

Job Description

Job Title: Research Program Director - Administrator I
Job ID: 101123
Location: Sacramento Campus

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Campus Information

Sacramento State is located in the heart of Northern California, one of the most beautiful, diverse and rapidly growing areas in the country. The 300-acre campus, just five miles from the State Capitol, is situated along the American River parkway that offers miles of trails and recreational access to the city's two rivers, Folsom Lake and the historic Sacramento riverfront. Growth in the region has provided significant opportunities for faculty research and engagement with civic and business organizations as well as extensive research and internship opportunities for the University's approximately 27,500 students. The University, where quality teaching is a top priority, offers instruction leading toward the bachelor's degree in 58 disciplines, the master's degree in 41 disciplines, two independent doctoral degrees and one joint doctoral degree, and houses numerous research and community service centers.

Sacramento is a high-growth metropolitan area with a very diverse population of approximately 2 million. As California's capital, Sacramento is an advantageous setting for premier academic programs. As a major metropolitan university, Sacramento State is committed to providing leadership in addressing significant regional needs and to enriching its liberal arts tradition. The proximity of Sacramento State to the California legislature and other agencies of state and federal government provides unparalleled opportunities for faculty and students to participate in public service through policy research internships, and employment.

Hiring Dept. Information

The California Public Health Survey Program is a new initiative of the Office of Research Affairs and the California Department of Public Health (CDPH). Housed on the campus of Sacramento State in Folsom Hall, the allied health hub of the campus, the Program is a collaborative of CDPH, Academic Affairs, and the Colleges of Health and Human Services (HHS) and Social Sciences and Interdisciplinary Studies (SSIS). Led by a Research Program Director, the Program's core operations and survey staff include an Operations Coordinator, Research Analyst, Systems Support Coordinator and Administrative Support Coordinator. Up to 25 interviewing staff with different levels of expertise complete the CPHSP team. The Program, funded by a contract between CSUS and CDPH, is overseen and directed by an Executive Committee of representatives from the partners, including three principal investigators representing the CSUS departments involved.

The initial core focus of the Program is the delivery and administration of the California Behavioral Risk Factor Surveillance System (BRFSS) and the California Adult Tobacco Survey. Collaborations with other state and federal allied health agencies on survey research data collection and analysis, disease prevention and control, public health awareness, and other activities appropriate to the educational and public service missions of the partners are planned.

Duties/Responsibilities

The Research Program Director (Director) serves as the administrative and operational lead for the California Public Health Survey Program (CPHSP), with broad authority for Program activities, research output, stakeholder relations, and fiscal operations. With strategic direction from the Assistant Vice President, Research Affairs (AVP), who coordinates CPHSP oversight with the Executive Committee of the CPHSP, which includes the Chief of the Chronic Disease Surveillance and Research Branch (CDSRB), the Director of the CPHSP provides administrative oversight, prioritizes work and day-to-day direction and guidance to program operations and research staff within CPHSP, and maintains consistent and regular attendance for all Program staff. The Director must: communicate effectively (orally and in writing if both appropriate) in dealing with the public, the campus, and unit staff; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment required for the

effective operations of the Program; complete assignments in a timely and efficient manner; and adhere to, while ensuring Program adherence with, departmental policies and procedures regarding attendance, leave, and conduct. The incumbent must coordinate activities, priorities, and funding sources among multiple constituents, including CSUS, CDPH and other federal, state and local stakeholders. The research and operational staff include numerous Public Health Survey Interviewers, a Systems Support Coordinator, an Operations Coordinator, and administrative staff. The Director leads CPHSP operations and provides guidance and leadership in the planning, organizing and directing of several annual statewide health surveys, including the California Behavioral Risk Factor Surveillance System (BRFSS) and the California Adult Tobacco Survey (CATS) among others.

In addition, the Director collaborates with state and federal scientists on projects of broad scientific scope and public health significance which utilize survey data. The Director also acts as a highly specialized consultant in survey research methods, prepares research findings and reports for presentation in scientific literature, and interprets these findings for the public and stakeholder agencies.

The Director will work closely with the AVP and the Director of the Institute for Social Research on continuing current research relations with the California Department of Public Health (CDPH) while also pursuing additional research and service opportunities that advance the needs of both CSUS and CDPH in these areas, including additional survey agreements, external funding pursuit in support of common projects, and other initiatives as assigned.

Finally, the Director works closely with the sponsoring colleges of the CPHSP, the College of Health and Human Services and the College of Social Sciences and Interdisciplinary Studies, to expose faculty and students to innovative research initiatives while developing collaborative opportunities when appropriate.

Essential functions:

- Supervise the development, planning, and direction of the work of CPHSP scientific, programming, and technical assistance staff. Provide specific direction to CPHSP research, operations, and administrative staff on matters related to project budgets, timelines and methodology. Serve as a programmatic expert and resource for Branch administrative staff and work closely with them in advancing the mission and vision of the assigned surveys, in coordination with the Chronic Disease Surveillance and Research Branch of the California Department of Public Health (CDPH) and CSUS Research Administration and associated Colleges. Attend various campus and Branch administrative meetings.
- Collaborate with PHSP research staff, the BRFSS Program Coordinator, and other public health researchers on issues of research methodology, statistical design, data analysis, data management, response rate improvement techniques, quality control and other data issues. Assist research scientists and non-scientists in California Department of Public Health programs, other State departments, and other organizations with planning and conducting epidemiological survey research.
- Serve on various campus, State and Federal committees related to the California Behavioral Risk Factor Surveillance System (BRFSS) project. In collaboration with, or in absence of the BRFSS Program Coordinator, attend monthly teleconferences for State Coordinators and attend bi-annual Centers for Disease Control and Prevention scientific and technical conferences. Collaborate with Institute for Social Research and other College and campus centers and institutes on new research and externally funded initiatives to support broad public health survey initiatives and the University's teaching and research missions.
- Prepare research findings for presentation in scientific literature, present findings to various audiences including scientists, policy makers and the general public. Prepare grant applications to enhance PHSP's funding opportunities. Work in partnership with campus research enterprise to expand public health research awareness and capacity.
- Other duties as required or assigned by AVP, ISR Director, or CPHSP executive committee members.

Qualifications

Required:

- Bachelor's degree and a minimum of one year of related experience, or five years of an equivalent combination of education and related experience.
- Experience with survey research and methodology, with knowledge and experience using computer-assisted telephone interview (CATI) systems. Experience using statistical software packages, such as Statistical Applications Software (SAS) and Statistical Package for the Social Sciences (SPSS).
- Demonstrated knowledge of statistical methods and administration of survey projects.
- Excellent organization skills.
- Excellent analytical skills.
- Excellent interpersonal and collaborative skills with the ability to maintain effective working relationships.
- Excellent communication (written/verbal) and presentation skills.
- Supervisory experience with the ability to develop, plan and direct the work of support staff.
- Ability to coordinate funding sources, such as grants.

Preferred:

- An earned doctorate or advanced degree in Biostatistics, Statistics, Social Survey Research, Sociology, or a relevant Public Health field, with a minimum of three years of increasing responsibility in social and/or health surveys.
- Demonstrated skills in financial planning and budget management.
- Experience in survey instrument design, development and testing.
- Demonstrated experience in project management and the management of a data collection project.

Appointment

This position is defined in the Management Personnel Plan (MPP) of The California State University. It is excluded from the collective bargaining process and is also exempt from the overtime provisions of the Fair Labor Standards Act (FLSA).

All employees in the Management Personnel Plan of the California State University serve at the pleasure of the President or designee; they are not subject to probationary service and do not receive tenure or permanent status. Furthermore, this position is funded by non-reoccurring grants, contracts or special projects with beginning and end dates that may affect the term of employment.

Salary: Commensurate with experience

CALIFORNIA CHILD ABUSE AND NEGLECT REPORTING ACT

The person holding this position is considered a mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

CSUS IS NOT A SPONSORING AGENCY FOR STAFF OR MANAGEMENT POSITIONS. (i.e. H1-B VISAS).

CRIMINAL BACKGROUND CHECK

This position has been designated as sensitive and will require a Criminal Background check. We reserve the right to make employment offer contingent upon successful completion of a Criminal Background check.

Candidate will be required to provide official transcripts of their highest degree earned and must furnish proof of eligibility to work in the U.S.

Application Review

Application review will begin on September 3, 2014 and continue until the position is filled.

Application Procedures

Applications are only accepted through the Sacramento State jobs website located at <http://www.csus.edu/about/employment>. External applicants can apply by clicking on the Staff and Management Opportunities at Sacramento State link. Internal applicants can apply by logging on My Sac State.

Candidates must include the following attachments with the application:

1. A substantive cover letter describing your expertise and experience related to the qualifications and desirable skills and abilities described in the job announcement and why you would be a good match with the Center's mission and practice.
2. A resume that includes your educational background, descriptions of your professional positions with dates, publications / articles, and relevant trainings. Trainings include both those you have lead and those you have taken.
3. A list of references: names, titles and telephone numbers of three professional references (or two to three clients if self-employed) over the last 10 years or your last three professional positions.
4. A writing sample from a previously completed piece of work relating to the field.
5. Salary and /or fee history

Equal Employment Opportunity

California State University, Sacramento is an Affirmative Action/Equal Opportunity Employer and has a strong institutional commitment to the principle of diversity in all areas. We consider qualified applicants for employment without regard to race, color, religion, national origin, age, gender, gender identity/expression, sexual orientation, genetic information, medical condition, marital status, veteran status, or disability. Sacramento State hires only those individuals who are lawfully authorized to accept employment in the United States.

It is the policy of CSU Sacramento to provide reasonable accommodations for qualified persons with disabilities who are employees or applicants for employment. If you need assistance or accommodations to interview because of a disability, please contact the department office at (916)278-5770. Employment opportunities will not be denied to anyone because of the need to make reasonable accommodations for a person's disability.

Jeanne Clery

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Sacramento State has made crime statistics available on-line at www.csus.edu/police/cleryact.htm. Reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by Sacramento State and on public property within, or immediately adjacent to and accessible from the campus, during the last three years are included. The report also includes institutional policies concerning security, alcohol and drug use, crime prevention, the reporting of crimes, sexual assault and other safety matters. Print copies are available in the library, and by request from the Office of Public Safety and the Office of the Vice President for Student Affairs.

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