



# Chief Administrative Officer (CAO) - 52227- 1A

Updated: Apr 17, 2023

Location: Irvine-Campus

Job Type:

Department: EECS Department Accounts

**Job Opening ID:** 52227

**Reports To:** Department Chair

**Working Title:** Chief Administrative Officer (CAO)

**Department:** EECS Department Accounts

**Bargaining Unit:** 99

**FLSA:** Exempt

**Payroll Job Code:** 000547

**Job Location:** UCI Campus- Irvine

**Percent of Time:** 100%

**Work Schedule:** 8-5

**Employee Class:** Career

## Position Summary:

The Department of Electrical Engineering and Computer Science (EECS) has two key goals: to advance the minds of future leaders by providing the finest education to our students and consistently meet industry needs by developing cutting-edge technology. Our faculty believes that engineering plays an integral role in the modernization of society by leading the development of tools and devices that benefit humankind and improve quality of life. Together with our dedicated and hard-working staff who support our educational and research missions, we are working at the forefront of computer science and engineering, including computer system design, high-speed analog and digital circuit design, signal and image processing, electromagnetics, photonics, high efficiency power electronic circuits and alternative energy generation.

The Chief Administrative Officer (CAO) is a critical position providing leadership in the management of financial, personnel, student affairs, facilities, administrative and research operations for the Department of Electrical Engineering and Computer Science in the Henry Samueli School of Engineering. Reporting to the Department Chair with a dotted reporting line to the Senior Assistant Dean/Chief of Staff, the CAO provides daily management and oversight of an administrative team including instructional lab support, facilities, financial and business

operations, personnel management and graduate student support. The management functions are highly complex, encompassing teaching, extensive research and outreach components. The CAO exercises maximum initiative and sound leadership within the parameters of school and university policies and regulations to accomplish the goals and objectives of the department. Develops and determines innovative solutions and implements actions to resolve issues. Acts as administrative liaison for the department, consultant and member of various campus and departmental committees. This position models strong professional ethics, exercising tact and diplomacy when handling sensitive and complex matters in a fluid environment.

### **Key Responsibilities**

List key functions and the estimated percentage of time spent performing each of the responsibilities. Indicate which responsibilities are considered "Essential" to the successful performance of the job as defined by the EEOC: "Essential functions are the basic job duties that an employee must be able to perform. You should carefully examine each job to determine which functions or tasks are essential to performance."

#### ***Example:***

25% Essential Performs basic design, development, modification and debugging of software. Evaluates basic software for functional areas. Analyzes existing software or works to formulate logic for basic systems, prepares basic specifications and performs coding.

<b>% of time</b>	<b>Essential Function (Yes/No)</b>	<b>Key Responsibilities (To be completed by Supervisor)</b>
25	Yes	Manages, plans and administers all administrative operations of the department. Manages daily activities of Electrical Engineering and Computer Science (EECS) including financial, personnel, student affairs, facilities, administrative and research support operations. Serve as the principal advisor to the department chair and faculty regarding the development, implementation and assessment of short- and long-term strategic plans, budgets and financial performance. Formulate, propose and implement business and management goals, policies and procedures to meet department, faculty and university objectives.
15	Yes	Manages department administrative services for IT, Facilities, Student Services, laboratories, budgetary financial management, contracts & grants, recharge administration and human resources.

10	Yes	Exercises substantial innovation in solving or proposing resolutions to a variety of administrative, programmatic, operational problems, and exercises authority to implement resolutions. Manages development and implementation of unit and department procedures, initiating continuous improvement in all aspects of the administrative operation of the unit and department. Evaluates and implements organizational, procedural or workflow changes to maximize effectiveness, efficiency and productivity.
----	-----	---

		Documents procedures and best practices resulting from process improvement projects and initiatives.
15	Yes	Develops and monitors operational and budget processes, staff FTE, finance, human resources and space planning. Develops and maintains financial infrastructure for department including financial management of operating funds, develops multi-year and long range budgets, budget projections, and annual financial reports. Manages long & short-term planning for space needs of the Department. Advises Chairs concerning all matters pertaining to sound operational management. Responds to inquiries from the Dean's Office and campus.
20	Yes	Prepares short- and long-range planning for administrative services operations and improvements to processes. Establishes and recommends change to policies which affect the assigned unit(s). Makes recommendations for developing strategic and other long-range plans which would best achieve the teaching, research and service missions of the department.
5	Yes	Represents the department on business affairs to the institution community. Serves on a variety of school and campus wide committees as appointed by the Chair or Senior Assistant Dean.
5	Yes	Manages systems and procedures to protect department assets. Establish and implement departmental audit controls and procedures. Develop and maintain internal controls using sound risk management principals.
5	Yes	Plans for physical office space and laboratory rehabilitation and renovation. Representing the department as project client, work with the school Director of Facilities to oversee all planned renovations and expansion projects for unit. Oversee management and utilization of assigned administrative, research and lab space.

### **Total Compensation:**

In addition to the salary range listed below, we offer a wealth of benefits to make working at UCI even more rewarding. These benefits may include medical insurance, sick and vacation time, retirement savings plans, and access to a number of discounts and perks. Please utilize the links listed here to learn more about our [compensation practices](#) and [benefits](#).

\$95,300.00 - \$117,849.96 (Annual Salary) Expected Pay Range within the Full Salary Range  
\$95,300.00 - \$185,500.00 (Annual Salary)

### **Required:**

- 10 years of experience with BA/BS / Equivalent experience

Bachelor's degree in related area and / or equivalent experience / training.

Proven leadership abilities to establish department goals and motivate and influence others to achieve. Demonstrated management ability to direct and supervise professional and staff positions; ability to train, motivate and provide effective and sound judgment and leadership. Broad knowledge of the organization's processes, protocols and procedures with a focus on budget, account and fund management and / or personnel management under labor contract(s) and personnel policy. Broad knowledge of financial analysis and reporting techniques; human resources (staff and academic programs) and risk management planning; and / or accounting and payroll. Strong verbal and written communication skills; ability to influence / persuade all levels of staff. Excellent interpersonal and communication skills, including tact, diplomacy, and flexibility. Strong demonstrated problem solving, negotiation and decision-making skills. Skills in organization and customer service to effectively manage multiple important priorities. Proven ability to organize department work functions in an efficient and effective manner. Broad knowledge of common organization-specific and other computer application programs. Knowledge of and experience with administrative computing, hardware, software and web capabilities with the ability to assess administrative computing support needs and implement effective systems. Skills to work collaboratively with other locations. Ability to use discretion and maintain confidentiality. Demonstrated experience in utilizing good judgment and discretion when working with a variety of complex and sensitive issues. Proven skills to quickly evaluate complex issues and identify multiple options for resolution. Demonstrated ability to view planning and operational issues in a comprehensive picture both in terms of current complexities and interactions and in long-term consequences. Demonstrated management and conflict resolution skills to effectively lead and motivate others. Demonstrated leadership skills and experience with proven ability to apply successful management principles, practices and techniques. Experience in planning, analyzing and managing diverse fields such as: organizational growth and development, policy, space, information systems, and workflow systems while considering a wide variety of objective and subjective variables. Ability to develop quantitative and qualitative methodologies, strategies, and evaluative criteria in order to independently solve complex problems under a variety of uncertain conditions. Proven ability to function effectively in a fast paced, frequently changing environment. Ability to provide leadership in implementing organizational change. Demonstrated high level skill in assessing

needs and developing strategies to support diversity and inclusion. Demonstrated knowledge of student affairs functions and educational support systems. Demonstrated experience with process improvement initiatives and implementing administrative best practices.

### **Conditions of Employment:**

The University of California, Irvine (UCI) seeks to provide a safe and healthy environment for the entire UCI community. As part of this commitment, all applicants who accept an offer of employment must comply with the following conditions of employment:

- Background Check and Live Scan
- Legal Right to work in the United States
- Vaccination Policies
- Smoking and Tobacco Policy
- Drug Free Environment

The following additional conditions may apply, some of which are dependent upon business unit or job specific requirements.

- California Child Abuse and Neglect Reporting Act
- E-Verify
- Pre-Placement Health Evaluation

Details of each policy may be reviewed by visiting the following page - <https://hr.uci.edu/new-hire/conditions-of-employment.php>

### **Closing Statement:**

The University of California, Irvine is an Equal Opportunity/Affirmative Action Employer advancing inclusive excellence. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected categories covered by the [UC nondiscrimination policy](#).

We are committed to attracting and retaining a diverse workforce along with honoring unique experiences, perspectives, and identities. Together, our community strives to create and maintain working and learning environments that are inclusive, equitable, and welcoming.

UCI provides reasonable accommodations for applicants with disabilities upon request. For more information, please contact Human Resources at (949) 824-0500 or [eec@uci.edu](mailto:eec@uci.edu).