



Contracts and Grants Supervisor-Pre-Award - 52228-1A

Updated: Apr 17, 2023

Location: Remote-Campus

Job Type:

Department: ENGR DO Research Management

Job Opening ID: 52228

Reports To: Senior Assistant Dean

Working Title: Contracts and Grants Supervisor-Pre-Award

Department: ENGR DO Research Management

Bargaining Unit: 99

FLSA: Exempt

Payroll Job Code: 006216

Job Location: UCI Campus- Irvine

Percent of Time: 100%

Work Schedule: 8-5

Employee Class: Career

Position Summary:

Founded in 1965, the UCI Henry Samueli School of Engineering educates more than 4,600 students with an integrative approach that blends fundamentals, research and hands-on experience. Comprised of six academic departments and 162 faculty, the school aims to unleash innovation, create opportunities and inspire ingenuity. The Samueli School of Engineering's (SSoE) Contracts and Grants Unit named Engineering Research Management (ERM) provides quality assistance to faculty, researchers, and other academic personnel affiliated with the School to obtain (Pre-Award) and manage (Post-Award) sponsored awards that support research, training, and other scholarly activities. ERM ensures timely, accurate, and responsible stewardship of funds by carrying out these administrative activities within UC, UCI, Federal, State, and agency policies, procedures, and regulations. ERM (Pre-Award) staff assists with the submission of contract and grant (C&G) proposals from all prospective sponsors including but not limited to the Federal Government, Private Foundations, and For-Profit Entities. ERM (Post-Award) staff monitors and reports on funds received from outside sponsors and internal UCI sources, and provides general guidance on the proper stewardship of those funds.

Under the direction of the Senior Assistant Dean and Chief of Staff, the incumbent is responsible for the supervision of the Pre-Award Unit. Coordinate timely designation of portfolio work

assignments to unit-based workload demands and PI needs. Assist assigned team members in achieving unit/individuals' goals, set levels of service, responsibilities and support to faculty. Provides training and serve as a resource for changes in University, State and Federal policies and changes in University systems. Incumbent is responsible for providing specific direction to their assigned team members, faculty and staff to ensure compliance with contract and grant costing principals. This supervisor is responsible and accountable for the management of the assigned portfolio and the supervision of analysts and their respective portfolios. As a team supervisor for the ERM Pre-Award Unit, the incumbent has independent decision-making authority, policy analysis and interpretation and independent problem-solving responsibilities that requires on going interaction with all levels within the university and agencies, faculty and staff.

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.

<p>% of time</p>	<p>Essenti al Functi on (Yes/N o)</p>	<p>Key Responsibilities <i>(To be completed by Supervisor)</i></p>
<p>25</p>	<p>Yes</p>	<p>Oversees daily operations of the Pre-Award Unit to ensure compliance, consistency, and effective collaborations. Independently resolves administrative, operational, compliance issues within the latitude of established guidelines and policies, and or makes recommendations as needed.</p>
<p>5</p>	<p>Yes</p>	<p>Participates in the development and monitoring of policies and procedures for department or department operations. Suggests ways to improve operations: (techniques to improve performance, processes, etc.)</p> <p>Reviews changes in University, Federal and agency-specific guidelines</p>

		for applicability to future/upcoming contract and grant award proposals.
--	--	--

		Interact with campus or agency personnel when necessary to resolve unclear areas of policy.
5	Yes	Communicates regularly with Senior Assistant Dean and Chief of Staff on unit activities and on pertinent operational or human resources issues. Acts as advisor to management on complex contract proposals.
25	Yes	Supervise, direct and oversee work of all assigned staff. Provides training and professional development, either formally or on-the-job for staff to ensure subject matter knowledge in appropriate areas (e.g., sponsored project administration, post-award administration, etc.). Delivers specialized training and / or develops content for education workshops in the area of research administration, grant-writing, and other activities to enhance funding opportunities for the organization.
5	Yes	Recommends hiring of new employees, salary actions, terminations, and performance ratings. Evaluates performance and competency and defines development goals. Serves as a role model for assigned staff of technical expertise, professionalism, and excellent communication.
30	Yes	Manage assigned portfolio, provides high level of expertise and support for team and faculty/researchers being served in all matters related to pre award extramural contract and grant management. Reviews grant or contract proposals, budgets and awards; obtains / verifies appropriate approvals from applicable compliance committees. Applies professional knowledge / experience to prepare, review and / or approve financial transactions.
5	Yes	Serve as back-up to ERM Supervisor in the Post-Award Unit as assigned. This may entail a wide range of Post-Award roles and responsibilities aimed at addressing the immediate needs and support towards PI absent the Post-Award Supervisor or any other member of the ERM Unit. Additional duties or responsibilities may apply.

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](#).

\$78,900.00 - \$95,449.68 (Annual Salary) Expected Pay Range within the Full Salary Range

\$78,900.00 - \$145,100.00 (Annual Salary)

Required:

Four years of experience or a combination of education and experience.

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

Thorough knowledge of contracts and grants transactions and applicable financial systems, as well as related policy, accounting, fiscal, reporting principles and regulatory compliance requirements. Administration of complex multi-million-dollar, multi-disciplinary research budgets from multiple agencies that fluctuate from month to month. This includes audit planning and preparation, rate analysis, cost/benefit analysis, and research program fund administration. Thorough knowledge of Federal Acquisition Regulation, Code of Federal Regulations, sponsor-specific policies, intellectual property policies, conflict of interest requirements, publication rights, application of indirect cost rates and other complex concepts in research administration. Thorough knowledge of and ability to interpret and apply sponsor, institutional and departmental policies. Knowledge of current compliance regulations in all areas of research administration. Ability to manage high volume and complex transactions. Demonstrated organizational skills with a strong attention to detail and ability to recognize the workload of others faced with a heavy workload and competing deadlines and ability to temporarily reassign tasks to meet deadlines. Demonstrated advanced competence in the use of spreadsheet and database software in financial analysis, fiscal management and financial reports. Proficiency in use of common desktop / web applications. Strong interpersonal skills, service orientation, ability to multi-task effectively in a varied, high volume environment, judgment and decision-making, reasoning, ability to develop original ideas to solve problems, and effective verbal and written communication skills. Strong supervisory skills to, hire, coach, mentor, develop motivate, discipline and effectively lead and supervise staff. Strong ability to maintain confidentiality and exercise discretion. Ability to communicate clearly and effectively with staff and outside stakeholders, being proactive with clear instructions, guidelines, expectations and interactions to avoid problems or confusion, and when necessary to diffuse high anxiety situations and resolve problems. Ability to analyze complex situations and serve as a resource to staff to help determine policies to apply, establish best practices independently research information and or determine when to consult with supervisor or other experts Strong customer service skills to respond politely, diplomatically and in a timely manner to requests/inquiries from the Unit, School and or external stakeholders. Demonstrated ability to work collaboratively and in a leadership capacity in providing supervision and guidance to members of the ERM Unit in the areas of financial analysis, problem resolution and follow through on assignments. Expertise in analyzing information, problems, situations, and procedures to: - define the problem or objective -identify relevant factors, concerns, patterns or tendencies - recognize alternatives and their implications -formulate objectives and conclusions -provide guidance and leadership to unit to define, identify, recognize and formulate Proficient and professional writing skills in preparing factual memos, communications informing of complicated state and federal guidelines and analytical

reports in an independent manner. Experience working as part of a professional team and in maintaining confidentiality. Demonstrated initiative in taking a leadership role in a team environment or while serving as part of a work group. Demonstrated ability to establish and maintain effective working relationships with campus units and management, staff, department heads, faculty and students of various social, cultural, economic and educational backgrounds. Demonstrated knowledge of and application of various audit concepts and principles. Ability to understand the requirements of an audit and to impart accurate information to an auditor in a timely manner. Demonstrated skill and motivation of identifying one's own career development and career path and demonstrate interest of identifying the need and resources for the development of others. Proficient in the use of UC Campus and agency systems, such as Quali Research, Cayuse, NSF Fastlane/Research.gov, NSPIRES Demonstrated skill in understanding and interpreting University of California Policies and Procedures as they relate to finance, contracts and grants, and sales and services activities, equipment management, and gift administration. Demonstrated skill in understanding and interpreting current federal, state and University regulations relating to contracts and grants administration to include OMB Circular A-21 and CASB applications. Demonstrated skill in contract and grant budget preparation, analysis and projection. This includes cost and revenue analysis, and projecting income and expense trends. Demonstrated skill in gathering quantitative and qualitative information and data from multiple resources to assess faculty productivity, workload balance and complexity of workload assignments. Demonstrated experience in sound judgment and decision-making skills related to pre-award administration of complex contracts and grants and the ability to rationalize those judgments and decisions. Experience of managing personnel in workload assignments, hiring, training, professional development, performance appraisal, disciplinary and corrective actions. Experience in reviewing, editing, establishing and enforcing unit policies, procedures and performance standards. Experience in training and sharing expertise with colleagues across campus

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.