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

Medical Center Office Hours are
8:00 am to 4:00 pm, Monday through Friday

Employment Opportunities Bulletin

Monday, February 08, 2010

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. In the event that an applicant does not have a computer with Internet access, the Human Resources office has computers specifically designated for online applicants and the computers are available during regular business hours. An appointment is not required in order to use these computers. Human Resources staff will assist employees who are not familiar with the computer.

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.

Employment may be subject to appropriate medical clearance when required by law.

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.

ASSISTANT III

32018BR **Physiology**

Job Summary

NOTE: The University of California Regents are considering implementing pay reductions, furloughs and/or other types of measures due to the state budget crisis. This position would be subject to any cost cutting measures implemented at UCSF. This position supports and implements activities for the new UCSF Graduate Education in Medical Science Training Program (GEMS); the employee will interact with several departments and graduate programs to coordinate meetings; organize, administer and develop and evaluation process for symposium/mini-courses and report statistics for SOM and HHMI; provide budget reconciliation, reimburse program clinical faculty and program evaluator; process reimbursement request, coordinate travel arrangements, place orders, purchase supplies; assemble and disseminate information to a wide variety of personnel; update website; perform other duties as assigned.

Requirements

High school graduation and four years of related administrative/clerical experience, or equivalent combination of education and experience; familiarity with Windows/Mac desktop operation systems including basic office software (including Excel, Word, and some graphics packages), email and internet browsers; ability to work independently and utilize problem-solving skills while following university guidelines; demonstrated ability to be creative and efficient in setting up systems; demonstrated reliability and consistent attendance in previous employment; excellent communication and organizational skills; demonstrated diplomatic interpersonal skills.

Administrative Support

ASSISTANT II

32027BR **Epidemiology and Biostatistics**

Job Summary

NOTE: The University of California Regents are considering implementing pay reductions, furloughs and/or other types of measures due to the state budget crisis. This position would be subject to any cost cutting measures implemented at UCSF. Provide reception services and perform other tasks for the departmental facilities team; answer the department's main phone line, route telephone calls, schedule conference rooms, provide administrative support for departmental meetings, maintain orderliness of all conference rooms in the facility; distribute mail, receive and sign for packages; act as requestor and receiver using the Procure-to-Pay system, process vendor payments and reimbursements, perform general ledger reconciliation and maintain grant files for pre- and post-award administration; and perform other duties as assigned.

Requirements

High school graduation and three years of related administrative experience; or an equivalent combination of education and experience; strong verbal and written communication skills; strong demonstrated organizational skills; experience with MS Word, PowerPoint and Excel; demonstrated ability to work independently and as part of a team; excellent record of attendance and punctuality; solid understanding of purchasing rules and principles. NOTE: A successful completion of a background & fingerprint check is required for this critical position.

ASSISTANT III

32013BR **S/N Institute for Health and Aging**

Job Summary

The University of California Regents are implementing pay reductions, furloughs and/or other types of measures due to the state budget crisis. This position would be subject to any cost cutting measures implemented at UCSF. The Institute for Health and Aging (IHA) is an organized research unit that supports multidisciplinary research education and public service in the health and aging fields. Under the direction of

the Analyst V, the Project Assistant III (PA III) will provide comprehensive administrative and research support services to the California Department of Health Services (CDPH) Alzheimer's Disease Program (ADP). The PA III will process, edit, type, and package manuscripts, funding applications, Budget Change Proposals, Requests for Proposal/Application, bill analyses, controlled correspondence, issue memos, program reports, manuscripts, administrative manuals, and other narrative documents using Microsoft Word, Excel, and Power Point. Other duties include coordinating and maintaining brochures, manuals, and directories for the ADP; maintaining the ADP web site using Microsoft SharePoint software; maintaining the contract and program files for the ADP, CADCs, the UCSF Evaluation Contract, ADRF contractors, and other program-related agencies and organizations; collating data from CADC progress reports and preparing firms, charts, graphs, tables, and spreadsheets; arranging for meeting facilities/conference rooms, overnight accommodations, audio-visual equipment, and catering arrangements; handling telephone inquiries and providing factual information when requested; and performing other duties as required. Note: This position is permanently based in Sacramento. This position has end date of 6/30/2010 with a possibility of extension.

Requirements

High school graduation and four years of related administrative/clerical experience; or an equivalent combination of education and experience; solid knowledge of computer software packages on PC platforms, including Word, Excel, Outlook, Power Point, SharePoint, and Access software programs; strong verbal/written communications skills; excellent typing and proofreading skills; and good organizational skills.

32015BR Medicine/Division of Hematology/Oncology

Job Summary

The University of California Regents will implement pay reductions, furloughs and/or other types of measures due to the state budget crisis. This position will be subject to any cost cutting measures implemented at UCSF. The Academic Assistant will provide high level administrative and research assistance to four faculty members in the Division of Hematology/Oncology in the Department of Medicine, and will handle a range of responsibility associated with the faculty members' many roles at UCSF, including communication and writing correspondence to patients, Division and Cancer Center faculty and staff, other University faculty and officials, professional associations, publishers, research institutes, private corporations, private foundations, government agencies, and other contacts at other universities; schedule meetings and manage a complex calendar; plan and coordinate complex travel arrangements; under faculty direction, edit articles, textbook chapters, manuscripts, and slides; assist in new grant applications and grant renewals by transcriptions; prepare check requests, travel advances, and travel vouchers; provide high level administrative support on special projects and events; and perform other duties as assigned.

Requirements

High School Diploma and four years of related administrative experience; or an equivalent combination of education and experience; one to two years bookkeeping, billing or related accounting experience; excellent verbal and written skills, demonstrated ability to compose appropriate correspondence to patients and providers; prior experience in an academic environment; demonstrated proficiency in medical terminology; familiarity with Hematology/Oncology technical language; scheduling experience; administrative and office experience; multi-tasking skills and interpersonal skills; fluency with Microsoft software (including word, power point, excel) and with the internet and email software; demonstrated ability to quickly learn new computer programs (such as the hospital-based STOR and IDX systems and the hemophilia-specific LabTracker program). Note: Fingerprinting and background check required.

Administrative Support/Information Technology/Prof

ANALYST I

31568BR Interim Staffing Services

Job Summary

The Interim Staffing Services (ISS) group provides immediate interim staffing support to UCSF Departments and various off-campus locations. Temporary Employment offers a viable recruitment source of candidates for UCSF Departments to recruit from for casual and career vacancies. ISS Employees play an important role at UCSF by providing administrative, analytical and technical support services to our various departments at a number of Bay Area locations. Below is just a sample of the positions we recruit for on an on-going basis: Administrative Assistants Administrative Analysts Accounting Professionals Human Resource Professionals IT Professionals Interim Staffing Services grant a unique opportunity to gain

valuable UCSF experience and develop UC-specific skills. Frequently, temporary employees become successful candidates for career and limited appointment positions. Nearly half of the temporary employees on assignment are hired into full time career positions with UCSF. If you are interested in temporary employment, please follow the link below to apply with ISS today. <http://tep.ucsf.edu/> http://tep.ucsf.edu

Requirements

UCSF departments deploy interim staff to work on special projects, fill in for regular employees who are on vacation or sick leave, or to temporarily fill a vacant position during recruitment. A minimum of two years of relevant work experience is required to qualify as a temporary employee. A proven history of personal reliability and steady employment is required. Excellent communication skills (verbal and written) and the ability to work within a diverse environment are important to being a successful candidate. Note: Each temporary employee will go through an interview, skills assessment testing, and reference check. A background check and or medical check will be administered as needed.

Allied Health

SOCIAL WORK ASSOCIATE

32004BR Psychiatry/SFGH/AIDS Health Project

Job Summary

The University of California Regents will implement pay reductions, furloughs and/or other types of measures due to the state budget crisis. This position will be subject to any cost cutting measures implemented at UCSF. Substance Abuse Counselor/Case Manager to provide assessments, individual and group counseling services, and case management services to clients with substance abuse issues, mental health issues and HIV; services to include advocacy, linkage to treatment and other social services (substance abuse, mental health, medical), relapse prevention, and crisis intervention; advocates and links clients to needed services; coordinates services with other providers and facilitates communication and coordination among the various agencies involved in client's life; provides consult to Triage Clinician regarding potential referrals of new clients for substance abuse counseling services; meets with clients to gather initial referral information and conduct preliminary intakes; conducts outreach and education activities in the community and other agencies; performs administrative duties as assigned, including timely documentation of services in client record, tracking units of services, attending staff meetings and case conferences; also other duties as assigned. There are two openings for this position.

Requirements

BA degree in social work, psychology, or counseling and one year of related experience; or an equivalent combination of education and experience; must be sensitive to the clinical and psychological issues of HIV population; attention to documentation; must be able to work under pressure and have well developed written, oral, and interpersonal skills; demonstrated excellence in attendance and reliability. Note: A preliminary job offer may be extended pending successful background clearance.

Financial/Professional and Managerial

AUDITOR IV

31993BR Audit Services

Job Summary

NOTE: The University of California Regents are considering implementing pay reductions, furloughs and/or other types of measures due to the state budget crisis. This position would be subject to any cost cutting measures implemented at UCSF. The incumbent is responsible for performing information systems, operational and functional assurance, advisory, investigative and financial reviews of diverse and complex areas at UCSF; duties include assessing organizational and operational risks for assigned review areas, designing and preparing audit programs for assigned projects, conducting fieldwork, preparing working papers, drafting reports, presenting results, and following up on management corrective actions; the Auditor IV is also responsible for promoting concepts of internal control that will assist University personnel in the discharge of their administrative fiduciary responsibilities; has responsibility for communicating audit observations to clients, working with client operating and line management to devise appropriate corrective actions to strengthen internal controls and processes which can result in the organization adopting new practices and procedures; advising on control aspects of campus policies and procedures and implementation of new controls; and negotiating, obtaining consensus and commitment to effect changes in

operations to assure more effective and efficient processes; additionally, the incumbent may participate on various work groups and committees exercising the responsibility and authority to provide advice on the implementation of good control procedures; works independently under the general direction of the departmental management team as assigned on a project basis, completing all work in compliance with office and professional auditing standards; and performs other duties as assigned.

Requirements

BA/BS degree; possession of an applicable professional certification - Certified Internal Auditor (CIA), Certified Public Accountant (CPA), Certified Information Systems Auditor (CISA), or the Certified Fraud Examiner (CFE); 5-7 years prior experience in auditing; ability to perform audits and management studies which require use of original and innovative professional approaches and techniques to solve complex problems with multiple variables; demonstrated experience performing reviews of IT general controls, security, application, or operating systems; demonstrated ability to solve problems by applying professional knowledge or expertise from more than one discipline; demonstrated experience in applying the theories and principles of auditing and accounting; demonstrated ability to project a courteous, helpful, empathetic, credible, and professional image to clients and colleagues; ability and skills to function as a team member to work cooperatively with others to achieve assignment goals and objectives; ability to use judgment in evaluating the adequacy and effectiveness of financial and administrative controls, and the effectiveness and efficiency of operations; demonstrated ability to identify risks associated with control or operational deficiencies; ability to multitask and prioritize multiple projects and assignments to meet deadlines and project budgets; excellent verbal and written communication skills demonstrating the ability to interact independently and effectively with all levels of management on a wide variety of topics; demonstrated ability to speak knowledgeably and confidentiality at meetings to articulate issues, build consensus, and obtain commitment to act; demonstrated proficiency at using personal computers to produce reports, working papers, correspondence, and special analysis; ability and incentive to keep abreast of current developments and techniques affecting audit operations and assignments; able to lift 50 pounds. Note: Fingerprinting and background check required.

Information Technology

PROGRAMMER/ANALYST IV

31968BR Office of Academic and Administrative Information

Job Summary

Note: The University of California Regents are considering implementing pay reductions, furloughs and/or other types of measures due to the state budget crisis. This position would be subject to any cost cutting measures implemented at UCSF. The position is primarily responsible for developing and maintaining applications, reports, integration points, and services within PeopleSoft Enterprise Solution; the incumbent will perform analysis, design, development, and testing of the application as well as production support; will work with Tech lead and other groups to resolve complex technical issues and system performance issues with new technologies; this is a technical role that requires strong PeopleSoft technical skills and the understanding of the PeopleSoft Application Architecture; will also perform other duties as assigned.

Requirements

Minimum of 5-6 years of PeopleSoft technical hands-on development experience in PT v8.4x or higher and Financial Application v8.8 or higher; solid understanding of PeopleSoft application architecture; experience with Application Engine, Application Package, PeopleCode, SQR, Component Interface, Integration Broker, App Messaging, XML Publisher and Web Services; good knowledge of Oracle DB, AIX/Linux OS, Weblogic; expert level SQL skills; ability to translate Functional business requirements into detailed technical specification; experience with Production Support and able to be on-call; solid understanding of SDLC; strong analytical, design, and problem solving skills; strong interpersonal, verbal, and written communication skills; flexibility in adapting to changing priorities and ability to multi-task. Note: Fingerprinting and background check required.

Professional and Managerial

ANALYST I

31911BR Pediatrics

Job Summary

The University of California Regents are implementing pay reductions, furloughs and/or other types of measures due to the state budget crisis. This position would be subject to any cost cutting measures implemented at UCSF. The incumbent conducts qualitative interviews to identify risk-relevant gender-related beliefs and their antecedents that may be amenable to and acceptable for HIV prevention in low-income, urban, African American adolescents, aged 15-17 years. Interviews are expected to take 1-2 hours each for an average of 4-10 hours per week. Incumbent will also perform other duties as assigned. NOTE: There are two positions available. This position has an end date of 07/31/2011.

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; experience in working directly in ethnic and racial minority communities and working with youth; experience in conducting qualitative research interviews or conducting in-depth clinical interviews related to social work, psychology, nursing, or medicine; experience with conducting preventative health education related to HIV/STI/sexuality research with adolescents/young adults. Note: Fingerprinting and background check required.

31985BR DOM-SFGH- Clinical Pharmacology**Job Summary**

The University of California Regents are considering implementing pay reductions, furloughs and/or other types of measures due to the state budget crisis. This position would be subject to any cost cutting measures implemented at UCSF. The purpose of the position is to function as the Clinical Research Analyst (CRC) for the clinical research activities of all protocols of the FAMRI Bland Lane Center of Excellence on second Hand Smoke; the CRC will work independently; the incumbent will actively participate in the translation of scientific studies into clinical protocols as well as providing the necessary support and coordination; must have the necessary skills to analyze scientific questions and methodologies as well as an excellent understanding of clinical trials and practices in order to translate scientific requirements into executable tasks; this includes, but is not limited to, reviewing scientific information, identifying resources for study implementation and data collection, management of recruitment process for all studies to provide for adequate enrollment, instructing clinical research personnel, developing executable plans to accomplish the overall goals of study implementation, will act as the primary contact and liaison for the studies, manage communications between different agencies and groups associated with the varied protocols; will be expected to multitask and to function independently while still being a contributing member of the clinical research team; as a member of the Division's research team, the CRC is expected to positively contribute and play an active role in the successful operation of the group, including attending and contributing to clinical and research meetings, contributing to research manuscripts and grant proposals and participating in other studies when needed; and perform other duties as assigned.

Requirements

B.A. or B.S. with a major in science; prior experience and one year of experience in administrative analysis or operations research and clinical research management; or an equivalent combination of education and experience; research writing skills; knowledge of research protocols and regulations involving human subjects; prior experience with second-hand smoke protocols; proven ability to balance multiple projects and meet deadlines; prior experience with various methods of data collection and methodology; prior experience with Access and Filemaker Pro database knowledge of statistics; experience with internet technology; be able to lift 10-25 pounds. Note: A preliminary job offer may be extended pending successful background clearance.

31997BR Medicine/GI Division**Job Summary**

The University of California Regents will implement pay reductions, furloughs and/or other types of measures due to the state budget crisis. This position will be subject to any cost cutting measures implemented at UCSF. Incumbent will join the Department of Medicine, Division of Gastroenterology and will provide direct, comprehensive, managerial and analytical support to the GI Division Chief as well as the Medical Director of the Liver Transplantation Program; the incumbent will triage incoming information responding on behalf of the Division Chief where appropriate, commit his time in-sync with his current initiatives and external professional obligations, and provide planning and support to a variety of academic and research activities for the Division Chief and for the Division as a whole; responsibilities also include educational program management and CME compliance and program accreditation, academic personnel searches, appointments, merit and promotion processes, visas, visiting professor and other program

sponsored meetings and event planning, fundraising, and will act as front office manager, including IT and FM trouble shooting and service calls, will manage office equipment inventory, supplies, and budget, will process reimbursements and honorarium payments, will perform other duties as needed; the incumbent will work closely with departmental faculty and staff and other departmental contacts to manage academic, teaching, and research programs, and will provide academic personnel support for 22-25 faculty members; will also perform other duties as assigned.

Requirements

Graduation from college with a BA/BS degree in a related field and one year of experience in administrative analysis or operations research; or an equivalent combination of education and experience; prior experience reporting to a CEO, CFO, Executive, or national-known figure and managing the complex calendar of an executive with heavy travel schedule; demonstrated sound judgment, flexibility, grace under fire, exemplary communication skills, demonstrated ability to communicate effectively and appropriately with individuals at all levels; demonstrated developed skills in teamwork and leadership –knowing when to lead and when to collaborate; experience with drafting and editing correspondence, articles, applications and reports, in; ability to multi-task effectively and re-prioritize to meet fluctuating demands; demonstrated record of excellent reliability in attendance and punctuality; experience processing reimbursements and familiarity with standard policies and procedures related to purchasing and electronic purchasing, record-keeping and reporting, confidentiality and security; experience with planning academic programs / seminars, preparing event reports and budgets; demonstrated ability to solve problems, work independently, but also effectively function as a team member; software proficiency in PC/Mac experience, MS word, Excel, PowerPoint, Access, Outlook, Web searches. Physical Demands: Must be able to lift 25 lbs. Note: This is a critical position; fingerprinting and background check are required prior to hire.

ANALYST II

32007BR Urology

Job Summary

The University of California Regents are considering implementing pay reductions, furloughs and/or other types of measures due to the state budget crisis. This position would be subject to any cost cutting measures implemented at UCSF. 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). The academic unit is responsible for overseeing or providing support in the following areas; fiscal administration, accounting, contracts and grants, clinical trials, material management, residency program, clerkships, foreign scholars and post docs, human and animal protocols, medical student education, and general academic and research support. Under supervision of the HR Manager, this position is responsible for academic and staff human resources activities in the Department of Urology (currently 105 faculty, academic, staff and volunteer); the HR Analyst advises and assists the Chair, Department Manager, supervisors, faculty and staffs in a wide variety of human resources matters; the incumbent serves as a resource person and liaison for issues related to recruitment, employment, salary, visas, benefits, merits, promotions, and labor and employee relations; in addition, and serves as payroll administrator, responsible for all aspects of payroll including OLPPS and HBS data entry; the incumbent serves as the credentialing coordinator and works with Medical Staff Services to facilitate credentialing of health practitioners and MDs, tracks all licensure, health and training expirations as part of JCAHO and HIPAA compliance; and perform other duties as assigned.

Requirements

BA/BS or minimum of 2 years work experience in personnel administration or operations research; or an equivalent combination of education and experience; have automation payroll system experience and have; must have strong writing skills to include the ability to compose, edit, and proof a wide variety of documents; possess analytical skills and good judgment; excellent verbal and written communication skills; ability to compose, edit, and proof a wide variety of documents; possess analytical skills and good judgment; demonstrated ability to prioritize, work independently and manage the logistics of multiple tasks simultaneously and attention to detail; ability to work discreetly with confidential and sensitive information; excellent conflict resolution ability and service orientation skills; excellent computer skills including strong working knowledge of Word and Excel. Note: Background Check and Fingerprinting Required

32012BR OB/GYN and R S

Job Summary

The University of California Regents are implementing pay reductions, furloughs and/or other types of measures due to the state budget crisis. This position would be subject to any cost cutting measures implemented at UCSF. The Department of Obstetrics, Gynecology and Reproductive Sciences is a major academic Department in the School of Medicine, engaged in clinical, research, and training activities at the Parnassus, Mount Zion and San Francisco General Hospital campuses and satellite locations throughout the Bay Area. The Department has 90 full-time faculty, 140 other academic appointments, 25 post doctoral fellows, 32 residents, 113 voluntary clinical faculty and 400 staff. The Fellowship and Post Doc Coordinator will be responsible for independently managing the Fellowship program and Post doc administration for the Department of Ob/Gyn & Reproductive Sciences and report directly to the Director of Ob/Gyn & RS Human Resources and indirectly report to three Fellowship Directors. The Coordinator will develop administrative policies and procedures; act as administrative facilitator between Faculty, Fellows and Post doc's regarding Departmental/ University functions; and, coordinate between support functions (ISU, human resources, payroll, SISS, data and statistical management) to insure that fellows and post doc's receive necessary administrative and technical support. Additionally, this individual will manage update and support the OB/GYN Education & Training Website. Manage the entire interview intake process, and coordinate interviews with Program Directors. The Fellowship Coordinator will also manage the fellow and post doc appointment process, budgets, and travel reimbursements. This individual will process and manage all VISA applications for the department. This position is 70% Fellowship Programs and 30% is dedicated to the Postdoctoral Scholarship Program. Incumbent will also perform other duties as assigned.

Requirements

BA/BS with a major in Business a related field and two years of experience in administrative analysis or operations research; or an equivalent combination of education and experience; experience with NIH appointment paperwork for funding fellowship appointments and Post Doc's; experience in processing J1 Visas; experience in working in the medical academic/research business environment; ability to communicate effectively with faculty, administrative personnel, fellows, colleagues and visitors; advanced knowledge of Microsoft Office (Word, Excel and Access), Adobe Professional Series and some familiarity with web design. Be able to apply computer skills to design tools to streamline business and academic workflow; ability to work independently with demonstrated sound judgment in decision making utilizing existing policies and practices; ability to analyze complex issues, initiate innovated recommendations and implement appropriate resolves; strong organizational and problem-solving skills; experienced in event coordination; experience in project management, scheduling and time management; demonstrated record of excellent attendance and reliability.

ANALYST III

31984BR Neurological Surgery

Job Summary

The University of California Regents are implementing pay reductions, furloughs and/or other types of measures due to the state budget crisis. This position would be subject to any cost cutting measures implemented at UCSF. The Department of Neurological Surgery is looking for a Research Service Analyst-II (RSA) to provide pre-and post award management of a variety of sponsored extramural funds (federal, state, industry), start-up packages and research gifts. This position will also serve as the program administrator for a newly funded, \$21 million dollar clinical trial on epilepsy research. The RSA will provide services to an assigned set of faculty, and will work with them to prepare proposals, provide regular updates on the status of their accounts and provide research administration guidance. The RSA will also be responsible for grant account set-up through final close out, prepare budget status reports, prepare payroll and cost transfers, maintain other support information for the investigators and additional duties as needed. Successful applicants will be dedicated to first-class customer service to our faculty, staff and students and will represent the Department of Neurological Surgery with integrity and commitment. Incumbent will also perform other duties as assigned.

Requirements

BA/BS with a major in a related field and three years of experience in administrative analysis or operations research; or an equivalent combination of education and experience; experience in research administration; demonstrated skills in pre and post-award research administration, policies and procedures for federal, state and private grant mechanisms; familiarity with clinical research administration and corporate sponsored research; familiarity with gift administration; and Excel; ability to interpret and apply policies and

regulations as they relate to CAS A-21 guidelines, must possess excellent communication skills, both verbal and written, to operate effectively in a diverse, fast-paced and changing environment; demonstrated computer proficiency in PC operating environment. Note: Fingerprinting and background check required.

ANALYST IV

31994BR Epidemiology& Biostatistic

Job Summary

NOTE:The University of California Regents are considering implementing pay reductions, furloughs and/or other types of measures due to the state budget crisis. This position would be subject to any cost cutting measures implemented at UCSF. This position reports to the department manager and plays a significant administrative leadership role in the coordination of the department's overall budget and the management of resources and operations; responsibilities include financial budgeting, reporting and oversight of the department fiscal operations as well as a full range of business functions necessary for the conduct of the research, campus partnerships, and ongoing departmental expansion; oversight of departmental core funds and preparation of consolidated budget, post award administration for 3-5 investigators (to vary based on fluctuating volume), pre award administration for the department, are all part of the duties encompassed by this position.

Requirements

Advanced knowledge of MS Excel, Word, PowerPoint; experience using relational databases (MS Access and SQL); experience with budgeting and financial planning, exposure to consolidated budget process; demonstrated organizational skill. NOTE: A background and fingerprint check is required for this critical position.

32000BR Immune Tolerance Network

Job Summary

NOTE:The University of California Regents are considering implementing pay reductions, furloughs and/or other types of measures due to the state budget crisis. This position would be subject to any cost cutting measures implemented at UCSF. The incumbent will perform complex flow cytometry data analysis and must have extensive practical knowledge of flow cytometry including analysis of FCS files using multiple software applications; these include, but are not limited to FlowJo, CXP, ModFit, WinList and FCS Express; will also manage schedules and timelines of sample analysis, generate and maintain standard operating procedures (SOPs) and oversee core laboratories' performance by means of quality assurance; responsible for generating and implementing a quality assurance plan for flow cytometry assays performed in the core laboratories to ensure that all assays are reproducible and high quality; archiving and managing scientific data, meeting minutes and generating quality control reports; and perform other duties as assigned.

Requirements

M.S. in Biotechnology or a related field and a minimum of three years of relevant experience, or B.S with four years experience or an equivalent of combination of education and experience; thorough understanding of type 1 diabetes and its impact on the health and lifestyle of individuals; must express strong interests in innovative research tools for new approaches for high throughput flow data analysis and visualization that can be implemented in flow cytometric data analysis as well as for quality assurance processes.

ANALYST IV-SUPV

32032BR Psychiatry/SFGH/AIDS Health Project

Job Summary

The University of California Regents will implement pay reductions, furloughs and/or other types of measures due to the state budget crisis. This position will be subject to any cost cutting measures implemented at UCSF. As the Manager of Operation for the AIDS Health Project the incumbent will oversee the Fiscal and Administrative Operations Unit which handles fiscal, personnel, contract, purchasing, office management, information systems and data oversight for all AHP programs; will handle a variety of award mechanisms, including government and private grants and contracts; will interface with the contracts and grants office, accounting and all funding agencies; will be the primary contact for the PI, providing support in the preparation of grants submissions, monthly budget status reports, and all aspects of pre and post awards management; accountable for budget oversight of 50 DPA/Funds for seven program units with a total annual budget of \$7,500,000, coordinating at least four distinct fiscal year funding periods to ensure continuous funding for approximately 100 employees which must be adjusted as each funding period is completed. Insures compliance with federal, local and UCSF policies; will work closely with the deputy

director and department pre award and post award services; and will perform other duties as assigned.

Requirements

BA/BS with a major in business, accounting or related field and four years of experience in administrative analysis or operations research; or an equivalent combination of education and experience; at least three to four years of budget, proposal, or research administration experience; previous experience working with complex administrative policies and procedures; demonstrated financial management, analytical and financial, organizational and problem-solving skills; excellent verbal, written and communication skills; ability to work with complex administrative policies, and successfully resolve complex and non-routine issues requiring innovative solutions; ability to operate effectively in a changing organizational and technological environment; ability to interpret and apply policies and regulations; sensitive to and knowledgeable about the needs of sexual and ethnic minorities in the service sector; demonstrated excellence in attendance and reliability. Note: Fingerprinting and background check required.

ANALYST V-SUPV

31998BR 557392 - S/D-PREVEN & RESTOR DNTL SCI

Job Summary

The University of California Regents will implement pay reductions, furloughs and/or other types of measures due to the state budget crisis. This position will be subject to any cost cutting measures implemented at UCSF. The Budget Analyst V supervisor oversees the Financial Services unit of the Department of Preventive and Restorative Dental Sciences and ensures that the members of the department are provided with accurate and timely financial reports, purchasing and patient billing support and reimbursements; the incumbent is responsible for the comprehensive financial management of funds for the department that includes state funding, special state appropriations, compensation plans, clinical revenues, federal and non-federal contracts and grants, private gifts and donations and sales and service funds; supervises three Administrative Assistants and perform other duties as assigned.

Requirements

BA/BS with a major in a related field and five years of experience in administrative analysis or operations research; or an equivalent combination of education and experience; experience with UCSF accounting and purchasing policies and procedures; demonstrated financial management skills; financial monitoring and reporting experience; ability to interpret and apply policies and regulations; proven superior analytical, interpersonal, communication (verbal and written), organizational and problem-solving skills; ability to analyze complex and non-routine issues requiring innovative solutions; ability to operate effectively in a changing organizational and technological environment; ability to assess and respond to audit risk; computer proficiency in word processing, spreadsheet functions, e-mail, and working knowledge of the internet; proven accuracy and attention to detail; strong knowledge of research administration policies and procedures; in-depth knowledge of on-line financial system including Peoplesoft, supervisory experience; research administration program training and certification; demonstrated excellence in reliability and attendance. Physical demands require sitting, standing, walking; carrying/lifting 0-20 pounds; gripping/grasping and repetitive movements of upper extremities. Note: Fingerprinting and background check required.

DIRECTOR (FUNC AREA)

32003BR SOM Dean's Office

Job Summary

NOTE: The University of California Regents are considering implementing pay reductions, furloughs and/or other types of measures due to the state budget crisis. This position would be subject to any cost cutting measures implemented at UCSF. The Director of Organizational Development assesses and analyzes the School of Medicine's (SOM) operational and organizational activities and structure with the goal of improving effectiveness and identifying cost savings including streamlining the actual process to minimize replication of efforts, maximize use of resources and increase employee performance and satisfaction; the incumbent organizational and process redesign project efforts utilize external data, subject matter experts, higher education benchmarks, analytical support and a broad base of internal customers' experience; the efforts draw from not only the School of Medicine but also from the entire UCSF campus; the focus is across all administrative operations, e.g., Human Resources, Research Administration, Academic Personnel, etc., and across Departmental boundaries within the School of Medicine; the incumbent identifies opportunities for management and service delivery integration; thoughtful integration occurs with other Campus entities as appropriate, e.g., other Schools, Central Campus and the Medical Center; incumbent of

coordinates cross-functional teams through meetings and progress measurement activity, which bring distinct, specific projects to completion both on time and within budget; the Director plays a leadership role in the strategic planning of this cross-functional initiative, including development of business cases and project plans; the Director executes this role independently; reports to the Vice Dean for Administration, Finance and Clinical Programs to support the initiative planning process and lead the initiative to redesign School of Medicine organizational structure, systems and/or processes; and performs other duties as assigned.

Requirements

BA with a major in business administration or related field ; management experience (minimum 8 of years) in an academic research environment or equivalent experience ; demonstrated success in leading a large and complex long-term business re-engineering and/or administrative systems project; demonstrated ability to plan and run a complex support project with tasks, timelines, resources, and budget; functional experience in full life-cycle project setting, with extensive experience in Higher Education IT solutions; solid knowledge of and experience with key back-office business processes in Higher Education setting that includes Financial/Accounting and Research Administration; elite level writing expertise as well as communication strategy development and implementation. Note: Background Check and Fingerprinting required

DIRECTOR, ASST (FUNC AREA)

32001BR Immune Tolerance Network

Job Summary

NOTE:The University of California Regents are considering implementing pay reductions, furloughs and/or other types of measures due to the state budget crisis. This position would be subject to any cost cutting measures implemented at UCSF. The Assistant Director, New Technologies will be responsible for surveying the literature and emerging technologies to identify methodologies/assays that would give insight into mechanisms of tolerance induction and disease progression.; the incumbent would be responsible for assessing the utility of these new technologies, their robustness in a clinical trial setting and devising protocols suitable for multi-centre trials; a further aspect of this role would include identifying and evaluating external vendors that could perform these assays in a timely and consistent manner, since all Immune Tolerance Network (ITN) assays are performed at contract or collaborator laboratories; also be responsible for managing the contractual relationship with identified laboratories and vendors; and perform other duties as assigned.

Requirements

A Ph.D. or equivalent degree in the biological sciences; experience managing multiple projects preferably in different facilities is required; training and experience in Immunology and cell based assays is essential; the individual should demonstrate an excellent track record in science and the ability to communicate and solicit information; ability to write technical material in both laymen and scientific terms is also required.

OPTOMETRIST

31912BR Ophthalmology

Job Summary

The University of California Regents are implementing pay reductions, furloughs and/or other types of measures due to the state budget crisis. This position would be subject to any cost cutting measures implemented at UCSF. The Optometrist is responsible for performing basic optometric examinations including but not limited to refraction, tonometry, external eye examinations, including pupillary reflexes, tonometry, keratometry, evaluation of muscle balance, stereopsis, phorias, vergences, slit lamp examination, visual acuity, lensometry, and indirect ophthalmoscopy. Provide well-eye examinations for new and established patients as well as follow-up examinations for established medical patients in the ophthalmology practice. Perform well-eye examinations for pediatric patients. Perform triage and screening for acute or unscheduled patients in the ophthalmology practice. Perform contact lens fittings including medically necessary contact lenses in both adults and children. Orders and maintains contact lens fitting stock and supplies. Will be responsible for care aboard the Mobile Eye Van 1.5 days per week, including driving the van. Responsible for meeting the Department's guidelines for the Optometrist's expected number of clinical patient care visits per half-day clinic session. This number is subject to change but is currently estimated to be 15 patients per half-day session. Incumbent will also perform other duties as assigned. Note: This is for two Optometrist positions.

Requirements

Possession of a license issued by the California State Board of Optometry to practice optometry; and skills,

knowledge and abilities essential to the successful performance of the duties assigned to the position; provides optometric care and education to patients, performing basic optometric examinations including but not limited to refraction, tonometry, external eye examinations, including pupillary reflexes, tonometry, keratometry, evaluation of muscle balance, stereopsis, phorias, vergences, slit lamp examination, visual acuity, lensometry, and indirect ophthalmoscopy; perform contact lens fittings including medically necessary contact lenses in both adults and children. Orders and maintains contact lens fitting stock and supplies; ability to work with intermittent standing and sitting for 8-9 hours; facilitates continuity of care through phone, verbal or written messages; keeps informed of current trends and developments within optometry; participates in the orientation of new staff, residents, and medical students; organizes own activities to ensure effective patient care; appropriately refers patients to Ophthalmology subspecialties as indicated by the patients needs for care. Assesses optometric or ophthalmic needs. Note: Fingerprinting and background check required.

Professional and Managerial/Financial

AUDITOR III

31999BR Audit Services

Job Summary

NOTE: The University of California Regents are considering implementing pay reductions, furloughs and/or other types of measures due to the state budget crisis. This position would be subject to any cost cutting measures implemented at UCSF. The Auditor III is responsible for performing full scope audits that encompass assurance, advisory and investigative reviews as a service to management in accordance with professional auditing standards; audit scopes encompass moderate risks that cross organizational lines, and involve complex technology associated with the use of financial, medical, research and information resources; the incumbent is also responsible for designing audit programs to accomplish stated objectives for review by departmental management, exercising individual judgment and initiative in selecting emphasis of audit coverage and determining and locating sources of information; performing studies and analysis of organizations, policies, procedures, information systems, administrative practices, and operations of organizations assigned by departmental management, exercising individual judgment to analyze problems, to gather meaningful data and information, to determine whether operating units are performing their planning, accounting, custodial or control activities in accordance with management goals and objectives, and in a manner consistent with both University objectives and high standards of administrative practice, to find and evaluate alternative solutions, and to make final recommendations; additionally, the incumbent will write, review, edit and present reports to UCSF officials containing recommendations for the establishment or revision of complex policies, procedures, information systems and the improvement of operations; incumbent is expected to maintain documentation of audits and studies by establishing supportable and logical indexed working papers in accordance with the standards for the Professional Practice of Internal Auditing (published by the Institute of Internal Auditors), the UC Audit Manual, Internal Audit Office policies, procedures, and under the directives of departmental management; perform other duties as assigned.

Requirements

BA/BS degree; possession of an applicable professional certification - Certified Internal Auditor (CIA), Certified Public Accountant (CPA), Certified Information Systems Auditor (CISA), or the Certified Fraud Examiner (CFE); 3-5 years prior experience in auditing or an equivalent combination of education and experience; Business Administration, Public Administration, Computer Science or Industrial Engineering; ability to perform audits and management studies which require use of original and innovative professional approaches and techniques to solve complex problems with multiple variables; demonstrated ability to solve problems by applying professional knowledge or expertise from more than one discipline; demonstrated experience in applying the theories and principles of auditing and accounting; demonstrated ability to project a courteous, helpful, empathetic, credible, and professional image to clients and colleagues; ability and skills to function as a team member to work cooperatively with others to achieve assignment goals and objectives; ability to use judgment in evaluating the adequacy and effectiveness of financial and administrative controls, and the effectiveness and efficiency of operations; demonstrated ability to identify risks associated with control or operational deficiencies; ability to multitask and prioritize multiple projects and assignments to meet deadlines and project budgets; excellent verbal and written communication skills demonstrating the ability to interact independently and effectively with all levels of management on a wide variety of topics; demonstrated ability to speak knowledgeably and confidentially at meetings to articulate issues, build consensus, and obtain commitment to act; demonstrated proficiency at using personal computers to produce reports, working papers, correspondence, and special analysis; ability and incentive to

keep abreast of current developments and techniques affecting audit operations and assignments. Note: Fingerprinting and background check required.

Research and Scientific

STAFF RESEARCH ASSOC I

31878BR Helen Diller Family Comprehensive Cancer Center

Job Summary

NOTE: The University of California Regents are considering implementing pay reductions, furloughs and/or other types of measures due to the state budget crisis. This position would be subject to any cost cutting measures implemented at UCSF. The UCSF Helen Diller Family Comprehensive Cancer Center is the premier Comprehensive Cancer Center in the Northwestern United States with an extensive track record of exciting breakthroughs in cancer research. The lung systems genetics project is supported by a generous grant from The Bonnie J. Addario Lung Cancer Foundation, the nation's largest philanthropy devoted exclusively to eradicating lung cancer, through research, early detection, education, prevention, and treatment. The incumbent will perform PCR, DNA-RNA extraction, etc.; will work closely with the lung systems genetics project team to do a wide range of microarray and other molecular genetics work in order to identify novel therapeutic targets and diagnostic markers in human lung cancers; and will perform other duties as assigned. This is an outstanding opportunity to learn a variety of leading edge genome analysis techniques while working in an outstanding institution.

Requirements

BA/BS in biology or 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; basic knowledge of PCR; excellent pipetting Skills; ability to hear robotics and alarms; Microsoft Office skills; meticulous, organized, lab bench Skills; excellent interpersonal skills; strong written and oral communication skills; ability to work with small components; and the ability to work accurately and learn quickly.

32024BR Neurology

Job Summary

The University of California Regents are implementing pay reductions, furloughs and/or other types of measures due to the state budget crisis. This position would be subject to any cost cutting measures implemented at UCSF. Under supervision, the incumbent will perform molecular biological, biochemical, microscopy and genetic techniques such as gene cloning and sequencing, PCR, Western blotting, microinjection, genetic crosses and behavioral assays. In addition, the individual will perform some general lab organizational responsibilities such as maintaining cell stocks, laboratory ordering, equipment maintenance and perform other duties as assigned.

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; experience working with *C. elegans*; experience performing microinjection; proficiency performing PCR, Western blotting, worm freezing and thawing, gene cloning and sequencing, behavioral assays in *C. elegans*; ability to work well with others; ability to work independently and manage time effectively.

STAFF RESEARCH ASSOC I/II

32016BR Radiology

Job Summary

The University of California Regents are implementing pay reductions, furloughs and/or other types of measures due to the state budget crisis. This position would be subject to any cost cutting measures implemented at UCSF. The research uses magnetic resonance (MR) spectroscopy (MRS) and imaging (MRI) to monitor cell oncogenic transformation and response to therapy in pre-clinical cell and animal models with the long term goal of identifying and validating clinically translatable biomarkers if transformation and response. The incumbent will be responsible for all the administrative tasks associated with running the lab and will also support and collaborate on specific scientific studies involved in investigations of cancer cells. Duties include but are not limited to ordering lab supplies, general care and maintenance of equipment, tissue culture, establishing and performing molecular biological, biochemical and cell biological assays, enzyme assays, immunohistochemistry, cell and tumor preparation for MRS

studies, NMR/MRS studies. Incumbent will also perform other duties as assigned. Note: Classification and salary will depend on the qualifications of the applicant. Note: This position has an end date of 12/31/10.

Requirements

SRAI: BA/BS in Biochemistry, Chemistry, Molecular Biology or Cell biology or 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; completion of an undergraduate biochemistry lab course and undergraduate research project; Basic laboratory skills: Molarity calculations, accurate solution formulation, pH determination, maintenance of accurate notebooks; Tissue culture: sterile technique; passaging; freezing; Molecular biology: western blotting, qRT-CR, cloning; Biochemistry: protein quantification, enzyme activity, cells and tissue extraction; immunohistochemistry; strong organizational skills. SRA II: In addition to the above, one or more years of recent, directly related work experience following degree completion, utilizing the techniques or methods required by the position; or an equivalent combination of education and experience. Note: Classification and salary will depend on the qualifications of the applicant.

Medical Center

Administrative Support

HOSPITAL UNIT SERVICE COORD, PER DIEM

32025BR Mt. Zion Operating Room

Job Summary

All patient care team members are responsible to meet patient needs, demonstrate willingness to learn new skills, and foster a harmonious work environment in which high quality patient care and customer service is consistently provided. Unit Coordinator duties include but are not limited to: • Maintains unit-based flow board of patient bed assignments, transfers, discharges, and off-unit procedures. • Labels, assembles, and maintains all patient charts in functional order, to include filing reports of procedures, studies, tests, etc. • Completes all forms and requisitions related to charges/billing. • Verbalizes knowledge of fire, code blue, and disaster policies; responds appropriately in emergency situations; obtains and provides equipment and supplies as directed. • Maintains adequate quantity of administrative forms and supplies at nursing station. • Answer telephone and accurately relays information as needed to the appropriate personnel intra/interdepartmentally. Team members promote a cooperative working relationship with each other, physicians, other disciplines and the public by facilitating and enhancing communication, displaying honesty and respect, displaying sensitivity to cultural differences, and expressing and accepting feedback in a professional manner.

Requirements

1. Ability to work in a busy, team-oriented environment.
2. Ability to set priorities under pressure.
3. Excellent interpersonal/communication skills to effectively interact with a diverse professional and patient population.
4. Willingness to be taught/learn new skills.
5. Ability to understand and communicate effectively in English both orally and in writing.
6. Ability to perform basic arithmetic computations (addition, subtraction, multiplication, division).
7. Ability to prioritize and coordinate multiple tasks.
8. Demonstrated customer service skills and experience.
9. Ability to satisfactorily perform job duties as defined in the job description.
10. Computer literacy

Support Services

OR PATIENT SUPPORT ASSISTANT

32026BR Mt. Zion Operating Room

Job Summary

The Surgery Center runs four rooms with general anesthesia and/or one room with local anesthesia. The Surgery Center provides nursing care 12 hours a day, Monday through Friday. The Patient Support Assistant maintains a clean, safe and functional work environment. Cleans patient room and staff areas. Maintains and cleans unit equipment; collects and disposes of trash and medical waste; transports specimens, blood products, STAT supplies and medications; orders, stocks and distribute supplies within the unit; ensures adequate supply of cleaning supplies on unit; transports patients to and from procedures; assists patient

in/out of wheelchair, gurney and/or bed; collect patient food trays; adheres to Medical Center and unit specific infection control, health & safety policies and procedures; uses appropriate chain of command when applicable; assist in carrying out duties of first responder in emergency situations; participates in unit staff meetings and educational programs; contributes to the quality assurance and improvement process per JCAHO and/or other regulatory agencies.

Requirements

1. Ability to work within a team. 2. Ability to satisfactorily perform job duties as defined in the job description. 3. Willingness to be taught/learn new skills. 4. Ability to understand and communicate effectively. 5. Ability to perform basic arithmetic computations. 6. Ability to organize work duties.