



UC HASTINGS

COLLEGE OF THE LAW

EST. 1878

The University of California Hastings College of the Law was founded in 1878 as the law department of the University of California and was the first law school in California. Over the years, it has built a legacy and reputation of being a preeminent institution comprised of renowned faculty committed to the study of legal theory and research, preparing students for careers in the judicial system, public service, and industry.

The College is redefining legal education through an experiential, interdisciplinary, and international approach to the law. By integrating rigorous academics with hands-on practice, the College is preparing its graduates to tackle the legal challenges—and leverage the opportunities—of the 21st century.

Contract and Grants Analyst Office of the Chief Financial Officer

Classification: Level 4 / Class Code 6111 / Exempt / Full-Time / Benefited

Hiring Salary Range: (commensurate with qualifications)

Posting Date: March 17, 2017

- Do you have strong working knowledge and experience in contracts and grants management and compliance?
- Are you interested in supporting cutting-edge research in law, science and health policy by managing the lifespan of all grants, public funding, gifts, and other sources of funding flowing to the two major centers at UC Hastings that engage in this work?
- Do you have experience in complex, fast paced environments?
- Do you enjoy the opportunity to develop, enhance, and manage institutional protocols for research contracts and grants?

Read further to see if this opportunity suits you, as we are looking for your skills and expertise. Application information follows at the end of this notice.

IDEAL CANDIDATE CHARACTERISTICS

The ideal candidate will have significant breadth and depth of experience in grants finance, compliance, research protocols, and administration and will be eager to contribute at all levels in a “startup” grants program that supports cutting-edge research at the intersection of law, science, technology, and healthcare. The successful candidate will be able to effectively manage the grants and contracts from submission to reporting and closeout.

The Contracts and Grants Analyst will be a confident leader and collaborative team member who will proactively and effectively work with a broad range of stakeholders, including Center faculty and administrative staff across multiple departments by implementing a customer service philosophy and a strategic problem-solving approach that includes superb communication skills and the ability to think through policy and procedure at both strategic and detailed levels in a highly organized manner.

THE ROLE

The position will help establish and support institutional policies and procedures related to research compliance and administration, and will specifically manage the budgets for sponsored research for

two academic centers: the UCSF/UC Hastings Consortium on Law, Science & Health Policy (“Consortium”) and the Institute for Innovation Law (“Institute”).

RESPONSIBILITIES

The Contracts and Grants Analyst will report directly to the Chief Financial Officer and will work under the general direction of the Director of the Consortium and the Director of the Institute. The individual in this position will plan, develop, coordinate and direct activities related to sponsored research management; provide analytical and technical assistance in the strategic planning and implementation of activities to build, sustain and support contract and grant programs; manage the general budget related to both state funding and external funding, and work cooperatively with leadership to ensure quality and avoid redundancy. The specific tasks assigned will depend on the evolving needs in the following areas:

General Budget Management:

- Maintain and manage general budget of the Consortium and Institute, including all public funding, private gifts, grants and contracts.
- Coordinate budgeting information and requirements between internal and external funders.
- Prepare UC Hastings budget reports as per internal systems, and external budget reports as required.
- Report budget status to the Consortium and Institute Directors on a monthly basis including pending expenses, committed and available funds.

Pre-Award: Development and Management

- Manage guidelines for proposal submission in accordance with deadlines.
- Coordinate approval and submission process involving PI’s, Directors/Deans, General Counsel, and Finance and Business Services Office staff after ensuring that the proposal as well as the proposed work complies with both the sponsor’s guidelines and College policies and procedures.
- Coordinate and ensure human subjects protection compliance with external Institutional Review Boards (IRB), in coordination with the Principal Investigator (PI) and UC Hastings General Counsel.
- Support the negotiation of terms and conditions of awards after ensuring all compliance issues related to Institutional Review Board review, financial conflict, and/or other risk areas have been resolved or managed.
- Analyze requests for approval to spend funds in advance of receiving an award and make recommendations for approval or disapproval to the PI’s, Directors/Deans, Chief Financial Officer and Controller.
- Review, analyze, and disseminate award terms and conditions.
- Serve as primary resource for PI’s, independently evaluate situations, identify options, and implement actions to improve processes and resolve conflicts.
- Ensure compliance within established policies, procedures, and regulations, including conflict of interest guidelines.

Post-Award: Administration and Monitoring

- Prepare contracts, purchase orders, and service agreements.
- Manage recruitment and hiring; payroll, stipend and cost assignment of payroll.
- Provide advice and counsel to PI’s and department staff regarding interpretation of sponsor approval requirements and policies, Federal regulations, state statutes and

College policies and procedures related to the management, administration and reporting of awards.

- Coordinate award setup, modification, and administration including: setup new award accounts and budgets in the financial accounting system; facilitate award modifications such as no-cost time extensions, re-budgeting, transfers, and requested revisions; review financial reporting.
- Monitor budget status of grant funding and activities related to all funded programs.
- Assist with award closeout including various reconciliations and reports.
- Assist PI's and financial administration staff in solving project-related administrative problems and issues.
- Review grant invoice requests, reimbursement claims and/or post-expenditure allocations ensuring allowable costs including application of appropriate overhead rate or gift fee assessment, and proper documentation including payroll detail time and effort reports.
- Track sub-awards/subcontracts received by UC Hastings to ensure compliance with sponsor and College requirements.

REQUIREMENTS

EDUCATION AND EXPERIENCE

Required Qualifications

- Bachelor's degree (advanced degree preferred) in a related field such as Finance, Business Management, Public Administration and six years of experience in administrative analysis or operations research; or an equivalent combination of education and experience;
- Experience managing National Science Foundation (NSF) and National Institutes of Health (NIH) awards;
- Experience in managing compliance with federal funding sources;
- Experience in policy and procedure development/review;
- Experience using Salesforce strongly desired;
- Ability to prioritize, act independently, work under deadlines, and implement several tasks at once;
- Strong leadership and management skills;
- Experience in personnel, administrative or general business management; and
- Interest, education, or background related to law, health, technology, medicine, social science, or a related field.

KNOWLEDGE, SKILLS & ABILITIES.

- Fund development and grant management techniques;
- Strong writing and proofreading skills including grammar, punctuation, format, and style;
- Demonstrated proficiency in online research and data mining; federal and foundation grant research databases; national, state and local data sources to support the preparation of grant applications;
- Computer applications related to work such as Salesforce; Microsoft Office Suite including Word, Excel, PowerPoint and Outlook, document management software and Adobe Acrobat;
- Working knowledge of major compliance regulations governing use of human and animal subjects in research and financial conflict of interest;
- Understanding of the principles of allocability, allowability, reasonableness, and cost accounting standards;
- Able to effectively communicate both orally and in writing, and represent the office in a highly professional and efficient manner before a large and diverse group of stakeholders;

- Superior organizational, problem solving, time management and customer service skills;
- Highly efficient, willingness to assume initiative and able to exercise independent judgment;
- Strong attention to detail and accuracy in performing work;
- Demonstrated ability to work independently and complete work with limited supervision and training; and
- Able to remain focused and calm in the midst of changing priorities and deadlines.

This is a benefited indeterminate position.

BENEFITS

Health and Welfare Benefits

- Comprehensive medical, dental and vision insurance coverage
- Flexible Spending Accounts for transportation-related, healthcare and dependent care expenses
- Employee Assistance Program

For your Financial Future

- Life Insurance
- Disability Insurance
- Legal Insurance
- University of California Retirement Plan (defined benefit)
- Deferred Compensation Plans/Pre-tax Retirement Savings Programs

For your Work/Life Balance

- Fourteen paid holidays per year
- Generous vacation and sick leave
- Commuter Benefits Program

THE HIRING PROCESS

To apply, go to:

<http://hrnetlogin.net/uchastings/app/app.cgi?positionsdesiredtext=Contracts%20Grants%20Analyst%20-%20CFO%20Mar2017>

Failure to provide the information as required on the application form including attaching a cover letter and a resume shall immediately disqualify an applicant from employment consideration.

Please Note: *This position has been designated as “sensitive” and requires a pre-employment background check.***

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please contact Human Resources if you require a reasonable accommodation to apply for a job. Examples of reasonable accommodation include making a change to the application process, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.

WHAT TO EXPECT

Applicants who meet the position requirements will be competitively evaluated to identify the individuals whose breadth and depth of experience and education most closely relate to the stated requirements and the needs of the College. Depending on the quality and number of the applications received, only the better qualified applicants may be contacted for an interview. **The position is open until filled.**

UC Hastings College of the Law is an Equal Opportunity Employer