



CAMPUS
Human Resources
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Campus Office Hours are
8:00 am to 5:00 pm, Monday through Friday

Employment Opportunities Bulletin

Monday, February 06, 2012

The Employment Opportunities Bulletin (EOB) is updated each Monday and reflects the previous week's newly opened positions. The EOB is sent via email to local Employment Development Department offices, college/university placement offices and many community based organizations.

Employment Procedure

UCSF utilizes an online process for those interested in applying for open positions with the University. You must apply online to be considered for an open position. Once you complete the online application process, you will receive an email confirming that your submission has been received.

Submitting your resume to UCSF opens the door to many immediate and ongoing job opportunities. Your resume will remain active in our applicant database and you will be able to update it as needed.

How to Submit Your Resume

Submit your resume to UCSF Human Resources website:

<http://ucsfhr.ucsf.edu/jobs/>

An applicant can apply online from any computer with Internet access. An email address is required for applicants to submit their resumes.

Qualification Matches and Hiring

If it is determined that there is a match between your qualifications and the openings you apply for, your resume will be referred to the hiring department(s). In addition, your resume may be referred to other positions during the six months it is active in our database.

Hiring departments will schedule interviews for competitive applicants after they have reviewed resumes. If selected as a competitive candidate, you will be contacted directly if they wish to meet with you. We encourage you to continue to apply for specific positions during this period.

Due to the large volume of resumes we receive, we are unable to give information regarding the status of specific jobs. Thank you for your interest in the University of California, San Francisco.

Benefit Information

UCSF provides exceptional benefits in addition to the special intellectual and cultural advantages of being a member of the UC Community. The University offers outstanding health and welfare benefits and programs for secure retirement that are considered to be among the finest in higher education. For detailed information on the benefits available to employees please access:

UCSF Benefits
<http://ucsfhr.ucsf.edu/benefits/>

Policies

In accordance, with applicable State and Federal laws and University policy, the University of California, San Francisco does not discriminate against any person employed, or seeking employment, in any of its policies, procedures, or practices, on the basis of race, color, religion, marital status, national origin, ancestry, sex, sexual orientation, gender identity, pregnancy, physical or mental disability, medical condition (cancer-related, as defined in Section 12926 of the California Government Code), status as a Vietnam-era veteran or special disabled veteran, or, within the limits imposed by law or University regulations, because of age or citizenship. In conformance with applicable law and University policy, the University of California, San Francisco, is an affirmative action, equal opportunity employer. Inquiries regarding UCSF's equal opportunity policies can be directed to the Director, Affirmative Action. Equal Opportunity at 415/476-4752.

UCSF employees may be required to comply with health screening and vaccination requirements. Additional information can be found at:
http://www.occupationalhealthprogram.ucsf.edu/Forms/UCSF_Communicable_Disease_Surveillance_Vaccination_Policy_FINAL.pdf

Under Federal law, The University of California may employ only individuals who are legally able to work in the United States as established by providing documents specified in the Immigration Reform and Control Act of 1986. For positions designated in the Systemwide Title and Pay Plan as non-exempt from the Fair Labor Standards Act and which are not represented by an exclusive bargaining agent, any overtime is compensated by cash or by compensatory time at the University's option.

Notice of the UCSF Annual Campus Security and Personal Safety Report

In compliance with the federally mandated Jeanne Clery Act, UCSF provides an annual security report which includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings owned or controlled by the University; and on public property within, or immediately adjacent to and accessible from the campus. This report also includes institutional policies concerning campus security; such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault and other matters. For more information or to download the UCSF Annual Security Report, please go to: <https://saa.ucsf.edu/sites/saa.ucsf.edu/files/Clery%20Booklet%202009.pdf>.

Privacy Notice

The State of California Information Practices Act of 1977 (effective 1978) requires the University of California to provide the following information to individuals asked to supply information about themselves:

The principal purpose for requesting information on this Employment Application is for evaluating qualifications for employment. University policy and State and Federal Statutes, which are available in the UCSF Human Resources Office, authorize the maintenance of this information. Information furnished on this form may be used by various University departments for personnel administration and will be transmitted to the Federal and State governments if required by law.

Furnishing this information is mandatory. Failure to provide information will prevent evaluation of your qualifications for employment. Furnishing sex, ethnicity, veteran status and disability status on the application data sheet is voluntary; there is no penalty for not giving this information. However, if you do not identify your ethnicity and sex, a Human Resource Office employee may record a visual identification.

The Director of the UCSF Human Resources Office is responsible for maintaining information supplied on these forms.

ANALYST IV

37131BR Police Department

Job Summary

The Investigations and Support Services Division Crime Analyst is responsible for managing the crime prevention presentations to UCSF Medical Center Staff, Campus Community and during new student orientations. The incumbent is the liaison between the Police Department and the Clery Compliance and Public Affairs offices, who create and distribute campus bulletins to comply with the Clery Act. Incumbent manages crime analysis; creates and disseminates monthly crime analysis reports to Patrol operations; manages quarterly department customer satisfaction surveys, and analyzes and reports results to Police leadership; maintains "Timely Warning" crime alert bulletins (campus notification system); conducts community outreach; coordinates/provides instruction in the Women's RAD Basic Self-Defense program; participates in the DOJ Office of Violence Against Women System-wide Grant Committee for Sexual Assault Prevention and Education; and chairs the annual safety fair. Under minimal supervision of the Detective Sergeant, the incumbent is responsible for providing project management; conducting safety and awareness presentations to the campus community; supporting patrol personnel in the Community Oriented Policing and Problem Solving (COPPS) initiative; conducting complex operational level analysis utilizing existing policies and practices; providing input and recommending solutions to problems in the division; studying and developing recommendations for crime prevention and patterns to avert criminal conduct; developing and implementing business plans for campus-wide safety and security measures; conducting in-depth and complex analysis of traffic and crime trends for patrol operations deployment, which may effect policy, procedures and practices; demonstrating advanced knowledge in a specific area of crime prevention and suppression (i.e. tactical deployment of patrol resources); developing strategies for accomplishing the work of the unit with only general guidelines; conducting analytical surveys and produce statistics to meet the performance initiatives; maintaining and supporting CALEA compliance for the Police Department; creating crime prevention programs through environmental design; supporting security inspection and other crime prevention efforts. The Police Department requires completion of the UCSF Police Department Employment Application. The application can be accessed at the following link:

<http://police.ucsf.edu/index.php?/Employment/how-to-apply.html> A signed application must be received in order to be considered for available positions. The application may be sent to: FAS HR Service, Attn: Cecilia Enad, HR Generalist University of California, San Francisco 1855 Folsom St., Suite 500 San Francisco, CA 94143-0826

Requirements

Administrative, analysis and project management experience, including analyzing data and statistics, and preparing detailed comprehensive reports for senior management. Knowledge of project management methods and best practices to track major projects. Public speaking and presentation experience Outstanding verbal and written communications skills Computer skills, especially Microsoft Word, Excel, PowerPoint, Outlook, and Access Valid California Driver's License

Administrative Support

ASSISTANT I

37116BR Emergency Medicine

Job Summary

The administrative assistant will follow standard policies and guidelines to assist the research team with projects such as; word- processing and data entry for manuscripts, references, meeting minutes, grant proposals, papers and oral and poster presentations as well as other correspondence. The assistant will maintain a filing system, produce basic reports, do literature searches and gather information as needed under general supervision and perform other duties as assigned.

Requirements

High school graduation and two years of related administrative experience; or an equivalent combination of education and experience; ability to follow provided guidelines, policies and procedures; must have basic skills in standard Microsoft Office Software (Word, PowerPoint, Excel); under general supervision ability to do literature searches and provide team with information; ability to word process manuscripts, grant proposals, minutes, and other correspondence; ability to meet deadlines, follow strict confidentiality guidelines, handle highly sensitive information, and be part of a fast-paced team that works under general supervision; ability to provide administrative support for coordination of administrative activities (e.g., planning and scheduling meetings, taking messages and making phone calls). Physical Demands: requires bending, squatting, climbing stairs, reaching up to shoulder height; pushing/pulling up to 30 pounds; reaching above shoulder level; sitting, standing, walking, waist twisting, kneeling; carrying/lifting 31-60 pounds; gripping/grasping, fine/gross finger manipulation; repetitive movements of upper and lower extremities; may be exposed to latex; differentiate color. Note: Fingerprinting and background check required.

ASSISTANT III

37092BR Surgery

Job Summary

The Administrative Assistant III position provides direct administrative support to several faculties in the Center of Colorectal Surgery Academic Office in the Division of General Surgery and central administration. The AA III will coordinate all academic and research activities of faculty and/or administrative personnel designated to them by the division. The position requires complex coordination of activities for multiple providers and/or designees. Activities will include completion of independent project assignments, academic course scheduling and setup, providing direct administrative support in preparation of grants and applications, development of tracking systems for travel and other expenses, calendaring of appointments, typing and editing. Other duties will include ordering of supplies, troubleshooting information technology requests, and problems as they arise, data analysis, preparation of presentations, event coordination and other logistical coordination and perform other duties as assigned.

Requirements

High school graduation and at least four years of related administrative experience, or an equivalent combination of education and experience; three (3) years' experience providing comprehensive executive level support to two (2) or more faculty members, surgeons and/or directors; three (3) years demonstrated experience maintaining comprehensive calendars, scheduling meetings with multiple internal and external groups and faculty, coordinating arrangements for on and offsite meetings and conferences, and catering reservations; demonstrated experience with MS Word, Excel, MS Outlook, and PowerPoint; demonstrated experience preparing and maintaining graphic presentations using PowerPoint; three (3) years demonstrated experience drafting, proofreading and editing correspondences and letters; experience drafting and transcribing correspondences of general, confidential, and scientific in nature. Demonstrated experience preparing and processing financial and other types of documents including purchase orders, reimbursements, travel requests, and reconciling invoices; maintains tracking system of budgets and reimbursements; demonstrated excellent organizational, prioritizing, detail orientation, decision-making, problem-solving skills; ability to manage multiple projects simultaneously, meet competing deadlines, be resourceful and work independently with minimal supervision; ability to follow through and complete verbal and written protocols and or directions; ability to be professional to effectively work with individuals at all level; ability to demonstrate a high degree of confidentiality and discretion; and demonstrate flexibility with the ability to work with diverse personalities; reliable and demonstrate good attendance.

37104BR Pathology

Job Summary

The Department of Pathology is a major academic department in the School of Medicine, actively engaged in clinical, research and teaching activities, and is directly responsible for over 350 academic, student, and staff personnel at multiple sites (Parnassus, Mount Zion, China Basin, Mission Bay, MCB, SFGH and VAMC). The Department also has joint responsibility with the Medical Center in overseeing pathology clinical operations which consists of 7 divisions: Surgical Pathology (Gross-Cutting Labs, IPOX Lab, Histology Lab), Autopsy, Cytopathology, Neuropathology, Renal/EM Pathology, and Molecular Pathology. The incumbent will be assisting with the management of the Department's financial portfolio for purchasing/reimbursement and reconciliation reporting to the Purchasing/Reimbursement Analyst and the Reconciliation Analyst. Duties include: purchasing, reimbursements, records management, vendor relations,

monitoring of account activity for appropriateness, reconciliation, preparation of journals, assist with compliance of UC and agency reporting and expenditure policies and procedures, ad-hoc reports, administrative duties, and perform other duties as assigned.

Requirements

High school graduation or equivalent and four years of related administrative experience; or an equivalent combination of education and experience; strong verbal and written communication skills; works well in a team setting; great attention to detail, accuracy and follow-up; filing, copying, distribution, sorting, phones, fax, etc.; purchasing, reconciliation, reimbursements and reporting experience; proficiency with Microsoft Word, Excel and Outlook; requires sitting, standing, walking, bending, reaching shoulder height, reaching below shoulder height, lifting 0-20 pounds, lifting up to 5 pounds above/below waist and head; carrying/pushing 0-20 pounds; fine finger manipulation, gross manipulation, simple grasp, power grasp, repetitive hand/arm use ability to differentiate color and verbal communication.< This position is critical requires background check and fingerprinting.

37120BR Pediatrics

Job Summary

Under supervision of the Administrative Nurse III/Practice Manager and the Medical Director, guided by policies and procedures of the Ambulatory Services, the Administrative Assistant III/Scheduler assists in the delivery of care to patients in the Department of Pediatrics, Madison Clinic for Pediatric Diabetes. This position is the primary contact for new and returning patients requiring ambulatory outpatient care at UCSF Medical Center. Responsibilities include answering all phone calls from patients, families, UCSF physicians and referring physicians. Will schedule clinic appointments, verify insurance, obtain referrals and authorizations and coordinate all required medical and financial information. This position will also be responsible for scheduling educational classes and booking conference rooms as requested by other team members, under guidance and in collaboration with the Diabetes Ambassador and the practice manager. The position provides clerical support necessary for the operations of the Madison Clinic. S/he is required to adhere to the Telephone and House Standards as adopted by the Medical Center. This position will function as a critical component of a core team which includes the MA III and the Diabetes Ambassador, who will work collaboratively to ensure best support for the clinic operations and patient satisfaction. The position will initially be located at UCSF ACC 400 Parnassus. In the late summer, early fall of 2012, the clinic will move to Owens St.-located near the new UCSF Benioff Children's Hospital location @ Mission Bay. The clinic may eventually move into the new Children's Hospital. Must be willing to relocate work sites when the Madison clinic moves. Will perform other duties assigned.

Requirements

High school graduation/GED and four years of related administrative experience; or an equivalent combination of education and experience; one year experience as a Schedule/Front Office Assistant in a medical practice, including scheduling appointments, obtaining insurance authorizations and triaging phone calls; knowledge and abilities essential to the successful performance of the duties assigned to the position; excellent working knowledge of medical terminology; demonstrated computer familiarity, keyboard skills, computer literate in programs such as Microsoft Word and Excel required; ability to analyze situations, prioritize tasks, develop solutions and make recommendations; Ability to deal sensitively and effectively with patients; knowledge and abilities essential to the successful performance of the duties assigned to the position; requires sitting, bending, standing, walking, squatting, waist twisting, kneeling, climbing stairs, climbing ladders; reaching overhead, reaching below shoulder height; pushing/pulling up to 20 pounds; gripping/grasping, fine/gross finger manipulation; repetitive movements of upper and lower extremities; may be exposed to loud noise, background noise, dim or bright lighting, chemical agents, latex, combative patients; differentiate color; use protective equipment. Note: Fingerprinting and background check required.

Administrative Support|Research and Scientific

ASSISTANT II

37099BR CVRI

Job Summary

Study Coordinator/Research Assistant needed for the Airway Clinical Research Center to assist with inpatient and outpatient clinical trials coordination. Primary responsibilities include direct interaction with volunteers participating in research studies of COPD and Sarcoidosis, under the supervision of a supervising

coordinator and the Physician Investigators. Administrative responsibilities involve preparation for study visits, case report form data entry, quality control of devices and equipment, and assistance with daily unit operations, including subject recruitment and scheduling. Clinical and technical duties include interviewing potential volunteers by telephone, scheduling visits, administering questionnaires, obtaining vital signs, and assisting with or performing study-related procedures such as spirometry, sputum collection, measurement of exhaled nitric oxide, collection of exhaled breath condensate, and biological sample processing, storage, and shipping; will also perform other duties as assigned.

Requirements

High school graduation and three years of related administrative experience; or an equivalent combination of education and experience; experience in conducting clinical research studies in a professional capacity; excellent written and verbal communication skills; ability to learn and to explain tests, procedures, and risks of research study and to assess volunteer's understanding and willingness to participate (obtaining informed consent); ability to coordinate multiple ongoing responsibilities; ability to re-prioritize responsibilities as necessary; ability to generate and maintain system for tracking and reporting data collected; ability to accurately complete and update forms; organized and detail-oriented work habits; demonstrated ability to be a self-starter and resourceful; basic knowledge of Microsoft Word and Excel. Physical Demands: requires bending, climbing stairs, reaching up to shoulder height; pushing/pulling up to 20 pounds; sitting, standing, walking, waist twisting; carrying/lifting 0-20 pounds; gripping/grasping, fine/gross finger manipulation; repetitive movements of upper extremities; may be exposed to latex. Note: Fingerprinting and background check required.

Administrative Support/Support Services

PARKING ASST

37134BR Transportation Services

Job Summary

Under close supervision of the floor and work leader, incumbent will be responsible for performing valet stack parking functions at assigned campus location. This position is responsible for valet stack parking and other parking attendant duties in the UCSF permit parking garage and other campus parking areas as needed, or required. Issues, maintains and collects tickets and vehicle keys; answer questions, provide directions, information and assistance to patrons as needed; operates portable radios; performs daily permit audits, sweeps garages and lots, collects wheelchairs, and patrols all garage and parking lot facilities as needed or required. Performs other related duties as directed.

Requirements

Proven ability to interact professionally and effectively with the faculty, staff, and the public at UCSF and to function well under periods of stress. Proven ability to maintain professional and effective working relationships with co-workers. Ability to accomplish all tasks efficiently, courteously and professionally. Act in accordance with departmental and University policies, procedures, and standards. Valid California Driver's License and an excellent driving record required; no license restrictions other than for corrective lenses (applicants are required to present a current copy of DMV record with their application/resume). Able to efficiently operate both standard and automatic shift vehicles, move in and out of vehicles quickly - frequent bending, stooping and standing required; able to lift up to 50 pounds, including pushing vehicles on dollies as part of a team. Ability to read and write in English clearly and effectively, follows both oral and written instructions, and to perform basic mathematical calculations. Able to work overtime as needed or required.

PARKING REPRESENTATIVE

37091BR Transportation Services

Job Summary

This position is responsible for: Collection of public parking fees; makes change from controlled University change fund, reconciles daily receipts, prepares deposit forms, and assures security of assigned change fund and other cashing and departmental inventorial items according to established policies and procedures; operates cash control equipment; controls entry to pay lots and structures; answers questions and provides directions to customers as to the location of campus and hospital buildings and related areas; performs minor repairs and maintenance on mechanical parking equipment; operates portable radios and intercoms; provides breaks and back-up coverage for absent cashing staff; provides cashing coverage for special events.

Provides backup coverage for valet operations. Performs other related duties as requested or required.

Requirements

Proven ability to establish and maintain professional and effective working relationships with the public, faculty, staff, and co-workers and to function well under periods of stress. Ability to accomplish all tasks efficiently, courteously, and professionally. Valid California Driver's License and an excellent driving record required; no license restrictions other than for corrective lenses (applicants are required to present a current copy of their DMV record with their application/resume). Ability to read, write, and speak, and understand English clearly and effectively, to perform basic mathematical calculations, and to understand and follow both oral and written instructions. Able to work overtime as needed or required. Manual dexterity that allows operation of computer keyboard and cash register/fee computer; and the ability to stand, bend, stoop, and to lift up to 30 pounds.

Financial|Professional and Managerial

ANALYST I

37118BR Ophthalmology

Job Summary

The Financial Analyst manages non-clinical financial activities of the department of Ophthalmology with emphasis on sponsored research funding, conducts financial analyses, and provides reports to the Finance Manager ad hoc and on a regular basis and perform other duties as assigned.

Requirements

BA/BS with a major in a related field (Business, Accounting/Finance, Computer Science) and one year of experience in administrative analysis or operations research; or an equivalent combination of education and experience; at least three years of demonstrated experience in financial and administrative analysis; in-depth knowledge of UCSF policy, especially related to sponsored funding; the ability to learn UCSF's financial systems including the understanding of purchasing and accounting rules and guidelines.; the ability to interpret accounting policies and procedures; proficiency with MS Office Suite (MS Word and Excel including spreadsheets, formulas, and pivot tables) and MS Outlook E-mail; demonstrated experience with online financial reporting systems; excellent time management skills; a natural inclination for multi-tasking; high level of motivation; meticulous attention to detail; strong ability to organize and prioritize; ability to work independently; ability to respond well to changing priorities; high degree of motivation and innovation; commitment to excellence; professional attitude; detail oriented; works with a high level of accuracy; ability to concentrate for long periods of time on exacting documentation and working with small print ledgers; demonstrated experience analyzing, and resolving discrepancies in monthly financial reports, general ledger reports, invoices, purchasing reports, travel expense reports, etc; the ability to learn UCSF's financial systems including the understanding of purchasing and accounting rules and guidelines; the ability to interpret accounting policies and procedures; requires sitting, standing, walking, bending, climbing stairs, reaching shoulder height, reaching below shoulder height, lifting 0 -20 pounds, carrying /pushing 21-30 pounds; fine finger manipulation, simple grasp, repetitive hand/arm use, may be expose to dust, fumes or gases, ability to differentiate color, verbal communication. Note: This position is critical subject to background check and finger printing required.

ANALYST II

37123BR Epidemiology and Biostatistics

Job Summary

This position serves primarily as a budget analyst and post-award administrator of sponsored project funds for the Department of Epidemiology & Biostatistics (DEB) at its central China Basin Landing location. The position encompasses comprehensive post-award financial administration including producing financial reports and projections, effort reporting, cost transfer journals, and communicating with DEB Principal Investigators, the DEB Manager and DEB Finance Officer, as well as the UCSF Controller's Office and the Office of Sponsored Research. This position will also perform organizational and financial projects for the MSO, Finance Officer, and the Chair on an as needed and perform other duties as assigned.

Requirements

BA/BS with a major in a related field and two years of experience in administrative analysis or operations research; or an equivalent combination of education and experience; ability to prioritize and work independently; organizational ability, excellent communication skills; Microsoft Office expertise,

particularly Excel; knowledge of NIH post-award guidelines, e.g. CAS A-21. Note: Fingerprinting and background check required.

MANAGER (FUNC AREA)

37124BR Clinical and Translational Science Institute

Job Summary

The Clinical and Translational Science Institute (CTSI) spans the four UCSF health science schools – Medicine, Pharmacy, Nursing and Dentistry, each of their multiple departments, the UCSF Graduate Division, as well as all of the collaborating affiliates of UCSF in and outside the Bay Area and around the world. CTSI's \$200M funding is comprised of multiple sources (NIH, institutional, philanthropy, industry and other), and its programs have increased to 15 established CTSI interdisciplinary programs aimed at improving human health and training the next generation of Translational Researchers. The Senior Program Manager will lead and manage multiple and diverse CTSI and UCSF projects, with a primary focus on Planning, Evaluation & Tracking (PET). The incumbent's overall responsibility is to provide management and leadership, under the leadership of the PET Director, to these on-going programs and effectively transition new organizational programs from the start-up phase to a stable, mature and sustainable phase as well as identify opportunities for growth or added efficiencies. The incumbent has responsibility for providing programmatic leadership and management as well as support and guidance to individual CTSI programs and will direct appropriate program staff as assigned. Additionally, the incumbent will recognize, develop and implement solutions that require general systems and processes and ensure effective program implementation across CTSI and UCSF. The Planning Evaluation & Tracking (PET) program brings best-of-breed strategic planning, performance management and evaluation approaches to the institute, to provide robust frameworks to enable increased strategic focus for the institute and efficient program management. In addition, the institute must introduce and utilize effective and academically sound approaches to evaluation that will facilitate a superb review and renewal of the >\$100 million grant by 2016 (submission by 2015). As part of this, PET as a key overarching unit for CTSI must lead the charge for the transformation of CTSI into a data and metrics-driven enterprise, coordinating the launch of a CTSI data warehouse, the use of industry-standard tools for planning and management. Finally, given both the national consortiums and UCSFs similar focus on assessing and advancing the research enterprise through better data and metrics, CTSI's PET unit must lead nationally, and facilitate locally the development of meaningful PET models. The incumbent must be prepared to work with a wide range of University staff and faculty as well as external stakeholders including: business community members, venture capitalists, industry, foundations and government agencies to resolve issues as they emerge. The incumbent must understand strategies to advance academic research and infrastructure, sound program management principles, analysis and strategic planning as well as possess the ability to master relevant information technology and administrative systems; incumbent will also perform other duties as assigned.

Requirements

Advanced Degree (PhD, MBA, or equivalent); five plus years senior program management experience; significant experience in the area of clinical and/or biomedical research; experience at transitioning programs from start-up to mature phase; strong program management skills to navigate complex processes and adhere to critical program deadlines; advanced knowledge of portfolio management, evaluation and tracking processes and models within industry and academia; advanced analytical skills to grasp knowledge of multiple disciplines and identify, analyze and resolve complex administrative problems; effective interpersonal skills in order to communicate and collaborate with as well as influence diverse stakeholders; knowledge of UC administrative operating procedures and relevant UC policy; advanced competencies in planning, project management, leadership and organization; demonstrated ability and experience at conceptualizing new initiatives, assessing opportunities and synergies, garnering stakeholder support to launch a new initiative and transition a startup program through different development phases. Physical Demands: requires bending, squatting, climbing stairs, reaching up to shoulder height; pushing/pulling up to 20 pounds; sitting, standing, walking, waist twisting, kneeling; carrying/lifting 0-20 pounds; gripping/grasping, fine finger manipulation; repetitive movements of upper extremities; differentiate color; operate motor vehicles.

Information Technology|Professional and Managerial|Research and Scientific

STATISTICIAN, PRIN

37108BR Immune Tolerance Network

Job Summary

Working closely with clinicians, statisticians, biologists and bioinformaticans, the incumbent will provide statistical consultancy and guidance in experimental design and approaches to analyzing data to the functional areas of the Immune Tolerance Network (ITN). The incumbent will contribute to the development of novel methods, as well as the application of these and existing methods, to solve complex problems in genomics, proteomics and statistical genetics. An initial area of focus will be gene expression analysis. The incumbent is responsible for initiating, directing and performing research experiments and implementing strategies, maintaining an in-depth knowledge of state-of-the-art science. The incumbent has the ability to author scientific publications in peer reviewed journals and make presentations at scientific meetings. Administrative and managerial responsibilities are kept to a minimum in order to give full scope to the incumbent's creativity; will also perform other duties as assigned.

Requirements

Graduation from college with a major in statistics or a related field and six years of professional statistical experience including at least one year of pertinent supervisory experience; or an equivalent combination of education and experience; and knowledge and abilities essential to the successful performance of the duties assigned to the position; experience with parametric and non-parametric tests; solid background and experience using statistical approaches to analyze large data sets; knowledge of advanced statistical methods; understanding of supervised and unsupervised clustering algorithms; knowledge of microarray technology is helpful; ability to clearly communicate ideas and results of analyses with researchers of various backgrounds; ability to work well in a team environment; excellent organizational and computer skills; excellent written and verbal communications skills.

Professional and Managerial

ANALYST I

37075BR Medicine-SFGH-AIDS

Job Summary

The UCSF HIV/AIDS Division at San Francisco General Hospital Medical Center is responsible for a broad set of patient care, teaching, research and public service responsibilities. The focus of this subunit under PHP is clinical and translational research. The incumbent will work at an independent level to assist the Principal Investigators, Steve Deeks and Peter Hunt, and the Program Manager (Rebecca Hoh) with implementing multiple study protocols, study coordination, data/specimen collection, data management, and quality assurance. The incumbent will interact with study participants, including Spanish-speaking participants, health care providers, clinical researchers, collaborators, funders, and varied professional staff. In addition, the incumbent will perform patient interviews and chart abstraction for SCOPE, the associated cohort study of HIV-infected patients followed at SFGH; incumbent will perform other duties as assigned.

Requirements

BA/BS degree in related field and minimum of one year experience in clinical setting and/or research or an equivalent combination of experience and education; superior organizational skills, verbal/written communication skills, attention to detail and accuracy; responsible, motivated, efficient; able to take initiative, prioritize, think critically, and meet deadlines; comfortable working both independently and in a team setting; interpersonal skills necessary to interact effectively with a wide range of health professionals, administrators, and research subjects; comfortable interviewing subjects on sensitive issues including high risk sexual practices and illegal drug use; proficient in Microsoft Office programs with emphasis on Excel, Access, Word, Publisher; proficient with Teleforms; savvy internet user; knowledgeable in tissue collection and phlebotomy issues, tubes required for blood draw of clinical laboratory tests; working knowledge of HIPAA guidelines and Human Subjects Protection rights; conversational Spanish language skills with medical terminology; demonstrate excellent attendance and reliability; work during some evening hours, early morning hours and weekends required; thorough knowledge of antiretroviral medications; familiarity with treatments for HIV-related infections and medical terminology. Physical demands requires: ability to carry boxes and supplies weighing up to 20-30 pounds, pack specimens into shipping containers, and deliver specimens to lab in a timely manner; able to file heavy charts (up to 5 lbs) in file cabinets. Note: Physical/health screening, fingerprinting and background check required.

37109BR Department of Medicine

Job Summary

Seeking a clinical research assistant (CRCII) to assist on two projects. The projects are both new awards

funded by the California HIV/AIDS Research Program. One is a three-year Community Collaborative award with API Wellness Center focused on adapting an evidence-based HIV prevention intervention for implementation with high-risk transgender women of color. The other is an IDEA award focused on collecting exploratory data looking at barriers and facilitators to HIV treatment and adherence among transgender women living with HIV. This employee would report directly to Dr. Sevelius, who is currently the PI of these three research studies. This position would also eventually assist on a five-year NIH-funded K08 award in its fourth year, entitled "Culturally Relevant HIV Prevention for High-Risk Women" and is currently focused on quantitative data collection and analysis among high-risk transgender women. The incumbent will work with the research team and community collaborators to conduct, coordinate, and manage both quantitative and qualitative data collection, management, and analysis activities. The research assistant will also help manage and maintain the IRB modification and renewal process and help ensure project workflow, including participant recruitment, enrollment, assessment completion, and retention. The individual will also perform other duties related to the scientific activities of the study, such as monitoring data quality, assisting with the coding of qualitative data, producing regular quantitative data summary reports, and assisting the investigative team with publications and conference presentations by completing literature reviews and generating charts and graphs under the direction of the PI. Finally, this individual will also coordinate meetings and communicate with various Community Advisory Boards; incumbent will also perform other duties as assigned. Note: This assignment will end 12/31/2014.

Requirements

BA/BS in relevant field (e.g., psychology, public health, sociology), one year of relevant experience including one year of experience providing data management, IRB applications, and administrative support to HIV or health related research project; or equivalent combination of education and experience; demonstrated experience and cultural competence in working with transgender populations; MS Office applications (e.g. Word, Excel, and Outlook) proficiency; proficiency with SPSS, Atlas.ti, and EndNote; excellent verbal and written communication skills; demonstrated experience/comfort with communicating easily about sensitive research issues related to HIV-seropositivity and sexual risk behavior; knowledge of clinical research regulations and ethics, including UCSF policies and procedures, especially related to IRB applications, modifications, and renewals; excellent project management and organizational skills. Physical Demands: requires bending, squatting, climbing stairs, reaching up to shoulder height; pushing/pulling up to 30 pounds; reaching above shoulder level; sitting, standing, walking, waist twisting, kneeling; carrying/lifting 21-30 pounds; gripping/grasping, fine/gross finger manipulation; repetitive movements of upper extremities; may be exposed to latex, dust, fumes or gases; loud noises; differentiate color; operate motor vehicle. Note: Fingerprinting and background check required.

37111BR Preventive and Restorative Dental Sciences

Job Summary

Executive Assistant to the Chair of the Department of Preventive and Restorative Dental Sciences is a critical administrative position. It supports all the administrative needs of the Chair, including faculty recruitments, advancements; arranges business meetings, follows up on business correspondence, etc. This position also serves a similar purpose for the MSO and seven division chairs of the department. In addition to these duties, this position serves as the liaison with Operational Excellence teams, Departmental Space and Equipment Analyst, and the Dental Hygiene Affiliation Coordinator; will also perform other duties as assigned.

Requirements

BA/BS with a major in a related field and one year of experience in administrative analysis or operations research; or an equivalent combination of education and experience; this position is extremely diversified, requiring constant vigilance to ensure appropriate prioritizing and organization of responsibilities; much of the work is self-directed, and the incumbent must be able to identify when to seek supervisor's guidance; excellent political acumen and strong judgment maintaining confidentiality and sensitive information; strong written, verbal and interpersonal skills; ability to work with a diverse population; good aptitude with numbers; excellent attention to detail with multiple interruptions; proven expertise with all MS Office applications including Word, Excel, PowerPoint, Outlook, Access; demonstrated excellence with computer technology; demonstrated ability to successfully plan events; knowledge with Human Resources policies and procedures; proven ability to multi task and prioritize with good time management to complete work on a timely basis; excellent customer service skills; demonstrated ability to work independently; experience arranging complex meetings; demonstrated excellence in reliability and attendance. Physical Demands: requires bending, climbing stairs, reaching up to shoulder height; pushing/pulling up to 30 pounds; reaching above shoulder level; sitting, standing, walking, waist twisting; carrying/lifting 0-20 pounds; gripping/grasping, fine/gross finger manipulation; repetitive movements of upper extremities differentiate

color. Note: Fingerprinting and background check required.

37112BR OB BYN and RS

Job Summary

The Copperbelt Program Manager position exists to support the 5 local coordinators in the Copperbelt province of Zambia on a Cluster Randomized Clinical Trial (CRCT) for the Non-pneumatic Anti Shock Garment (NASG). The study, supported by NIH/NICHHD and the Bill and Melinda Gates Foundation, is to demonstrate if the NASG saves the lives of women hemorrhaging in childbirth. The candidate will be required to live full time in either Ndola or Kitwe, Zambia. Duties include providing research, administrative and logistical support to the local study site coordinators, who, in turn, are responsible for the day-to-day on-site conduct of the study. Duties would include all forms of clinical trial coordination for this hospital and clinic based study, including data form review for completeness and accuracy, case tracking, logistics and supplies, training coordinators and data collector/clinicians on clinical and study protocol adherence, completion of protocol violation and adverse event documentation, as well as mentoring and supervising student interns (medical, nursing, midwifery, and public health students). Once data collection is over the incumbent will be responsible for all site close-out activities; and perform other duties as assigned. This position is based full-time in the Copperbelt Province of Zambia. The position is for 6 months with a possibility for extension dependent on receipt of additional funds. The incumbent will report directly to the Project Director in San Francisco and will work closely with 5 local coordinators, and the UCSF-Lusaka Program Manager and the other study team members in Lusaka, Zambia.

Requirements

BA/BS with a major in a related field and one year of experience in administrative analysis or operations research; or an equivalent combination of education and experience; at least three months experience in a developing country; excellent attention to detail, good organizational skills; competent in Microsoft Excel; proficient in Microsoft Word, Internet; problem solving skills; demonstrated leadership abilities; requires bending, squatting, climbing stairs, reaching up to shoulder height; pushing/pulling up to 30 pounds; reaching above shoulder level; sitting, standing, walking, waist twisting, kneeling; carrying/lifting 31-60 pounds and over; gripping/grasping, fine/gross finger manipulation; repetitive movements of upper and lower extremities; may be exposed to chemical agents; tuberculosis, blood, body fluids or tissue, and radiological materials; latex, dust, fumes or gases; loud noises; differentiate color; use protective equipment. Note: Fingerprint and background check required.

ANALYST II

37100BR Medicine-DGIM

Job Summary

The Smoking Cessation Leadership Center (SCLC) aims to increase smoking cessation rates and increase the number of health professionals who help smokers quit. The Center creates partnerships for results with a variety of groups and institutions to develop and implement action plans around smoking cessation. Partnerships with dental hygienists, nurses, pharmacists, emergency physicians, hospitals, labor unions, family physicians, the Veterans Health Administration and myriad other groups all lead toward the same goal: saving lives by increasing cessation rates and cessation interventions. Partnership and community outreach are vital to the success of the Center; they, along with financial assistance, are the major benefits of Center involvement for partners. After 8 plus years of being in the community, we have over 200 partnerships to sustain with new ones joining each year. Each partner has specific needs, limitations, political sensitivities, and nuances that must be well understood for the technical assistance to be optimal. The operations manager will help streamline the SCLC technical assistance communication system and improve and maintain the Center's overall operations system in order to allow the Center to continue its standard of excellence. This position will also serve as a technical assistant advisor to provide one on one TA to our increasing number of agency TA requests. The operations manager will help move agencies and partnerships along toward their desired targets, will streamline interconnectedness among partners, will help partners demonstrate concrete success, will minimize confusion and communications barriers between SCLC and its partners, will communicate regularly with partners, and will yield optimal results in terms of smokers helped to quit by health professionals. Key responsibilities will focus on operations, technical assistance and marketing. These include leading the planning and implementation for State summits and other executive meetings; overseeing the coordination of SCLC projects, creating and managing timelines for efficiency; creating large group (60 plus individuals) action plans in real-time; providing expert tobacco prevention and control technical assistance to SCLC's partners; assisting in the production of SCLC learning forums, and serving as a moderator for Center webinars and conference calls. Travel will be required; the

incumbent will also perform other duties as assigned.

Requirements

BA/BS with a major in a related field and two years of experience in administrative analysis or operations research; or an equivalent combination of education and experience; financial experience in the UC system; web site editing and/or designing experience; two plus years' experience in event planning and operations; excellent project management skills; excellent writing and communication skills; excellent organizational and interpersonal skills; experience with the MS Project Management software; strong knowledge of MS Office, including Word, Excel, PowerPoint and Outlook; experience scheduling travel arrangements for management; experience using html and/or Dreamweaver software, tech support for web-base (Web-Ex) meetings, e.g.; Web site editing and/or designing experience. Physical Demands: requires bending, squatting, climbing stairs, climbing ladders, reaching up to shoulder height; pushing/pulling up to 30 pounds; reaching above shoulder level; sitting, standing, walking, waist twisting, kneeling, crawling; carrying/lifting 21-30 pounds; gripping/grasping, fine/gross finger manipulation; repetitive movements of upper extremities; may be exposed to loud noises; differentiate color. Note: Fingerprinting and background check required.

37103BR Clinical Pharmacy

Job Summary

The Department of Clinical Pharmacy is a multi faceted department with centers, laboratories, and educational programs with many locations at UCSF (Parnassus, Laurel Heights, San Francisco General Hospital) and throughout the state. It is home to a number of functional units: the Center for Self Care, Center for Translational and Policy Research on Personalized Medicine, Drug Product Services Laboratory, Drug Research Unit, and the California Poison Control System, among others. The department also administers 60% of the Doctor of Pharmacy curriculum at UCSF. Educational clerkship programs include Introductory Pharmacy Practice Experiences (IPPEs) and Advanced Pharmacy Practice Experiences (APPEs). Fourth year students participate in APPEs in educational programs throughout the state, including Los Angeles/Orange County, Fresno, Sacramento, South Bay, San Francisco, and the North Bay. The department has approximately 50 faculty and 160 staff, as well as over 800 volunteer faculty members. The Clinical Pharmacy Experiential Programs are an essential part of the PharmD Program and include the IPPEs, APPEs, OSCEs (Objective Structured Clinical Examinations), departmental use of the resources available at the UCSF Library's Teaching and Learning Center as well as other parts of the curriculum. The experiential education coordinator is responsible for implementing all aspects of the experiential programs under the guidance of the Education Resource Program Director and the Vice Chair for Educational Affairs. The incumbent will also support the various educational initiatives and activities related to the didactic PharmD curriculum as well as the residency program. The incumbent will be expected to develop implementation strategies and training programs for new technology systems, as well as provide logistical support to faculty and students throughout the academic year; incumbent will also perform other duties as assigned.

Requirements

Minimum BA/BS with major in related field, two years experience in an administrative analyst, operations research, managing a residency program, or an equivalent combination of education and experience in a relevant field; project management experience; familiarity with accreditation processes; excellent verbal and written communication skills; excellent problem solving skills; a proven track record of ability to successfully manage projects, programs, people and implementation of new technologies is required to perform this job satisfactorily; proficient in information, education and database technologies such as Moodle including quiz and gradebook functionalities as well as E-value or equivalent assessment programs and E-portfolios. Physical Demands: requires bending, squatting, climbing stairs, climbing ladders, reaching up to shoulder height; pushing/pulling up to 30 pounds; reaching above shoulder level; sitting, standing, walking, waist twisting, kneeling, crawling; carrying/lifting 21-30 pounds; gripping/grasping, fine/gross finger manipulation; repetitive movements of upper extremities; differentiate color.

ANALYST IV-SUPV

37093BR Psychiatry SFGH/Division of Substance Abuse and Addiction Medicine

Job Summary

The Department of Psychiatry is one of the largest departments at San Francisco General Hospital (SFGH) with an annual budget of approximately \$43 million. The Department is organized into 6 clinical divisions and several research programs with 37 full-time, 16 part-time, and 39 without salary/volunteer faculty members, 23 MSP physicians, 18 affiliated clinicians, and approximately 300 UCSF staff employees. The

Department operates a large, dynamic set of clinical programs including the city and county's primary psychiatric emergency service, 4 inpatient psychiatric units, consultation services, neuropsychology services, traumatic brain injury services, a hospital based and mobile methadone programs, trauma recovery program, child and adolescent services, a parent enhancement program targeting infants and their parents, and a broad range of community-based case management services for the chronically mentally ill throughout the City and County of San Francisco (CCSF). SFGH Psychiatry is a division of the UCSF Department of Psychiatry and Langley Porter Psychiatric Institute with faculty and staff reporting to the Chair and Associate Chair. The Division of Substance Abuse and Addiction Medicine (DSAAM) is made up of several programs encompassing clinical, research, and teaching components, and as a whole has more than 7,200 annual clients visits and follows the majority of these clients on an ongoing basis. Each of the programs has unique programmatic, budgetary, and administrative needs, including complex billing and audit/compliance requirements for a variety of different agencies. The Division is made up of more than 4 faculty and 50 staff, including more than 15 CCSF employees, with a total expenditure budget of approximately \$6.1 million. The Division Administrator is a leader in developing and overseeing the administrative infrastructure for DSAAM. The incumbent will be responsible for overall program management, fiscal management, contracts and grants administration, personnel and faculty management, facilities management, public relations and communications, and other duties as required. The incumbent will provide leadership, support, and an administrative infrastructure for the Division and its programs; develop and implement strategic planning to further its mission in research, teaching, and patient care. The incumbent will report directly to the Division Director, and will interact and work with the central administrative managers and executive staff of the Department of Psychiatry/SFGH regarding staff and faculty recruitment and personnel issues, purchasing, patient billing, QI, facility maintenance, and budgetary matters. Will perform other duties as assigned.

Requirements

Bachelors Degree plus 5 years work experience, or equivalent combination of education and experience, in administration, finance, and program management; demonstrated expertise with pre- and post-award contracts management; demonstrated ability to manage multiple project in a high stress, detail oriented, deadline driven environment; excellent quantitative and analytical reasoning ability; strong interpersonal, communication (both oral and written) and presentation skills; demonstrated ability to master new systems; demonstrated proficiency with Microsoft software on a PC, including advanced skills in Word and Excel; knowledge of Weblinks, RAS, and other internal systems or demonstrated ability to master new systems; demonstrated knowledge and expertise in accounting and budgetary control procedures; demonstrated excellent attendance and reliability; excellent quantitative and analytical reasoning ability, demonstrated through prior work experience and job-related accomplishments; minimum of 2 years experience with fund accounting; minimum of 2 years experience in financial oversight and monitoring of program expenses; minimum of 2 years of supervisory experience; minimum of 2 years experience with analysis, interpretation, and presentation of financial data in a business or academic setting; demonstrated knowledge and expertise in accounting and budgetary control procedures; requires bending, climbing stairs, reaching up to shoulder height; pushing/pulling up to and over 60 pounds; sitting, standing, walking, waist twisting, carrying/lifting (C 20 pounds; gripping/grasping, fine/gross finger manipulation; repetitive movements of upper extremities; may be exposed to dust, fumes or gases; loud noises; differentiate color. This is a critical position; fingerprinting and background check are required prior to hire.

ANALYST VI

37129BR Radiology & Biomedical Imaging

Job Summary

The two primary functions of the position is to first act as a Project Manager, providing management support where needed including work process analysis, change management, assisting in hiring, and daily operations management in areas as defined by the Radiology Revenue Director and Radiology Leadership. The second function is to provide billing and scheduling related dashboard reports and run reimbursement related audits as directed by the Revenue Director. The audits will include not only findings but also suggestions for next steps and improvements. The incumbent will also participate in operations improvement projects, and coordinating with Radiology leadership for implementation. In order to provide useful operations and billing analysis, the incumbent will need to have knowledge of the following systems: APEX (EPIC), IDX, SMS, IDXRad, and Imagecast, be well versed in billing and reimbursement issues, and be able to use varied reporting tools such as but not limited to Cognos, AltoSoft, and Access and perform other duties as assigned.

Requirements

BA/BS in Business, Accounting or a major in a related field and seven years of experience in administrative

analysis or operations research; or an equivalent combination of education and experience; proven ability to use varied reporting tools such as, but not limited to, Cognos and AltoSoft to generate reports; demonstrated excellent written and verbal communication skills with the ability to generate correspondence, training materials and reports; also, the ability to articulate and convey the contents of the reports to diverse levels of staff; 3-5 years of management experience in a large practice or medical center/hospital environment; past clinical practice experience; significant knowledge of medical terminology, billing procedures, and experience with ICD 9 coding, knowledge of CPT, and HCPCS Coding; work experience and knowledge of medical billing and reimbursement; supervisory experience and managing human resource issues, particularly change management, union/labor relations and building employee morale and motivation; experience with IDX and SMS (Hospital registration and billing systems) systems or similar, or experience with a comparable system in another medical discipline; requires sitting, standing, walking, squatting, bending, waist twisting, kneeling, climbing stairs, reaching shoulder height, reaching below shoulder height, lifting 0-20 pounds, repetitive hand/arm use, may be exposure to loud noise, dust, fumes or gases, verbal communication. < b> This position is critical requires background check and finger printing clearance.

ANALYST V-SUPV

37113BR Radiology and Biomedical Imaging

Job Summary

The Division of Radiology and Biomedical Imaging Postgraduate Education is responsible for the development, planning and implementation of the Continuing Medical Education (CME) programs for the department. The program annually operates 20-23 live CME courses, an array of enduring material offerings and more than 20 self-study applications; the office liaisons with the School of Medicine's Office of Continuing Medical Education (OCME) for purposes of accreditation and registration services. The manager is responsible for a budget of \$2.5 million and a staff of 4 which implements CME activities; administers the resident conferences, all departmental special events, the alumni association; represents the department nationally; and perform other duties as assigned.

Requirements

BA/BS with a major in a related field and six years of experience in administrative analysis or operations research; or an equivalent combination of education and experience; experience continuing medical education programs or event/meeting planning; previous financial/budgetary experience in event/meeting planning; proven ability and expertise of the meeting planning process – including hotel operations, selection, negotiating and reviewing hotel contracts; ability to travel to sites for courses, visit venues, and attend events outside of regular office hours; an understanding of accounting principles, procurement and administrative policies and procedures; prior experience utilizing social media venues for marketing and advertising opportunities; prior experience in managing/supervising staff – includes performance management, career development; ability to maintain effective and good working relationships with a diverse level of staff, ranging from staff and faculty to vendors and suppliers; ability to communicate and possess an understanding of ACCME regulations and standards to course chairs, speakers, educational partners; proficient working on MAC or PC using MS Office programs; requires walking, lifting/ carrying 0-30 pounds; <Note: This position is critical requires background check and finger printing.>

MANAGER (FUNC AREA)

37130BR Facilities Management

Job Summary

The UCSF Facilities Management Department (FM) is committed to creating an exceptional campus physical environment to support the research, teaching, health care and community service mission of the University. FM employs over 225 professional staff and acts as steward for over \$70 million in operating funds to achieve its goals in operating and maintaining the UCSF campus environment. Located in the Campus Life, Facilities & Administrative Services organization, FM is organized into 5 distinct units: (1) Mission Bay/East Campus Facilities Services, (2) Parnassus/West Campus Facilities Services, (3) Energy & Utilities Services, (4) Central Facilities Services, and (5) Engineering Services. Under the direction of the Associate Director of Energy & Utilities Services, the incumbent will manage two major functions for FM: (1) the campus preventive maintenance program, and (2) utilities shutdown coordination. This includes coordinating utility shutdown scheduling and the updating of all existing utility plans, managing the planning, execution, and tracking of the campus preventative maintenance system, working with engineers at all sites to improve the campus preventative maintenance system, recommending PM system changes, including software and work management systems, assisting with the deferred maintenance program, and

also providing for a consistent liaison between capital projects and FM, as needed for specific projects.

Requirements

Journey-level trades experience required in determining proper constructions procedures, codes and materials; Technical background required to understand certain specifications and calculations Able to ensure shutdown procedures are adhered; Able to issue purchase requisitions, authorize expenditures, and purchase supplies; Able to utilize and work with FM's internal business system in order to update work request status, issue contracts and estimates, create PM schedules, and research histories; Demonstrated ability to make independent decisions regarding job conditions, work methods and timing; ability to make on the spot decisions in the field, analyze issues and determine appropriate actions on an initial review; Ability to ensure shutdown procedures are adhered to and timeframes are adequate; Ability to plan detailed utility shutdown schedules and material requirements; Ability to develop detailed cost estimates for budget planning purposes Ability to develop and update preventative maintenance and utility shutdown program policies Note: Fingerprint and background check are required.

Professional and Managerial|Research and Scientific

ANALYST III

37122BR Urology

Job Summary

The Department of Urology in the School of Medicine educates medical students, residents, and clinical and postdoctoral fellows in urology; conducts basic science, clinical, and epidemiological research, including clinical trials; and provides professional patient care services. The Department conducts its teaching, research, and patient care activities at five major sites: the Parnassus campus, Mount Zion, San Francisco General Hospital (SFGH), the San Francisco Veterans Administration Medical Center (SFVAMC), and the Children's Hospital and Research Center Oakland (CHO) and perform other duties as assigned.

Requirements

BA/BS with a major in health related degree or a related field and three years of experience in administrative analysis or operations research; or an equivalent combination of education and experience; excellent oral and written communication skills; ability to interpret and apply complex administrative policies; strong computer skills and experience various computer programs, like Microsoft Office; experience with internet database entry using specialized software, database and spreadsheet applications; ability to work independently and effectively while managing and prioritizing multiple projects; ability to work in a team setting with calm, tact, and professionalism; good problem-solving skills in deadline-oriented environment; requires sitting, standing, walking, bending, waist twisting, kneeling, climbing stairs, fine finger manipulation, gross manipulation, simple grasp, repetitive hand/arm use, reaching below shoulder height, lifting /carrying 21-30 pounds, Note: This job is critical requires background check and finger printing.

ANALYST II-SUPV

37102BR Institute for Global Health

Job Summary

Incumbent will direct participant recruitment, retention, and community health education efforts for 3 distinct studies among injection drug users (IDU). These studies are: The UFO Study– a NIDA-funded longitudinal cohort study of hepatitis C virus (HCV) seroconversion among injection drug users (IDU) in San Francisco that examines acute hepatitis C in young injectors to better understand natural history and immunology of HCV infection; UFO: Presents! – a CDC-funded project that aims to develop and disseminate effective health education tools and model programs for IDU nationally; Vaccination is Prevention (VIP) - a randomized-controlled trial funded by the NIH Division of Microbiology and Infectious Disease (DMID) to assess the safety and efficacy of new candidate HCV vaccine to reduce incidence of chronic HCV infection among HCV uninfected IDU. These collective studies require an experienced coordinator for subject recruitment, retention, and community health education efforts. The successful candidate must possess California state certification in HIV test counseling; demonstrated experienced in research settings with “hard-to-reach” vulnerable populations specifically IDU in San Francisco; have a strong working knowledge of current resources for HCV and HIV prevention and education, drug abuse prevention and treatment; knowledge of street and community-based outreach methods; existing relationships with local community-based organizations that provide prevention, education

and treatment for HCV and HIV for IDU; supervision skills; ability to maintain participant tracking databases to manage ongoing recruitment and retention of study subjects for cohort-based research studies; understanding of ethical principles for the conduct of research in human populations. Incumbent will receive content-related supervision from Project Directors for each study; and perform other duties as assigned.

Requirements

BA/BS with a major in a related field and two years of experience in administrative analysis or operations research; or an equivalent combination of education and experience; training in GCP, Human Subjects Research Protection, and HIPPA; experience following complex research protocols; experience in the development and use of computer-based tracking systems to maximize participant retention in longitudinal cohort studies; Certification and experience in HIV risk assessment and results notification; minimum of two years experience in a research setting with IDU populations; minimum of two years experience providing hepatitis C education and prevention counseling for individuals and groups; knowledge of local & national community-based resource agencies for IDU; knowledge and experience with implementing street outreach strategies to recruit and retain IDU into research settings; minimum of three years supervising street outreach staff; proven public speaking skills; proficiency in Microsoft Word, Excel and PowerPoint. Physical Demands: requires bending, climbing stairs, reaching up to shoulder height; pushing/pulling up to 20 pounds; reaching above shoulder level; sitting, standing, walking; carrying/lifting 21-30 pounds; gripping/grasping, fine finger manipulation; repetitive movements of upper extremities; may be exposed to; latex. Note: Fingerprinting and background check required.

Research and Scientific

SCIENTIST, CLINICAL LAB

36971BR Medicine-SFGH-AIDS

Job Summary

The purpose of this job is to conduct the research laboratory activities for a AIDS Clinical Trials Group (ACTG) study evaluating the use of the Xpert MTB/RIF, a new TB diagnostic test. Under the General direction of the Research Supervisor, the ACTG CLS will run the Xpert test on sputum and pelleted samples sent from US ACTG sites shipped to SFGH for processing, process large volume sputum samples prior to Xpert testing, ship occasional TB subcultures to the CDC, complete all required study paperwork related to laboratory testing, and interact with FDA, ACTG and Cepheid monitors as needed. The work will be conducted in a BSL3 lab located at SFGH in the Department of Laboratory Medicine. The position will report to the Chief of Laboratory Medicine, with supervision of the activities conducted in the BSL3 lab the Director of the BSL Facility. The Principal Investigator of ACTG in the Division of HIV/AIDS will supervise the research aspects of the position, which include coordinating with the clinical research sites that submit specimens, the study team and with Cepheid, the manufacturer of the GeneXpert technology and a collaborator on this study; the incumbent will also perform other duties as assigned.

Requirements

BA/BS in microbiology or in a related field and a license in CLS or Public Health Microbiologist; or a similar license of equal or higher level issued by the State Department of Health; and knowledge and abilities essential to the successful performance of duties assigned to the position; experience with basic computer skills, including use of Microsoft Word and Excel; ability to perform basic data entry to scan and manually enter specimen identifying information into database; ability to communicate effectively with study team, to identify problems with specimens and trouble shoot and seek assistance as appropriate; experience using pipettes, centrifuge, and basic mycobacterial laboratory equipment in accordance with Good Laboratory Practices. Physical Demands: requires bending, squatting, climbing stairs, reaching up to shoulder height; pushing/pulling up to 20 pounds; sitting, standing, walking, waist twisting, kneeling; carrying/lifting 0-20 pounds; gripping/grasping, fine/gross finger manipulation; repetitive movements of upper extremities; may be exposed to chemical agents; tuberculosis, blood, body fluids or tissue, latex, dust, fumes or gases; loud noises; differentiate color; use protective equipment. Note: Fingerprinting and background check required.

37128BR SFGH Clinical Laboratory - Chemistry

Job Summary

Responsible for all work assigned in Clinical Chemistry lab including routine and stat work, method development, quality control and quality assurance; must follow technical, safety, maintenance policies and

procedures (lab, UC and SFGH); must remain current in the field; able to communicate clearly and interact professionally with all staff and physicians; job responsibilities and shift assignments may change to meet the needs of the lab; incumbent will perform other duties as assigned. Note: \$5,000 sign-on bonus. For questions, please send an email to Jean.Branch@ucsf.edu.

Requirements

Graduation from college with a Bachelor's Degree in biochemistry or an appropriate scientific field, possession of a California Clinical Laboratory Scientist License or a similar license of equal or higher level issued by the State Department of Health, and knowledge and abilities essential to the successful performance of duties assigned to the position; able to work independently, under pressure; recognize and resolve problems while maintaining a high level of organization; excellent verbal and written English communication skills. Start date is contingent upon proof of TB testing within the past year. Note: Fingerprinting and background check required.

STAFF RESEARCH ASSOC I

37107BR Fresno - Emergency Medicine

Job Summary

The SRA I will provide research assistance on a federally funded project in the department of emergency medicine, division of ultrasound. Under direct supervision of the Senior Project Manager, the incumbent will participate in research projects and clinical activities related to the study. Collect and maintain regulatory documents, deviation reports, study assessment and closure procedures; will ensure the development and implementation of the clinical protocols and analyze protocol patient data. Perform retrospective chart reviews in order to collect data and enter it into a database, extraction of personal data from admission and discharge summaries, progress notes, lab reports, radiology reports, pathology; and the submission of patient data to the industry clinical research organization managing the trial; and manage correspondence with patients for recruitment and retention in research. The position will be responsible for input and retrieval of data along with queries and case report forms for site visits, audits, and helping out on miscellaneous data projects. Other duties may include screening and recruitment of patients, patient follow-up and visits, proper data collection/entry and other miscellaneous administrative responsibilities including data entry and publication/presentation of research findings; the department is willing to train and accept a recent graduate; incumbent will also perform other duties as assigned. Note: This position has a duration period of eighteen months.

Requirements

BA/BS in a related science and knowledge of, or experience with, the basic techniques or methods required by the position; or an equivalent combination of education and experience; high degree of organizational skills; good communication skills and interpersonal skills; experience and knowledge of computers and basic office applications; Microsoft word and excel; detail oriented; experience in record keeping. Physical demands requires the ability to bend, squat, climb stairs; push/pull up to and over 60 pounds; reaching shoulder level and below; sitting, standing, walking, waist twisting, kneeling; carrying/lifting up to and over 60 pounds; gripping/grasping; repetitive hand and arm movements of upper extremities; may be exposed to latex; differentiate color; use protective equipment. Note: Fingerprinting and background check required.

37132BR Medicine - CAPS

Job Summary

Under direct supervision, the purpose of the Project Assistant (PA) position is to assist in the coordination of critical research activities for the HRSA/SPNS Systems Linkages Initiative Evaluation and Technical Assistance Center (ETAC) at UCSF. the PA is required to have the ability to manage multiple competing priorities for this national multi-state project. The PA's main responsibilities include providing research support to study investigators, assisting in the planning activities for large off-site meetings, assisting in the coordination of data collection and management activities, and contributing to the preparation of formal presentations and reports. Additionally, the PA will conduct literature searches and reviews and will provide day-to-day administrative support to senior investigators, project staff, and study collaborators, as needed; training will be provided and incumbent will also perform other duties as assigned.

Requirements

BA/BS with a major in a health related field and knowledge of, or experience with, the basic techniques or methods required by the position; or an equivalent combination of education and experience; expertise in MS Office applications (Outlook, Word, Excel, PowerPoint, Access), EndNote, PubMed, Adobe Acrobat,

Survey Monkey, and desktop publishing software; excellent knowledge of web and bibliographic search tools in order to perform literature searches and write literature reviews; strong writing and editing skills to prepare accurate reports and concise internal/external communications; ability to interact effectively with a wide range of team members, including senior investigators, statisticians, programmers, administrative staff, federal funding agency representatives, and colleagues at collaborating universities; familiarity with standard research methodology; strong organizational skills and excellent attention to detail; experience preparing tables, charts, and graphs of study data for use in publications and presentations; prior experience with planning events for large groups. Physical Demands: requires bending, squatting, climbing stairs, reaching up to shoulder height; pushing/pulling up to 60 pounds; sitting, standing, walking, waist twisting, kneeling; carrying/lifting 31-60 pounds; gripping/grasping, fine/gross finger manipulation; repetitive movements of upper extremities; may be exposed to loud noises; differentiate color. Note: Fingerprinting and background check required.

Support Services/Trades and Services

CUSTODIAN, LEAD

37135BR CLS Facilities Management

Job Summary

Incumbent will be responsible for training and scheduling of custodial staff while ensuring that all shifts are adequately staffed. Incumbent maintains, cleans and performs visual inspections of assigned areas in conformance with established procedures and standards. Incumbent is responsible for inventories and to orders supplies and equipment as required. Incumbent maintains a current working knowledge of appropriate cleaning methods as well as the use and care of cleaning equipment. Incumbent will report any problems with staff or customers in accordance with department and university policies and procedures. Incumbent performs other duties as assigned by the supervisor.

Requirements

Minimum two-year previous experience as a Senior Custodian, and a least one year lead custodian experience; in a large commercial, health care, university facility or in the hospitality industry; Ability to follow APPA: The Association of Higher Education Facilities standards; Must be knowledgeable regarding the use of custodial power tools and equipment; Ability to read, write, follow verbal and written instructions in English; Must be willing to work flexible hours and be able to work multiple sites as necessary; Knowledge of proper lifting, carrying, moving and pushing techniques; Ability to lift up to 70 pounds and push up to 100 pounds, walk and stand for extended periods and to stoop, bend and climb ladders; Knowledge of building safety requirements; Ability to make accurate measurements; Ability to perform basic math calculations; Ability to communicate and work effectively with vendors, University personnel and staff; Basic computer skills preferred along with the willingness and ability to enhance technology skills, as the position requires; Ability to operate/drive electrical and gas operated vehicles /trucks; Possession of a valid California Driver's License and a good driving record.

Trades and Services

TECHNICIAN, ANIMAL

37119BR Laboratory Animal Resource Center

Job Summary

The Laboratory Animal Resource Center (LARC) supports the research programs of the faculty by providing all services associated with the care and use of laboratory animals including the purchasing/receiving, daily care and monitoring of the health of all species. The Animal Technician is responsible for the daily care of animals in accordance with applicable laws and regulations. Duties include changing cages and racks, delivering food and water in accordance to established procedures, maintaining equipment and animal housing areas according to standard operating procedures and federal and state regulations. Perform record keeping duties such as per-diems records, animal health surveillance, feed logs, temperature/humidity charts, animal receipt and disposition logs and performs other duties as assigned. LARC provides care for various species of laboratory animals housed in multiple LARC research facilities located throughout the city of San Francisco and perform other duties as assigned.

Requirements

Graduation from high school, completion of training equivalent to the Assistant Laboratory Animal

Technician certification of the AALAS, and one year of animal care experience; or high school graduation and two years of animal care experience in the care of an animal species appropriate to the particular job; or an equivalent combination of education and experience; and knowledge and abilities essential to the successful performance of the duties assigned to the position; demonstrated experience working under general supervision; complete and remain current in BRER training; complete Ergonomics training; complete Ethics training; complete and remain current in Laboratory Safety for Researchers training; complete Facilities Orientation for each assigned site; successful completion of ALAT in-house training curriculum within one year of employment; 1 year of animal handling or lab animal sanitation equipment operations experience; ability to communicate animal health information to appropriate personnel, maintain legible records for permanent status: able to perform all assignments require some use of computer/email; general knowledge of feeding, caging, and space requirements for multiple species of laboratory animals used in biomedical research; ability and skills needed to identify animal health concerns and regulatory compliance for their assigned areas and to report conditions to veterinary staff, researchers, and compliance staff; full knowledge of disinfection, sanitation, and cleaning agents; knowledge and ability to use cage washers for cleaning and autoclaves for sterilization of cages; Satisfactory job performance ratings at all times during probationary employment period; ability to follow instructions, work independently or in shared assignments with others; basic computer skills (e.g., mail skills, ability to scan cage barcodes, sync PDA's for submitting Health Surveillance Reports electronically, utilize email account for work-related communications, online training, HBS timesheet submission); ability to follow work rules, including no eating or drinking in animal areas, no smoking at campus facilities; requires standing, walking, squatting, bending, waist twisting, kneeling, crawling, lifting/carrying 0-20 pounds, pushing/pulling over 60 pounds, fine finger manipulation, gross manipulation, simple grasp, power grasp, repetitive hand/arm use, may be expose to dust, fumes, or gases, chemicals or toxic substance, verbal communications and move on hard surface for up to 7 hours/day; ability to wear latex, personal protective equipment as required; includes protective clothing, protective glasses, safety shoes and gloves daily , face masks as required, respirator if assigned; ability to push and pull heavy objects and ability to safely move and or lift heavy loads (up to 50 pounds); This is a critical position requires background check and fingerprinting.