PHYSICAL REQD? No
SUPERVISOR NAME:	PHONE:	SUPERVISOR EMAIL:	SUPERVISOR TITLE:

Overview

WORKING TITLE
Research Administrator, Analyst (100%)

DEPARTMENT OVERVIEW

This job description functions as a template tool for delegated authorities in the EVC Area to classify positions in the functional area of sponsored research/research administration. This is a classification practice internal to the EVC area and is an early implementation effort by the EVC area for Career Tracks mapping of the Research Administration Family. The UCSD-wide implementation, however, will be coordinated by Campus HR and must follow the (tbd) guidelines set forth by UCOP.

POSITION OVERVIEW

This is a professional position at the experienced level of the Research Administrator Series. The incumbent is an experienced professional who knows how to apply theory and put it into practice with in-depth understanding of the professional field; independently performs the full range of responsibilities within the function; possesses broad job knowledge; analyzes problems/issues of diverse scope and determines solutions.

Uses skills as a seasoned, experienced research administrator to independently develop and/or oversee research proposals, awards and transactions related to contract and grant management and maintains contract and grant records in compliance with institutional research sponsor policies. Work on proposals of diverse scope where analysis of data requires thorough understanding of complex regulations. Completes and approves transactions for signature by manager or other authorized institutional official. Works on complex proposals that may involve multiple investigators and/or multiple subawards. Guides less experienced staff and provides team leadership in the development of policies and procedures.

Complexity is define as follows: Type of Proposals - Highly complex proposals involving one or more of the following: multiple departments; multiple institutions (subawards); significant institutional cost-sharing; institutional commitment proposals; responsive to award agency proposal requirements (RFP, RFA, PA); numerous integrated projects; Program Project or Center applications; training grant applications; and Contracts; extensive variety of agencies and extensive number of awarding entities; significant and unique reporting requirements; significant equipment acquisition or fabrication; performance milestones. Such proposals will usually be in excess of \$6 million (direct cost) annually. Type of Awards - Funds managed will be for awards received as a result of submission of proposals described above. Type of Self-Supporting Activities - The self-supporting activities and research recharge operations are large and complex in nature (income > \$5M). Contributions to Development of Policies and Procedures - Provide team leadership in the development of policies and procedures; approve or recommend for approval changes

Incumbent provides 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.

Resources to be managed will be determined by each department reflecting the quantitative measures in the Classification Matrix for Sponsored Research Administrators.

EDUCATION AND EXPERIENCE

Minimum of a Bachelors degree and two year's experience in related area and/or equivalent
SPECIAL CONDITIONS
Job offer is contingent on clear Background Check. Overtime and weekends may be required.
LICENSES AND CERTIFICATIONS
EMPLOYEES DIRECTLY SUPERVISED
EMPLOYEES SUPERVISED THROUGH OTHERS

Areas of Responsibility		
AREA OF RESPONSIBILITY	Percent	TOTAL PERCENT
I. Research Administrator, Analyst - Do not modify the language in this section. The % time in this section may not exceed 30%.		30%
01. Organizes, plans, establishes and monitors fiscal budget control of contracts and grants administration, gifts, endowments and privately funded projects for faculty research programs. 02. Prepares complex proposal budgets and support documents that are required by proposal guidelines. 03. Coordinates proposal submission. 04. Provides post-award financial administration and management for research funds in accordance with organization policy and agency requirements. 05. Provides guidance and counsel on complex research administration matters, including compliance regulations, to principal investigators and department Administrators. 06. Assists in support of audits as directed by senior staff. 07. Coordinates and implements budget allocations, conceives of and maintains chart of accounts or other data management tools, and related business processes. Prepares journal entries, maintains and reconciles ledger accounts. Participates in gathering data from the general ledger for the collection of information for UBIT, preparing summary schedules, and either answering questions from departments or coordinating getting answers. 08. Applies professional knowledge/experience to prepare, review and/or approve financial transactions. 09. Independently gathers information as needed to perform financial analysis.	30%	Essential Yes
II. Contracts & Grant Management - Do not modify the language in this section. The % time in this section must be at least 30%.		30%
01. Under limited supervision, provides post-award financial administration and management for research funds in accordance with campus policy and agency requirements. Identifies and analyzes new project requirements, communicate and manage the strategy for complying with regulations unique to a specific contract or grant. Post award sub-recipient monitoring and administration. Conducts financial analysis and projections. 02. Under limited supervision, monitors and ensures allowabilty for financial transactions, expenditures, reconciles funds, identifies and resolves discrepancies and retains all necessary back up documentation. Processes non-competing continuations, supplements, sub-award requests and other award/agreement amendments. Manages multi- institution sub awards, Tracks and ensures compliance with cost sharing commitments. 03. Under limited supervision, prepares the close-out activities including: final projection, subcontracts, personnel, and recurring expenses. In conjunction with faculty/PI submits NCE request via OCGA as necessary and initiates fund changes or expense transfers. Finally, completes FER closeout report and monitors Financiaillink until all chart of accounts are inactivated. 04. Under limited supervision, organizes plans, establishes and monitors fiscal budget control of contracts and grants administration, gifts, endowments and privately funded projects for faculty research programs. Maintain excellent rapport with the principal investigators; be responsive to request for information and assistance from PIs and other involved campus departments as well as awarding agency program and administrative representatives. 05. Under limited supervision, serves as the primary faculty liaison, assists Principal Investigators (PI) with the development of contract and grant proposals including proposal budgets. Prepares support documents as required by proposal guidelines and coordinates proposal submissions with Office of Contracts & Grants (OCGA). The Research Administrator (RSA) oversees the process from submission through negotiation of the final award. RSA will work with more complex proposals which involve multiple investigators and/or multiple institutions and subawards. 06. Applies professional concepts to provide monthly financial reports, projections, analyze spending and recommend adjustments. Assists in support of audits as directed by senior staff. Serves as the liaison to faculty for the campus Reporting Systems (i.e. ECERT) Seeks information to maintain current knowledge on compliance regulations in all areas of research administration. 07. Other duties as assigned.	30%	Essential Yes
III. Financial Analysis and Management - Do not modify the language in this section. The % time in this section must be at least 10%.		10%
01. Provides advice regarding sponsored projects administration to Department Administrators and Pls. Clarify issues regarding intellectual property such as sub-award relationships with foreign	10%	Essential Yes

entities, and ownership of research and having proper signature authority by the sub awardee. Review of rare research issues (such as interpretation of ITAR and implications, fee structure/distribution of foreign visitor costs, and high profile research collaborations.) Resolves complex issues regarding cost share commitments. Resolves outstanding deficits and recommending compliant solutions to PIs. Seeks exceptions to procedure or policy at the Division or Campus level when necessary. 02. Provides team leadership in the development of policies and procedures; solicits recommendations from within and outside of the administrative unit to improve the structure and functions of the administrative unit as well as the relationship(s) between the administrative unit and other units; composes recommendations for improvements to policies and procedures and presents recommendations to supervisor. Plan and develop procedures to ensure that special conditions such as cost sharing contributions, participant costs, funding for undergraduate or graduate training, etc. are tracked properly to comply with CAS, FDP, UC, Federal and Agency requirements. 03. Communicates directly with central units to achieve a solution to problematic issues which arise for example, incorrect program codes, foreign exchange invoicing and reporting, multi-location appointments, sub-awards issued from research gift money, business contracts and consultants. 04. Ensures complete and accurate collection of research management administration data at all stages of the contract and grant life cycle. 05. Prepares ad hoc non-technical statistical reports as needed.

AREA OF RESPONSIBILITY		TOTAL PERCENT
IV. Previous Job Card Responsibilities - Please include responsibilities from the previous job card and/or customize this section with responsibilities not already mentioned in the sections above. The % time in this section should be 30%		30%
Please include language from the prior job card, if the responsibilities are not already described in the above sections. The % time in this section should be 30%.	Percent 30%	Essential Yes

Knowledge, Skills and Abilities		
	DESCRIPTION	IMPORTANCE
A	Thorough understanding of research administration guidelines of Federal and non-Federal sponsors supporting research and educational activities preferably in a university environment. (CT)	Required
B	Through knowledge of applicable compliance requirements related to use of human or animal subjects in research, financial conflict of interest, biosafety, etc. (CT)	Required
C	Maintains current knowledge of compliance regulations in all areas of research administration.(CT)	Required
D	Ability to manage significant volume of transactions. (CT)	Required
E	Ability to perform complex financial analysis and customized reporting.(CT)	Required
F	Demonstrated knowledgeable of generally accepted accounting, fiscal and reporting principles. (CT)	Required
G	Demonstrated competence in the use of spreadsheet and database software in financial analysis, fiscal management and financial reports.(CT)	Required
H	Independent judgment and strong organization and communication skills and customer service focus across broad and diverse subject areas (CT).	Required
I	Demonstrated effective interpersonal skills to interact with diverse individuals and groups.	Required
J	Knowledgeable about Federal Acquisition Regulation, Code of Federal Regulations, sponsor-specific policies, intellectual property policy, conflict of interest requirements, publication rights, application of indirect cost rates and other complex concepts in research administration.	Required
K	Requires thorough knowledge in OMB circulars such as Universal Guidance, A-21, A110 and principles of cost accounting standards, including allowability, allocability, and reasonableness, state, local, sponsor and institutional regulations, policies, and guidelines.	Required
L	Ability to work in a fast paced environment with overlapping deadlines and short lead times and maintain a high level of attention to detail, and ability to work with a high degree of accuracy.	Required
M	Proficiency working with computer and information management systems.	Required
N	Experienced with all types of award mechanisms, including grants, contracts, subcontracts, cooperative agreements.	Required
O	Proficiency in utilizing Financiallink reports, queries, and use pivot tables or similar experience using other financial reporting tools.	Required
P	Stays current on compliance regulations in all areas of research administration.	Required

Environment			
PHYSICAL ACTIVITIES			
Standing: Rarely	Crawling: Rarely	Bending: Rarely	Walking: Rarely
Climbing: Rarely	Kneeling: Rarely	Sitting: Constantly	Reaching: Occasionally
Balancing: Rarely	Seeing: Constantly	Keying: Frequently	Feeling: Rarely
Talking: Frequently	Hearing: Frequently	Handling: Rarely	Lifting 0-20 lb: Occasionally
Lifting 20-50 lb: Occasionally	Lifting 50+ lb: Occasionally	Carrying 0-20 lb: Occasionally	Carrying 20-50 lb: Occasionally
Carrying 50+ lb: Rarely	Pushing 0-20 lb: Occasionally	Pushing 20-50 lb: Occasionally	Pushing 50+ lb: Rarely
MENTAL ACTIVITIES			
Reading: Constantly		Writing: Frequently	Calculating: Frequently
Communicating Orally: Frequently		Reasoning: Frequently	Analyzing: Frequently
ENVIRONMENTAL CONDITIONS			

Confined Areas: Rarely	Exposed to Weather: Rarely	Noise Exposure: Constantly
Vibrations: Rarely	Extreme Temperatures: Rarely	Potential Hazards: Never
Fumes/Odors/Mists/Dusts: Never	Potential Allogenics: Rarely	Work Inside: Constantly
Work Outside: Never	Other:	

Signatures for Printed Copy

A. SAFETY

Based on Labor Code Section 6401.7 it is expected that all employees know and practice all appropriate safety methods and procedures.

B. PAYMENT OF OVERTIME

If this position is designated as eligible for premium overtime and is not subject to any collective bargaining agreement, overtime may be paid by either compensatory time off or cash at the option of the department, unless agreement to this effect is not reached, in which case pay shall be provided.

EMPLOYEE'S SIGNATURE

I certify that the above description is correct, complete and describes my job as I understand it.
I have read both the Safety and Overtime Payment statements.

Employee's Signature: _____ Date: _____

SUPERVISOR'S / DEPARTMENT HEAD'S SIGNATURES

I have reviewed the job description and the above statements and certify to their accuracy.

Supervisor's Signature: _____ Date: _____

Dept. Head's Signature: _____ Date: _____