

Summary			
JOB DESCRIPTION NO: <b>302779</b>	VERSION: <b>1</b>	PREVIOUS JD NO:	POSITION CONTROL NO:
DEPARTMENT: <b>VC-ACADEMIC AFFAIRS</b>	UNIT CODE: <b>000117</b>	VC AREA: <b>ACADEMIC AFF</b>	
INCUMBENT NAME: <b>Master Jd Template</b>	PHONE:	INCUMBENT EMAIL:	WORK LOCATION: <b>Main Campus</b>
PAYROLL TITLE: <b>ADMIN ANL SR</b>	TITLE CODE: <b>7242</b>	SALARY GRADE: <b>PSS 6</b>	HEERA: <b>All Others, not Confidential</b>
BACKGROUND CHECK REQD? <b>Yes</b>		C.O.I. DISCLOSURE REQD? <b>No</b>	PHYSICAL REQD? <b>No</b>
SUPERVISOR NAME:	PHONE:	SUPERVISOR EMAIL:	SUPERVISOR TITLE:

### Overview

WORKING TITLE  
**Research Administrator, Senior 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 (td) guidelines set forth by UCOP.

POSITION OVERVIEW

This is a professional position at the advanced level of the Research Administrator series. The incumbent is a technical leader with a high degree of knowledge in the overall field and recognized expertise in specific areas; problem-solving frequently requires analysis of unique issues/problems without precedent and/or structure. May manage programs that include formulating strategies and administering policies, processes, and resources; functions with a high degree of autonomy.

The RA Senior Analyst is a technical leader who regularly applies theory and puts it into practice with a thorough understanding of the professional field; reforms the full range of responsibilities within the function; applies thorough job knowledge; works on problems of diverse scope within and outside of the organization with the goal of identifying areas for improvement and recommending solutions to organizational management. 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. Responsible for interpreting and applying campus and award agency policies and procedures,

Uses advanced contracts and grants concepts to manage high volume and high complexity transactions. May review and guide others in the review of financial and administrative management requirements of research contract and grant proposals, awards and transactions to ensure compliance with institutional and sponsor policies. Works independently to assess complex grant, contract and subcontract transactions where analysis requires an in-depth evaluation of variable factors. May be eligible for delegated signature authority. May review and sign transactions for less experienced staff. May serve as a technical specialist in a particular area, such as federal contracts, state contracts, subcontracts or information systems. Typically works highly complex proposals such as grants/contracts which require task budgets, option years, multiple investigators and multiple sub awards.

The complexity of the proposals and awards is defined as follows: Type of Proposals - Highly complex proposals involving one or more of the following: multiple departments; multiple institutions (subawards); significant institutional cost-sharing; responsive to award agency proposal requirements (RFP, RFA, PA); numerous integrated projects; 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. Contributions to Development of Policies and Procedures - Provide team leadership in the development of policies and procedures; approve or recommend for approval changes.

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

EDUCATION AND EXPERIENCE

Minimum of a Bachelors degree and four year's experience in related area and/or equivalent

SPECIAL CONDITIONS

Job Offer Is Contingent On Clear Background Check

LICENSES AND CERTIFICATIONS

EMPLOYEES DIRECTLY SUPERVISED

EMPLOYEES SUPERVISED THROUGH OTHERS

**Areas of Responsibility**

AREA OF RESPONSIBILITY	TOTAL PERCENT
<b>I. Research Administrator, Senior Analyst - Do not modify the language in this section. The % time in this section may not exceed 30%.</b>	<b>30%</b>

<p>01. Leads the organization, planning, establishment and monitoring of fiscal budget control of contracts and grants administration, submissions, budgets, support documents, gifts, endowments and privately funded projects for faculty research programs. 02. Administers, in coordination with central and departmental administrators, the administrative and financial aspects of complex, awarded projects with organization-wide impact. 03. Provides highly complex projections, analysis and recommendations. 04. Assists in support of audit as directed by senior staff. 05. Provides guidance and counsel on wide variety of highly complex research administration matters to principal investigators, senior departmental administrators and less experienced department staff. 06. Ensures complete and accurate collection of research management administration data at all stages of the contract and grant life cycle. Independently oversees award reporting and closeout. 07. Reviews budget allocations for policy exceptions, conceives of and maintains chart of accounts or other data management tools, and related business processes. Reviews 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. Prepares , reviews and/or approves financial transactions. Independently gathers information as needed to perform financial analysis.</p>	<p>Percent <b>30%</b></p>	<p>Essential <b>Yes</b></p>
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AREA OF RESPONSIBILITY	TOTAL PERCENT
<b>II. Contracts and Grants Management - Do not modify the language in this section. The % time in this section must be at least 40%.</b>	<b>40%</b>

<p>01. Under direction, serves as the primary faculty liaison, assists Principal Investigators (PI) with the development of contract and grant proposals including proposal budgets. Prepares comprehensive support documents as required by solicitations and proposal guidelines and coordinates proposal submissions with Sponsored Projects Office. The RSO oversees the process from submission through negotiation of the final award. RSO will work with the most complex proposals (i.e. center grants/contracts) which require task budgets, option years, multiple investigators and multiple sub-awardees at multiple locations. 02. Under direction, manages post-award financial administration for complex research funds in accordance with campus policy and agency requirements. Comprehensive post award sub-recipient monitoring and administration. Conducts highly complex analysis, develops sophisticated projections, and determines courses of action and recommendations. Provide counsel to principal investigators on funding options and requirements for effective management of issues crossing multiple research projects. 03. 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. Tracks and ensures compliance with cost sharing commitments and effort reporting requirements. Independently responsible for the interpretation and application of campus and agency policies and procedures governing extramural award administration. Coordinate internal and external audits of faculty research projects. 04. Works closely with organization management on portfolio planning, establishment and monitoring of fiscal budget control of contracts and grants administration, submissions budgets, support documents, gifts, endowments and privately funded projects for faculty research programs. 05. Under direction, prepares the close-out activities including, final projection, reviews subcontracts, personnel, and recurring expenses. In conjunction with faculty submits NCE request via SPO as necessary and initiates fund changes or expense transfers. Finally, completes EFA closeout report and monitors BAIRS until all chart strings are invalidated. 06. Applies professional concepts to provide monthly financial reports, projections, analyze spending</p>	<p>Percent <b>40%</b></p>	<p>Essential <b>Yes</b></p>
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and recommend adjustments. Provides guidance and counsel on research administration matters to principal investigators, departmental administrators and less experienced department staff. Seeks information to maintain current knowledge on compliance regulations in all areas of research administration and provides updates to team and/or less experienced staff. Prepares requisite complex ad hoc non-technical statistical reports. Serves as the liaison to faculty for the campus Reporting Systems (e.g. ECERT). Assists in support of audit as directed by senior staff.			
AREA OF RESPONSIBILITY <b>III. Financial Management - Do not modify the language in this section. The % time in this section must be at least 7%.</b>			TOTAL PERCENT <b>7%</b>
01. Participates with unit management in the development of best practices for sponsored projects administration. Utilizes thorough knowledge to recommend unit-wide solutions to complex research issues. Developers and recommends unit-wide, compliant solutions to award deficits. Interactions require a high level of tact, diplomacy and confidentiality where consequences of errors of judgment may be serious and have significant financial and research implications for the department, division, or campus. 02. Ensures complete and accurate collection of research management administration data at all stages of the contract and grant life cycle. 03. Prepares ad hoc non-technical statistical reports as needed.	Percent <b>7%</b>	Essential <b>Yes</b>	
AREA OF RESPONSIBILITY <b>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 may not exceed 23%</b>			TOTAL PERCENT <b>23%</b>
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 23%.	Percent <b>23%</b>	Essential <b>Yes</b>	
Knowledge, Skills and Abilities			
	DESCRIPTION	IMPORTANCE	
A	Extensive knowledge of program administration guidelines of Federal and non-Federal sponsors supporting research and educational activities, preferably in a university environment. (CT)	Required	
B	Full knowledge of 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. (CT)	Required	
C	Maintains knowledge of and ability to interpret and apply sponsor, institutional and departmental policies. Knowledge of current compliance regulations in all areas of research administration. (CT)	Required	
D	Ability to manage high volume and complex transactions. (CT)	Required	
E	Ability to perform highly complex financial analysis and customized reporting. (CT)	Required	
F	Ability to interpret policy for others. (CT)	Required	
G	Experience with all types of award mechanisms, including grants, contracts, subcontracts, cooperative agreements. (CT)	Required	
H	Demonstrated advanced knowledge of generally accepted accounting, fiscal and reporting principles. (CT)	Required	
I	Demonstrated advanced competence in the use of spreadsheet and database software in financial analysis, fiscal management and financial reports. (CT)	Required	
J	Independent judgment and strong organization and communication skills and customer service focus. (CT)	Required	
K	Full facility with 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	
L	Strong analytical, problem solving, creative, negotiating and organizational skills including the ability to collect and analyze data, interpret policies and procedures and apply them to routine as well as unique and complex situations. Proven ability to establish or recommend alternative solutions. Skill to develop innovative approaches, techniques and procedures to provide more efficient and responsive services.	Required	
M	Requires advanced knowledge of OMB's Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards "Uniform Guidance" (formerly OMB circulars A-21, A110, A-133), Federal Acquisition Regulations, and principles of cost accounting standards, including allowability, allocability, and reasonableness, state, local, sponsor and institutional regulations, policies, and guidelines.	Required	
N	Extensive knowledge and understanding of policies and procedures relating to purchasing, contract and grant administration, disbursements, material management and equipment.	Required	
O	Skill to communicate effectively, professionally and concisely both orally and in writing with a wide variety of personnel at all levels of the University, funding agencies and members of the public.	Required	
P	Ability to manage high volume and complex transactions and to work in a fast paced environment with overlapping deadlines and short lead times while maintaining a high level of attention to detail, and ability to work with a high degree of accuracy. Demonstrated ability to organize and prioritize multiple work assignments and effectively deal with changing priorities. Demonstrated ability to work under extreme deadline constraints, conflicting priorities and frequent interruptions while maintaining a high level of accuracy.	Required	
Q	Knowledgeable of generally accepted accounting, fiscal and reporting principles.	Required	
R	Demonstrated expertise working with computer and information management systems.	Required	
S	Thoroughly knowledgeable in applicable compliance requirements related to use of human or animal subjects in research, financial conflict of interest, biosafety, etc.	Required	
T	Demonstrated expertise with all types of award mechanisms, including grants, contracts, subcontracts, cooperative	Required	

	agreements.	
U	Ability to perform the most complex financial analysis and customized reporting.	Required
V	Expertise in utilizing financial reporting tools.	Required
W	Remains current on compliance regulations in all areas of research administration.	Required

**Environment**

**PHYSICAL ACTIVITIES**

Standing: Occasionally	Crawling: Never	Bending: Never	Walking: Occasionally
Climbing: Never	Kneeling: Never	Sitting: Frequently	Reaching: Occasionally
Balancing: Never	Seeing: Constantly	Keying: Frequently	Feeling: Occasionally
Talking: Frequently	Hearing: Frequently	Handling: Never	Lifting 0-20 lb: Occasionally
Lifting 20-50 lb: Never	Lifting 50+ lb: Never	Carrying 0-20 lb: Never	Carrying 20-50 lb: Never
Carrying 50+ lb: Occasionally	Pushing 0-20 lb: Never	Pushing 20-50 lb: Never	Pushing 50+ lb: Never

**MENTAL ACTIVITIES**

Reading: Constantly	Writing: Frequently	Calculating: Frequently
Communicating Orally: Constantly	Reasoning: Constantly	Analyzing: Constantly

**ENVIRONMENTAL CONDITIONS**

Confined Areas: Never	Exposed to Weather: Never	Noise Exposure: Never
Vibrations: Never	Extreme Temperatures: Never	Potential Hazards: Never
Fumes/Odors/Mists/Dusts: Never	Potential Allogenics: Never	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: \_\_\_\_\_

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