

Position Summary

Employee Details

Employee First Name:

Employee Last Name:

Employee ID:

Classification

Payroll Title: ANALYST V

Payroll Title Code: 7238

Job Group: B07

Overtime Eligible:
(FLSA) Exempt

Employee Relations Unit:
(Bargaining Unit) 99

Representation: Uncovered

Salary Grade: 5

Position Description

Position Number:
(Assigned when added to Library) 02019491

Dept: CROCKER NUCLEAR LAB - 061806

Position: AIR QUALITY GROUP PROJECT COORDINATOR

HEERA/Union Representation: This position is not represented by a collective bargaining unit

IMMEDIATE SUPERVISOR

Supervisor Name: NICOLE HYSLOP

Supervisor Payroll Title: Academic Coordinator II

Supervisor Phone Number: 530-754-8979

POSITION DETAILS

| | |
|--------------------------------|--|
| Job Summary: | Under general supervision of the Air Quality Group Operations Manager, coordinate project deliverables, documentation, finances, and human resource actions. |
| Campus Job Scope: | |
| Department Specific Job Scope: | Crocker Nuclear Laboratory (CNL) maintains a database of 25 years of environmental measurements with over 60 million records. These data are publicly disseminated and used by policy-makers and researchers throughout the country. |
| Positions Supervised: | <p>30% TECHNICAL WORK</p> <p>Perform assigned technical tasks required to execute and complete project deliverables.</p> <p>Develop quarterly and annual project reports for funding agency, communicating with PI and other project staff to obtain status reports, summarizing and consolidating to produce draft.</p> <p>Prepare and edit various project-related documents such as technical reports, proposals and meeting summaries.</p> <p>Design and develop project reports and deliverables, required calculations, and performing specific tasks such as writing and editing of the Standard Operating Procedures (SOPs), Quality Management Plan (QMP), and Quality Assurance Project Plans (QAPP).</p> <p>Design and develop reports as required to perform the responsibilities listed in Technical Work and any other reports or written communication required to execute project deliverables.</p> |
| Essential Responsibilities: | <p>Track the flow of data through the laboratory and on to final submittal to ensure that schedules for each monthly submittal are met.</p> <p>Coordinate development of new proposals, communicating with collaborators to produce drafts, working with department business office staff and Office of Research staff to facilitate review and submission.</p> <p>Review the measurement data and document significant observations in reports and communicate findings to PI.</p> <p>Document changes in operations.</p> <p>Perform data analyses and create publication quality graphics.</p> <p>Use engineering knowledge and logic to perform project and research tasks</p> <p>Comprehend, analyze, and interpret technical information including but not limited to technical reports, technology specifications, analytical procedures and results, and data quality indicators</p> <p>30% BUDGET AND FINANCIAL MANAGEMENT/REPORTING</p> <p>In collaboration with staff - manage project budgets according to UC</p> |

policies and funding agency policies and submit a detailed monthly budget summary to the principal investigator.
 Track and record the number of samples analyzed for invoicing purposes. Reconcile invoicing to financial ledgers and work with Central Contracts and Grants Accounting to resolve discrepancies.
 In collaboration with administrative office staff to establish consistent best practices for handling travel reimbursements of project personnel and trainees according to UC policies and funding agency policies.
 Contribute and advise on the development of new project budgets and justifications according to UC policies and funding agency policies.

35% GROUP COORDINATION

Coordinate the purchasing of supplies and equipment.
 Contribute to and edit conference presentations by investigators at scientific and funding agency meetings.
 Coordinate and lead, as requested, project meetings and brainstorming sessions.
 Coordinate and delegate tasks to Air Quality Group staff and students.
 Contribute to and edit project website content.
 Track progress and deadlines for major tasks within the group.
 Use statistical and graphical software to illustrate patterns in the data.
 Report progress, barriers and contingencies to the principal investigator.
 Prepare manuscripts for publication.

5% PERSONNEL MANAGEMENT

Coordinate with administrative office staff on all academic and staff recruitments and assist with hiring logistics.
 Coordinate with administrative staff to develop position descriptions for new positions in support of project objectives.

Physical Demands:

Sit at a desk in front of a monitor for long periods of time.

Work flexible schedule including occasional evenings, weekends and holidays to meet operational needs.

Work Environment:

UC Davis is a smoke and tobacco free campus effective January 1, 2014. Smoking, the use of smokeless tobacco products, and the use of unregulated nicotine products (e-cigarettes) will be strictly prohibited on any UC Davis owned or leased property, indoors and outdoors, including parking lots and residential space.

Background Check Required:

This position is a critical position and subject to a background check. Employment is contingent upon successful completion of background investigation including criminal history and identity

No

checks.

QUALIFICATIONS

Bachelor's degree in a scientific or engineering discipline to comprehend and communicate complex scientific research projects, or an equivalent combination of education and experience.

Professional work experience in scientific, engineering or related field

Organizational skills to managing project deliverables, meet deadlines, and track progress including scientific measurements.

Financial skills to review expenditures, monitor project balances and develop detailed budgets.

Writing, editing and proofreading skills to develop project reports and deliverables, and project coordination.

Scientific or technical writing and editing skills to produce professional reports, correspondence, presentations and project coordination to present technical material concisely and clearly.

Minimum Qualifications:

Organizational skills to prioritize tasks to meet project needs and complete work efficiently.

Skills to effectively communicate plans and results, verbally and in writing, and to anticipate interconnections between different operations and groups in the organization.

Knowledge and understanding of mathematical concepts such as robust statistics and linear regression equations.

Experience establishing and maintaining cooperative working relationships across interdisciplinary teams.

Computer skills with word processing, spreadsheet, database, flowchart and presentation software and conducting internet research.

Interpersonal and communication skills to clearly, diplomatically and effectively interact with individuals of varying perspectives and backgrounds to research and secure information, resolve problems, and coordinate projects.

Experience in the routine operations of a Relational Database Management System.

Preferred Qualifications:

Master's degree in a scientific or management discipline, or an equivalent combination of education and experience.

Familiarity with the Structured Query Language (SQL).

Experience with R or another scientific programming language.

Experience using automated financial systems.

Theoretical background and professional level of knowledge in air quality measurements and analysis.

SIGNATURES

Employee

I have read this position description and understand its contents.

Date

Supervisor

This position description accurately describes the essential responsibilities assigned to this position..

Date

Department Head

This position description accurately describes the essential responsibilities assigned to this position..

Date