Instructions for Reclassifications or Creating a New Position (Job Description Template begins on next page)

# Instructions:

1. The “track changes” feature has been activated in this job description template. **Keep the “track changes” functionality activated in the final submitted copy.**
2. Edit all pre-filled information below to specifically reflect the employee’s current responsibilities, with the exception of the following sections which *do not* change: Job Title, Job Field, Job Family, Job Category, Job Level, Generic Scope.

### Provide a copy of the most current department organization chart.

1. Submit this position description to the Compensation Unit for review prior to posting the position for recruitment.
2. Once the final job description has been approved by the Compensation unit, please remember to keep a final copy of the job description in the employee’s personnel file. The job description should be a clean copy of the approved job description (accept track changes) and should **not** include this instruction page. **Delete this instructions page before saving the final version for the personnel file.**

# Important Notes:

### Reclassifications

* + **Is this a reclassification request?** Yes No \_X

If yes, please briefly describe (no more than 2 paragraphs) the significant changes that have taken place since the position was last reviewed. Additionally, please provide a copy of the former job description for the position and the former and current organization charts.

### Is this position currently represented by a bargaining unit? Yes No \_X

If yes, please list below (in Section C) the represented duties no longer being performed, as well as the names and payroll titles of the employee(s) who are now performing those represented duties.

### Vacant or New Positions

* + **If this is a vacant or new position, has any portion of the listed duties been previously performed by a position(s) in a bargaining unit within the last 2 years?** Yes No \_X

If yes, please list below (in Section C) the duties previously performed by a represented position, as well as the names and payroll titles of the employee(s) who previously performed those represented duties.

### List Represented Duties, Names, and Payroll Titles (if Yes was checked in Sections A or B above)

* + Duties previously performed by a represented position:
  + Bargaining Unit employees who are now performing or previously performed represented duties:

### NAMES PAYROLL TITLES

**REMINDER:** The section above is used for classification purposes when submitting a Job Description to Compensation. It should **not** be included in the final job description for the employee’s personnel file.

# JOB DESCRIPTION TEMPLATE BEGINS ON NEXT PAGE

**Job Description**

**Name: Employee ID:**

**Department:** CSS **Division:** VCAF

**Current**

**Payroll Title: Job Code:** 0549U

**Recommended**

**Job Title:** Administrative Manager 3 **Working Title:** Regional Director

**Job Field:** General Administration **Job Family:** Administrative Operations

**Job Category:** Supervisory & Managerial **Job Level:** Manager 3

**Supervisor**

**Name:** Peggy Huston, Ron Cohen **Submission Date:**

1. **Job Summary** (Purpose of the Position – please give a brief description of the overall purpose of the position. “Why does this position exist?” The Job Family Summary has been provided as a starting point.)

The Regional Director will lead a newly created service team that provides administrative support in the specific areas of Research Administration (RA), Business & Financial Services (B&FS), and Human Resources & Academic Personnel Support (HR/APS). The Regional Director will collaborate with academic departments to lead management and cultural change, orienting a new service region to a more explicit focus on faculty and department relationships and customer satisfaction with an integrated service team.

This position reports to both Peggy Huston, the CSS Chief Operating Officer, and to Ron Cohen, the Associate Dean for Research Administration assigned to the Service Region (referred to below as the Regional Associate Dean or RAD). The Region is part of a larger shared service center with a matrixed organizational structure focusing on both functional expertise and service quality. The Regional Director works closely with the leadership, faculty, and staff in the units within their region, with the CSS Leadership Team, campus leaders, and the other Regional Directors to ensure a shared understanding of strategic goals and objectives.

The Service Region currently supports the academic mission and research enterprise of the College of Chemistry and the Division of Mathematical and Physical Science. It supports approximately $185M in annual research expenditures and 190+ faculty with seven academic departments and multiple research centers. The region’s mission is to provide fully integrated and effective administrative services to support and encourage healthy growth in the units it serves and to support the excellence of the research, teaching and service mission of the University.

The Regional Director has oversight and fiduciary responsibility for strategic and operational planning of the annual budget of the Service Region and for insuring that the region and the departments it serves work in concert to achieve mutually agreed upon objectives. Working closely with CSS Chief Operating Officer and the RAD, the Regional Director develops short- and long-term strategic plans for providing optimal and cost effective services. The position has operational responsibility for a department of approximately 30 professional and clerical staff and leadership responsibility for coordinating and collaborating with staff who report to the colleges and departments (e.g. the department managers, HR, budget and AP staff, and college assistant deans) who are an essential part of the team of professionals executing the work of the region. The Regional Director establishes operational objectives and work plans, and delegates assignments to subordinate managers/supervisors.

# Scope

Generic Scope (Uniform across all jobs at this level - do not modify): Oversees through subordinate Managers a large, complex organization with multiple functional disciplines/occupations, OR manages a program, regardless of size, that has critical impact upon the campus. Has significant responsibility for formulating and administering policies and programs, manages significant human, financial, and physical resources, and functions with a very high degree of autonomy. Oversees through subordinate Managers the accountability and stewardship of campus resources and the development of systems and procedures to protect organizational assets. Reports to an Associate/Assistant Vice Chancellor, Vice Chancellor, or Dean.

Custom Scope:

The Regional Director plays a pivotal role in designing and developing the culture and infrastructure required to support administrative, academic and research needs in a shared service environment. Leads and manages a large fully integrated administrative organization with diverse functions. Collaborates with other Service Regions, central campus units (e.g., Controller, Sponsored Projects Office, HR) and with academic unit leadership in the Service Region to improve upon campus-wide processes and lead implementation locally. Makes decisions for the Service Region with appropriate input from stakeholders and ensures achievement of objectives. Assures audit and compliance responses are timely and accurate and that the organization identifies and implements best practices to limit audit exposure. Serves as a primary advisor on administrative operations to the Deans of Service Region units. Analyzes emerging issues and changes related to compliance and provides advice, guidance and assistance to the Deans within the Service Region. Represents the Service Region in campus-wide meetings and discussions.

**Key Responsibilities** (Indicate key functions and the estimated percentage of time spent performing each function. If there are more than 10 key responsibilities, some of the similar functions may be grouped together and an estimated % applied. Please indicate which responsibilities are considered "essential" to the successful performance of the job as defined by the Americans with Disabilities Act. Visit the Career Compass Glossary for an explanation of essential functions:

<http://careercompass.berkeley.edu/jobstandards/resources/glossary.html)>

If applicable, describe the position’s role in planning the programs, functions, activities, and processes of the organizational unit to achieve unit goals and objectives.

|  |  |  |
| --- | --- | --- |
| %  **of time** | **Essential Function (Yes/No**) | **Key Responsibilities**  ***(To be completed by Supervisor)*** |
| 30 |  | In collaboration with departments and colleges, develops, implements, and maintains an efficient and cost effective administrative unit that spans multiple functional areas. Continually assesses and makes appropriate decisions on administrative or operational matters and ensures achievement of operational objectives (e.g., business processes, budget, staffing, space planning). Identifies, plans, and implements the activities required to accommodate and support changes in or additions to unit and research program goals, to ensure administrative accountability. Instills a culture of continuous improvement, measures the effectiveness of service delivery and maintains a strong culture of partnership with key staff in the units served. |
| 30 |  | Participates with other higher-level managers to establish Service Region strategic plans and objectives that are in alignment with the academic units, CSS, and the campus. Represents the Service Region in academic unit, CSS, and campus-wide meetings and discussions. Participates in planning, designing, and implementing campus-wide processes. Interacts with higher-level management on issue resolution, managing controversial situations, and handling intra-and inter-Region negotiations. |
| 20 |  | Communicates to subordinate staff including subordinate managers and line staff on the overall mission and direction of the units served by the Service Region, instills confidence and builds a sense of community and ownership. Promotes quality customer service, administrative innovation, and respect for colleagues, teamwork, and open channels of communication. Instills strong management practices among subordinate managers/supervisors. Ensures staff understand the expectations of their respective roles in the unit and that they regularly receive feedback on their performance and coaching to achieve their full potential. |
| 10 |  | Monitors, reviews and provides feedback to academic units, CSS, and university leaders regarding policies and procedures affecting Service Region administrative services. Participates in regional, CSS, and campus-wide committees focused on improving administrative services. |
| 10 |  | In collaboration with academic unit leadership, develops long-range and strategic plans for research programs; participates in the proposal preparation phase of large grants/centers to ensure adequate administrative coverage. |
| 100% |  | ***(To update total %, enter the amount of time in whole numbers (without the % symbol - e.g., 15, 20) then highlight the total sum (e.g., 1%) at the bottom of the column and press F9. The total sum should add up to 100%.)*** |
|  |  |  |

1. **Knowledge and Skills** (typically required of the position)

## Demonstrated and progressive management experience of continued and expanded responsibility in an academic research environment.

* Advanced, specialized knowledge of academic, research, and business administration at a large, complex organization with diverse funding sources. This should include knowledge of the full range of business services including human resources, fiscal controls, risk management, organizational development, contract and grants administration, and the implementation and administration of multi-center research programs.
* Knowledge of federal and other sponsor regulations governing grant and contract administration, including the Office of Management & Budget Circulars and Federal Acquisition Regulations.
* General knowledge of laws, regulations, and policies relating to protection of human participants, animal welfare, intellectual property, and cost-accounting standards.
* Demonstrated success at leading teams through business process improvement, systems initiatives, and organizational change.
* Advanced skills in strategy development, systems planning and change management.
* Excellent leadership abilities to oversee multiple functions or departments through subordinate managers. Advanced knowledge of administrative management theory and ability to translate into practice.
* Excellent ability to establish metrics for department and employee goals that measure effectiveness of contributions to efficient operations of department.
* Demonstrated skills in employee supervision and Human Resources administration. Interpersonal skills to effectively lead, motivate and influence others.
* Exceptional ability to communicate well orally and in writing including formal presentations.
* Excellent skills to work collaboratively and act persuasively in sensitive situations; skills in conflict management techniques. Skills in establishing and implementing customer service standards.
* Advanced knowledge of financial analysis and reporting techniques; human resources and risk management planning; accounting and payroll.
* Strong knowledge of common campus-specific and other computer application programs.
* Seven to ten years of management experience in an academic/research environment with experience in research administration in a major research university or related academic or research institute environment.

# Education and Training

*If needed, edit the pre-filled information below.*

### Education/Training:

* Bachelor’s degree in related area and/or equivalent experience/training.
* Advanced degree preferred in business administration, accounting, or financial management.

### Licenses or certifications, if any:

* **Problem Solving**

*Please provide 2-3 examples of problem solving for this position as described below (please be brief: 1-3 sentences).*

### Common problems solved by the employee:

* Identify weaknesses in organizational service delivery and develop/facilitate appropriate solutions.
* Evaluate budgets, programs and services to respond to changes in federal, state, and UC policies, procedures and systems as well as campus and academic unit priorities.
* Interpretation of university, UCOP, or sponsor policy for consistency and compliance.

### Less frequent and more complex problems solved by the employee:

* + Develop administrative structure to support growth of an academic unit’s research endeavor.
  + Advise Deans regarding university-wide policy implications (e.g. faculty summer salaries).
  + Identify and focus consultant resources on complex proposal development.
  + Manage deficits in conjunction with academic units.

### Problems/situations that are referred to this employee's supervisor:

* + Faculty that refuse to comply with regulations such as effort reporting requirements.
  + Academic unit’s request for a service that is out of scope.

# Supervision

*Indicate employees supervised, job title and FTE.*

**Employee Supervised Job Title FTE**

### Please follow your department's or division's procedures for management review and then submit to your Department HR Manager.

***Document Retention***

*Review the job description with the employee before submitting it and annually thereafter at the time of the employee's performance evaluation. Sign and date below and place a copy in the personnel file.*

(Signature below is only required for hard-copy retention within the department. Electronic submission does not require signatures.)

**Supervisor Name: Employee Signature:**

**Supervisor Title Supervisor Signature:**

**Date: Date:**

The following employees have identical job descriptions: