

Position Summary

Employee Details

Employee First Name:

Employee Last Name:

Employee ID:

Classification

Payroll Title: STAFF RESEARCH ASSOCIATE II - NON EXEMPT

Payroll Title Code: 9617

Job Group: B19

Overtime Eligible:
(FLSA) Non-Exempt

Employee Relations Unit:
(Bargaining Unit) RX

Representation: Covered

Salary Grade: 0

Position Description

Position Number:
(Assigned when added to Library) 02019513

Dept: CROCKER NUCLEAR LAB - 061806

Position: LABORATORY QUALITY ASSURANCE OFFICER

HEERA/Union Representation: This position is covered by a collective bargaining unit

IMMEDIATE SUPERVISOR

Supervisor Name: SEAN RAFFUSE

Supervisor Payroll Title: DATA MANAGEMENT GROUP MANAGER

Supervisor Phone Number: 530-752-4225

POSITION DETAILS

Job Summary: Under general supervision of the Air Quality Group Data Manager, process, validate, and analyze particulate matter measurement data.

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:

Essential Responsibilities: 50% DEVELOP LABORATORY QUALITY CONTROL
Develop and expand the laboratory quality control procedures.

Develop long-term checks in the data validation process.

Devise statistical checks to identify outliers.

Identify ways to make the process efficient and effective.

Ensure that all the standard operating procedures (SOPs) for CSN are reviewed and updated on an annual basis.

30% DATA PROCESSING, VALIDATION, AND DELIVERY

Ingest data files from various sources into the SQL Server database.

Communicate with outside laboratories to obtain data and confirm receipt of data.

Assist in designing and writing the code to process the data.

Develop and use custom software to perform calculations and process the data.

Validate the sample data and quality control data using a variety of statistical and graphical techniques.

Deliver the data to both the National Park Service and the Environmental Protection Agency in one to three month batches.

Validate and deliver data within one month of receiving a complete data set from the laboratories.

20% DATA ANALYSIS AND REPORTING

Perform data analysis, including data gathering, processing, graphical and statistical analysis, and reporting.

Apply scientifically valid techniques to understanding issues of measurement quality, uncertainty, trends, and patterns.

Write and update analysis protocols.

Assist senior and research staff in data analysis tasks as assigned.

Physical Demands:

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

Work flexible schedule and occasional overtime 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 checks.

Yes

QUALIFICATIONS

B.S. Degree in Physical Sciences or Engineering including coursework in inorganic chemistry, organic chemistry, analytical chemistry, statistics, and calculus.

Experience working with environmental measurements, particularly air quality measurements.

Communication skills to effectively communicate progress, problems, and results verbally and in writing.

Experience identifying patterns in data and advancing possible explanations for the patterns that are consistent, meticulous, methodical, and detail-oriented.

Minimum Qualifications:

Experience synthesizing large amounts of data into meaningful reports or statistics to identify patterns and outliers.

Knowledge and experience with mathematical and statistical concepts such as logarithms, distributions, and linear regression.

Experience with computer programming particularly R and Structured Query Language.

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.

Master's Degree in physical sciences or engineering.

Preferred Qualifications:

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

Experience working in a laboratory environment.

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