

Position Information

Requisition Number	20190177
Working Title	UCOP Contracts & Grants Operations Officer (6207)
Appointment Type	Staff - Career
Personnel Program	PSS-Uncovered
Work Hours	8:00 AM - 5:00 PM, Monday - Friday
Percentage of Time	100
Organizational Area	Academic Affairs: Research & Graduate Studies - Research Policy, Analysis, and Coordination (RPAC)
Location:	Oakland, CA
If Other:	
Posting Salary	Salary commensurate with experience.
Position Summary	<p>Uses advanced research administration concepts to independently manage a diverse scope of transactions, including highly complex issues and negotiations. Establishes, maintains, and oversees the contracts and grants enterprise at the UC Office of the President ("UCOP" or "OP"). Reviews and guides others in the review of financial and administrative management requirements of research contract and grant proposals, awards, and related transactions to ensure compliance with institutional and sponsor policies and regulations. Works independently to assess, analyze, negotiate and draft complex multi-faceted grant, contract and subcontract transactions. Expected to have delegated signature authority for contracts and grants. Expected to 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.</p> <p>Provides systemwide analytical support in the development, implementation and coordination of policies and guidance related to the conduct of research and/or sponsored projects award compliance. May lead or assist in the negotiation of systemwide master and template agreements. Provides both OP local and UC systemwide support to constituent groups such as non-profit and State negotiators, and other research administrators. Provides instruction and guidance to less experienced staff.</p>
Special Conditions of Employment	
Other Special Conditions of Employment	Successful completion of a background check is required for appointment to this critical position.
Special Instructions/Additional Information	To apply for this position, please be prepared to attach your resume and cover letter as part of the application process.

Click Here for more information	
Job Close Date	Open Until Filled
Quicklink for Posting	jobs.ucop.edu/applicants/Central?quickFind=61704

Job Duties

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	Duties	Function	(%)
1	Provides guidance and counsel on a variety of highly complex pre- and post-award research administration matters to UCOP principal investigators, senior departmental administrators and less experienced department staff. Leads education, training, and outreach activities related to research administration for UCOP departments. Applies expert knowledge of contract and grant concepts, federal/state regulations, and UC policies to review grant or contract proposals budgets and awards of varying complexity, obtains / verifies / maintains necessary compliance approvals. Maintains professional relationships with sponsor representatives to develop detailed understanding of funding opportunities, needs and requirements. Advises PIs, department administrators, and less experienced staff about needed changes to proposals and/or compliance implications. Reviews and approves final proposals for submission to extramural sponsors, including budgets and other required documents. Approves submission of pre-award update information requested by sponsor representatives before issue of awards.	Proposal Review/Submission	10
2	Negotiates terms and conditions of varying complexity, from routine to highly intricate and multi-faceted, for research grants, contracts and subcontract proposals, and awards from diverse sponsors. Analyzes contracts/grants and master agreements by reviewing provisions and comparing, interpreting and applying in-depth knowledge of University policies and sponsor regulations to determine acceptability. Independently negotiates terms and conditions of OP contracts and grants, systemwide master/template research agreements by direct written or verbal contact with sponsors to effect changes favorable to the University and consistent with UC policy. Originates correspondence explaining policies, nuanced concepts, and rationale for detailed changes to documents. Assists campuses with difficult, unique, or complex negotiations with extramural sponsors to achieve terms that are consistent with University policies and systemwide consistency. Coordinates with various offices to establish OP contracts and grants in the UC accounting systems. Provides OP local and/or systemwide leadership, guidance and training for compliance with sponsor terms and University policies and protocols (e.g., interpretation of award terms, accounting issues, audits, termination/closeout, and, prior approval requirements, applicable compliance committee approvals, etc.). Writes subagreements consistent with prime sponsor terms, University policies, and needs of the program. Reviews and approves or rejects requested fund advance setups or research account updates. Assists in support of audits as necessary.	Award Review/Negotiation and Post-Award Administration	50
3	Provides leadership to support efficient and consistent implementation of research policies, guidance, and contract and grant administration. Analyzes, creates, and recommends local or systemwide resources. This may include writing or contributing to guidance documents, online resources and databases, leading working groups, and reviewing and negotiating contracts and grants for other OP units.	Leadership	15
4	Supports Research Policy Managers in developing and implementing training, education and outreach programs and materials on contract and grant administration, research, and intellectual property policy matters for UCOP local and/or campus research administrators, faculty, and other staff. May conduct or participate in in-person trainings in respective area(s) of expertise.	Training and Education Support	15
5	May review campus requests for exception to University policy in specific area(s) of responsibility; recommends approval/denial of requests to Research Policy Manager.	Policy Exception Review	10

Job Requirements

2 Records

Job Req	Req/ Pref
<p>Bachelor's and/or Master' degree in related area and five years' progressively responsible experience working in public policy analysis and/or research administration (preferably in a university setting); and/or equivalent experience/training.</p> <p>Demonstrated interpersonal skills and customer service orientation to establish and maintain positive collaborative working relationships with a broad range of constituents, including University researchers and administrators, and extramural sponsors, across broad and diverse subject areas.</p> <p>Outstanding oral and written communication skills to articulate ideas and effectively explain complex information clearly, understandably, in a logical manner and sequence, using appropriate language, grammar and style, to a wide range of audiences; active listening skills. Ability to interpret policy for others.</p> <p>Excellent judgment, and analytical, decision-making and critical thinking skills. Ability to correctly identify real and potential problems, advise and alert colleagues/managers, and propose effective resolutions.</p> <p>Ability to manage complex transactions and advanced knowledge/experience with all types of award mechanisms, including grants, contracts, subcontracts, and cooperative agreements. Proven experience and demonstrated ability to critically evaluate agreements and work effectively with all appropriate parties to negotiate acceptable terms and conditions in accordance with relevant University policies.</p> <p>Maintains advanced knowledge of and ability to interpret and apply sponsor and University policies. Full knowledge and understanding of: Federal Acquisition Regulation, Code of Federal Regulations, and applicable regulatory compliance requirements in all areas of research administration; contract law and legal principles; and UC related policies, including intellectual property policy, conflict of interest requirements, publication rights, application of indirect cost rates and other complex concepts.</p> <p>Extensive ability to analyze program administration guidelines of Federal and non-Federal sponsors supporting research and educational activities, preferably in a university environment.</p> <p>Strong organizational skills to effectively prioritize and manage multiple assignments and large number of requests for information and assistance, while meeting tight deadlines.</p> <p>Highly self-motivated with demonstrated ability to maintain independent judgment and initiative to work independently to proactively to achieve results, as well as ability to work collaboratively and productively.</p> <p>Meticulous attention to detail as demonstrated by regularly verifying all work thoroughly to ensure accuracy.</p> <p>Applicable computer skills (Word, Excel, PowerPoint, Adobe Acrobat).</p> <p>Demonstrated basic knowledge of generally accepted accounting, fiscal and reporting principles.</p> <p>Experience with external audit activities at a university campus.</p> <p>Demonstrated advanced competence in the use of spreadsheet and database software.</p> <p>Financial post-award experience in either a department or central office.</p>	Required