

Summary			
JOB DESCRIPTION NO: 301868	VERSION: 1	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 SPEC	TITLE CODE: 7646	SALARY GRADE: PSS 4	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, Specialist II (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 (td) guidelines set forth by UCOP.

POSITION OVERVIEW

This is a professional position at the intermediate level, fully operational level of the Research Administrator series. The incumbent applies acquired job skills, policies, and procedures to complete substantive assignments / projects / tasks of moderate scope and complexity; exercises judgment within defined guidelines and practices to determine appropriate action.

The incumbent will be providing moderate 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.

Under general supervision, develops and/or oversees research proposals, awards and/or transactions related to contract and grant management and maintains contract and grant records in compliance with institutional and research sponsor policies. Works on proposals of moderate scope such as single investigator NSF proposals where analysis of financial information or reports requires review of a variety of factors (e.g. budgets, salaries, expenses, etc). Receives assignments on project basis and fully analyzes problems, gathers data and information, and recommends solutions. May be eligible for delegated signature authority. Completes and approves transactions for signature by manager or other authorized institutional official.

The complexity of the proposals and awards is defined as follows: Type of Proposals - Unsolicited proposals; some RFA, RFP, or PA responding proposals; <25% subaward proposals, <25% institutional commitment proposals; moderate variety of agencies; Type of Awards - Regular research awards; <25% subawards; <25% cost sharing; moderate number of awarding entities. Type of Self-Supporting Activities - Research recharge operations (income , \$5M/year; training grants). Contributions to Development of Policies and Procedures - Provides data gathering and analysis to the development of policies and procedures.

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

EDUCATION AND EXPERIENCE

Minimum of a Bachelors degree in related area and one year relevant experience, and/or equivalent

SPECIAL CONDITIONS

Overtime and weekends may be required.

Job offer is contingent on clear Background Check.
LICENSES AND CERTIFICATIONS
EMPLOYEES DIRECTLY SUPERVISED
EMPLOYEES SUPERVISED THROUGH OTHERS

Areas of Responsibility		
AREA OF RESPONSIBILITY I. Research Administration, Specialist 2 - Do not modify the language in this section. The % time in this section may not exceed 30%		TOTAL PERCENT 30%
01. Under general supervision, organizes, plans, establishes and monitors fiscal budget control of contracts and grants administration, gifts, endowments and privately funded projects for faculty research programs. 02. Analyzes transactions, expenditures, identifies and resolves discrepancies, financial and inventory reports. Prepares proposal budgets and support documents that are required by proposal guidelines. 03. Develops and/or oversees non-competing continuations, supplements and other award/agreement amendments. 04. Applies professional concepts to provide projections, analyze spending and recommend adjustments. 05. Under general supervision, provides post-award financial administration and management for research funds in accordance with organization policy and agency requirements. 06. Advises department administrators on compliance regulations. 07. Assists in support of audit as directed by senior staff.	Percent 30%	Essential Yes
AREA OF RESPONSIBILITY II. Contracts and Grant Management - Do not modify the language in this section. The % time in this section must be at least 21%.		TOTAL PERCENT 21%
01. Under general supervision, provides post-award financial administration and management for research funds in accordance with campus policy and agency requirements. Limited subrecipient monitoring and administration. Provides standard financial reports and projections. 02. Under general supervision, monitors and ensures allowability for financial transactions, expenditures, reconciles funds, identifies and resolves discrepancies, develops financial reports and retains all necessary back up documentation. Processes non-competing continuations, supplements, sub-award requests and other award/agreement amendments. Tracks and ensures compliance with cost sharing commitments. 03. Under general 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 & Grant (OCGA). The Research Administrator (RSA) oversees the process from submission through negotiation of the final award. RSA will primarily submit standard, single investigator, single institution proposals. 04. Under general supervision, organizes plans, establishes and monitors fiscal budget control of contracts and grants administration, gifts, endowments and privately funded projects for faculty research programs. This is to ensure complete and accurate collection of research administration at all stages of the contract and grant life cycle. 05. Under general supervision prepares the close-out activities including: final projection, subcontracts, personnel, and recurring expenses. In conjunction with faculty/PI and Team Lead guidance, submits NCE request via Office of Post Award (OPAFs) as necessary and initiates fund changes or expense transfers. Finally, completes FER closeout report and monitors Financiallink until all chart of accounts are inactivated. 06. Applies professional concepts to provide monthly financial reports, projections, analyze spending and recommend adjustments. Prepares basic statistical reports upon request. Assists in support of audit as directed by senior staff. Serves as the liaison to faculty/PI for the campus Reporting Systems (i.e. ECERT) 07. Seeks information to maintain current knowledge on compliance regulations in all areas of research administration. 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.	Percent 21%	Essential Yes
AREA OF RESPONSIBILITY III. Please include language from the prior job card, if the responsibilities are not already described in the above sections. The % time in this section may not exceed 49%.		TOTAL PERCENT 49%
Please include language from the prior job card, if the responsibilities are not already described in the above sections. The % time in this section may not exceed 49%.	Percent 49%	Essential Yes

Knowledge, Skills and Abilities		
	DESCRIPTION	IMPORTANCE
A	Knowledge of applicable federal, state, local, sponsor and institutional regulations, policies, and guidelines. (CT)	Required
B	Knowledge of applicable compliance requirements related to use of human or animal subjects in research, financial conflict of interest, biosafety, et cetera. (CT)	Required
C	Maintains current knowledge of compliance regulations in all areas of research administration. (CT)	Required
D	Ability to manage a high volume of transactions. (CT)	Required

E	Ability to perform moderately complex financial analysis and customized reporting. (CT)	Required
F	Demonstrated knowledge 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. (CT)	Required
I	Effective problem solving skills.	Required
J	Demonstrated effective interpersonal skills to interact with diverse individuals and groups.	Required
K	Familiarity with OMB circulars such as Uniform 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	Experience working with computer and information management systems.	Required
N	Familiarity with common sponsored award mechanisms.	Required
O	Familiarity in utilizing Financiallink reports or similar experience using other financial reporting tools.	Required
P	Experience working in a university environment.	Preferred

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: Rarely
Lifting 20-50 lb: Rarely	Lifting 50+ lb: Never	Carrying 0-20 lb: Rarely	Carrying 20-50 lb: Rarely
Carrying 50+ lb: Never	Pushing 0-20 lb: Rarely	Pushing 20-50 lb: Rarely	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: Frequently
Vibrations: Rarely	Extreme Temperatures: Rarely	Potential Hazards: Never
Fumes/Odors/Mists/Dusts: Never	Potential Allergens: 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: _____

