

CONTRACTS AND GRANTS ANALYST UC ANR CONTRACTS AND GRANTS

UNIVERSITY OF CALIFORNIA
AGRICULTURE AND NATURAL RESOURCES
RESEARCH AND EXTENSION CENTERS
UC DAVIS PAYROLL TITLE: **ANALYST V-SUPERVISOR**
SALARY RANGE: \$53,064.00 - \$90,204.00/YEAR
100% FULL TIME CAREER

JOB SUMMARY

-Reports to the Contracts and Grants Director for the University of California's Division of Agriculture and Natural Resources Contracts and Grants unit of Agriculture and Natural Resources (ANR) Research and Extension Centers (RECs).

- Position is one of two analysts who manage Contracts and Grants (C&G).
 - Position independently manages C&G functions, negotiates, authorizes, and ensures policies and procedures are implemented.
 - Serve as primary authorization and direction for unit functions.
 - Prepares, coordinates, reviews, and advises strategies for presenting proposals, contracts and other documents.
 - Analyzes proposals, contracts and documents for accuracy, clarity, consistency, understanding of terms and conditions, and University obligations.
 - Instructs staff concerning policy, procedure and other contract language and details.
 - Attends conferences and events and maintains accurate knowledge of current policy and procedure. Manages employee workload and procedures.
 - Manages databases and tracking systems.
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- Ensure correct Policy and Procedure is followed at all times, in all instances and that all actions and documents adhere to University policy and procedure.
 - Maintain Contracts and Grants Unit's reputation as highly effective competent and responsive to the needs of the Division.
 - Protect the University, its faculty, students and resources from ambiguous language and excessive demands that could create unnecessary burdens for the University community.
 - Using the database developed and Corporate Contracts and Grants System (FOCUS), design and prepare monthly and/or quarterly reports for management.
 - Adhere to Affirmative Action. Comply with all applicable federal and state laws and regulations and all University policies regarding affirmative action.
 - Ensure cost, pricing analyses, and review of subcontract proposals and incorporate flow-down terms and conditions from the prime award. Monitor for compliance.
 - Produce concise, fully understandable, legally sound and defensible documents.
 - Utilize the World Wide Web effectively for researching funding opportunities, agency information and University, federal and state policies.
 - Work in office environment. The activity volume is high and staff must respond under pressure of constant deadlines.

POSITION FUNCTIONS

25% PROPOSAL ADMINISTRATION

- Coordinate proposal preparation and revisions with the Principal Investigators (PIs) and department staff.
- Identify and coordinate approvals.
- Review proposals for cost accuracy, commitment of University resources, compliance with policy, and acceptability of sponsor requirements, regulations and policies. Initiate proposal budget fact-finding. Determine accuracy of proposal budgets; and write, edit or obtain additional data/justification. Transmit

proposal to agency.

- Articulate University objections to, or understanding of, Sponsor terms or policies.

25% AWARD ADMINISTRATION

- Authorize and sign multi-campus awards, advance expenditure authorizations, amendments, and documents initiating award establishment or modification. Analyze awards conformity. Develop, draft and monitor contracts, grants, subcontracts, and memoranda of understanding. Customize to the award.
- Analyze, determine, and approve acceptability of request for University advanced funding.
- Negotiate with extramural sponsors regarding the scope of work, award terms and conditions, indirect cost issues and budget issues.
- Recommend acceptance of research, training and public service awards.

10% POST AWARD ADMINISTRATION

- Write and sign award notifications to concerned parties. Coordinate non-accounting post-award activities. Request, negotiate and execute modifications and amendments, coordinate submission of financial, patent, and inventory reports.
- Analyze and authorize PIs' requests to sponsors or University departments. Review policy compliance. Interpret agency approval requirements regarding re-budgeting, no-cost extensions of time, equipment purchases, travel, project relatedness, etc.
- Coordinate document submission.

10% SUB CONTRACT ADMINISTRATION

- Issue subcontract agreements. Negotiate with other parties. Determine correct instrument for subcontract and make referral.

10% TRAINING

- Survey training needs of the Division and develop training courses and materials. Address interests and knowledge gaps.
- Conduct meetings with Division staff and PIs. Discuss research administration policies, procedures and issues.
- Instruct and train staff. Articulate University policy and procedures. Interpret and advise on policies and University's responsibility to adhere to special or unusual commitments.

10% OVERALL SUPPORT

- Review and comment on University-wide and Sponsor policies. Review proposed policy directives. Write responses to policy change.
- Attend University and professional conferences. Represent University interests.
- Troubleshoot and resolve administrative problems. Direct and implement unit functions. Facilitate uninterrupted performance of continuing projects.
- Draft and coordinate the implementation of Division policies and procedures.
- Direct or assist in special projects.

10% GIFTS AND DATABASE MANAGEMENT

- Determine and advise staff concerning conflict of interest and the acceptability of gifts.
- Provide coordination support to conflict of interest committee.
- Oversee and monitor Contract and Grants Assistant's gift processing activities. Coordinate gift acceptance and notification.
- Manage database and component creation, maintenance, and programming. Design data entry forms reports and queries; program functions and modifications.
- Enter data and information into the database and maintain systems.
- Monitor data entered by Contracts and Grants Analyst and Assistant.

PHYSICAL DEMANDS

- Position requires bending, stooping, squatting, and reaching overhead.
- Prolonged seating, reading, writing and typing on a computer keyboard.

WORK ENVIRONMENT

- 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 check.
- Travel outside of normal business hours.

MINIMUM QUALIFICATIONS

- Experience to interpret, explain and apply contract and grant policies for state, federal and non-profit funding agencies.
- Analytical skills to make decisions and employ problem-solving techniques.
- Skills to initiate, develop, negotiate and write business correspondence, including complex memos, letters and internal policies and procedures and a wide variety of agreements.
- Skills to supervise subordinates and train in contract, grant, and gift administration.

PREFERRED QUALIFICATIONS

- Knowledge of policies and procedures of the University, related to research administration (including but not limited to accounting, purchasing, personnel, and compliance issues), as well as knowledge of policies and regulations of a variety and number of federal, state, local and private agencies including Federal Acquisition Regulations (FARs); Code of Federal Regulations (CFRs); Office of Management and Budget Circulars (A-21, A-110, A-133), Department of Agriculture, Public Health Service, National Science Foundation, Department of Energy, and Department of Education.
- Skills to lead contract development, conduct delicate and/or complex negotiations, write documents and authorize financial transactions.
- Ability to communicate verbally and in writing.
- Skills to manage broad and varied areas of contract, grant, and gift function, including award administration, database administration, and staff supervision and development.
- Ability to organize, prioritize, and maintain work flow with changing priorities and frequent interruptions.
- Skills in financial analysis and budgeting.
- Ability to maintain confidentiality.
- Ability to develop and implement office procedures.
- Ability to collaborate and work as part of a team.
- Skills to utilize World Wide Web search engines.
- Skills to manage, develop, troubleshoot, input data and create reports from databases.
- Experience using IBM-compatible personal computers. Experience with word processing and spreadsheet applications.

For further information and to apply for this job, please visit the following weblink:

<http://www.employment.ucdavis.edu/applicants/Central?quickFind=53621>

If needed, you may copy and paste this link into your web browser.