UC Davis New Position Request: Ast CRC Hagerman

Position Justification

Justification

Action Number: 038921
Action Type (Recruitment-New): New - Recruitment
Justification for Request: The candidate will provide needed support to the clinical trials/grants associated with the Randi Hagerman Lab.

Position Description Number Copied

Employee Class for Recruitment: Career
Anticipated Start Date: 12/11/2023
Building Name / Location Code: M.I.N.D. Institute Clinic (HSP025)
Cubicle: 0
FTE%: 100

Fixed / Variable

# of Positions Requested: 1

If BYA, Requested Salary Range / Salary Rate

If Preselected/Direct Hire-Student /Physician/Staff, provide

Candidate Name

Email

Phone Number

Rate of Pay

Rehired Retiree

Contact Information

Contact Name: Diane Larzelere
Contact Job Title: Admin Officer 3
Contact Phone: 916-628-4428
Contact Email: larzelere@ucdavis.edu

Funding

https://ucdavis.peopleadmin.com/hr/actions/44462/print_preview
*Health Users: Funding Required - Click on Add Funding Entry Below*

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**Position Details**

**Position Information**

**Department**

MED:MIND INSTITUTE (049007)

**UCPath Position #**

**Position Description #**

Ast CRC Hagerman Currently: blank

**Position (Working Title)**

Ast CRC Hagerman Currently: blank

**Proposed Job Title/Job Code**

CLIN RSCH CRD AST (9336) Currently: blank

**Supervisor**

Michele Ono Currently: blank

**Reports to Name**

Michele Ono Currently: blank

**Reports to Job Title**

CAO Currently: blank

**Reports to UCPath Position #**

The UC Davis MIND Institute is an interdisciplinary, research, clinical, and educational center committed to deepening our scientific understanding of the challenges associated with autism and other neurodevelopmental conditions. It is a matrix organization and
encompasses over 250 faculty and staff from 14 academic departments with an annual operating budget of approximately $4 million, contract awards totaling approximately $16 million, and gifts and endowments valued at approximately $25 million. The MIND Institute also houses 2 sponsored center grants: the Intellectual and Developmental Disabilities Research Center (NIH), University Center for Excellence in Developmental Disabilities (AUCD); 3 federally sponsored training grants: Autism Research Training Program (NIH), Developmental Behavioral Pediatric Fellowship Program (HRSA), and the Leadership Education in Neurodevelopmental and Related Disabilities (HRSA); and 2 programmatic infrastructure grants: the Research Network for Creating Partnerships with Diverse and Underrepresented Communities (PCORI) and Redwood SEED Scholars (DoEd). The MIND Institute also has an out-patient clinic with approximately 8,000 visits per year.

Under close supervision from the supervisor and higher-level coordinators, the incumbent will be involved with: DHHS-regulated research; FDA-regulated drug studies, including industry-sponsored Phase I, II, III, and IV clinical trials; other government-funded clinical research; and investigator-initiated clinical research in the Fragile X Research and Treatment Program at the UC Davis MIND Institute. Incumbent responsibilities are to perform essential functions of study implementation for multiple studies per protocol, including (but not limited to) recruitment and pre-screening research subjects, scheduling, enrolling and executing study visits, assisting with data entry, subject tracking, lab specimen collection and processing, drug accountability, assisting with monitoring visits, preparing documentation for submission for review by the Institutional Review Board (IRB), and helping maintain up-to-date and compliant study data and regulatory documents. The incumbent will be responsible for learning a variety of study-related protocols and study-based trainings. The position may also involve administering neuropsychological testing for clinical research studies and facilitating compliance with sponsor guidelines. Detailed and timely written and oral communication required with patients, physicians, and research staff. This role requires a high level of professionalism, discretion, organization, communication skills, and teamwork.

Currently: blank
Percent(%) of Time

Function

Duties

45
- Assisting with Coordination of Clinical Research Studies
  - Currently: blank
  - Develop and ensure compliance with study protocols adhering to Good Clinical Practice (GCP) guidelines
  - Schedule appointments for various clinical research studies. Assist with travel arrangements and reimbursement for research subjects
  - Register research subjects with the MIND Institute Research Clinic staff and SharePoint Reservations (SPR)
  - Facilitate communication of needs and feedback between subjects and medical or technical personnel. Serve as point of liaison and coordination among investigators, ancillary departments, research subjects, sponsoring organizations, and/or regulating bodies
  - Establish and maintain clinical research records and ensure confidentiality
  - Communicate with sponsors
  - Prepare and organize data for sponsors, along with entering data and maintaining database of research subjects
  - Update subject binder as needed to ensure all proper documentation is up to date
  - Oversee accountability, inventory, and maintenance of trial supplies
  - Prepare, organize, and disseminate information on clinical research studies to subjects, families, and appropriate medical personnel
  - Abstract laboratory data, clinical findings, and response data from medical records and other necessary sources to complete data sheets and other forms for subjects on protocol
  - Assist with preparing reports and statistical information related to subject data, protocol information, and subject accrual as requested
  - Keep IRB up to date with new studies, modifications, continuing reviews, adverse events, deviations, etc.
  - Assist with preparation of and participation in internal quality assurance audits related to clinical trials and/or clinical research studies
  - Work with the volunteer research assistants who support various projects
  - Train new research assistants in clinical trial tasks and procedures
  - Currently: blank

5
- Other Duties as Assigned
  - Currently: blank
  - Attend/complete university required training courses (e.g., biological safety training, HIPAA, etc.)
  - Attend study team meetings
  - Assist with office duties, including but not limited to visit preparation, making phone calls, sending faxes, scanning, etc.
  - Currently: blank

Qualifications

Required Licenses and Certification

Minimum Qualifications
All job qualifications must be job related and link directly to the duties and responsibilities of the job. The qualifications will determine the applicant pool, should be unbiased, and based on the essential responsibilities of the position.

Additional Minimum License/Certification

Minimum Education/Experience

Minimum Knowledge, Skills, and Abilities (KSA)

Experience with sponsored clinical trials and/or PI-initiated clinical trials

Knowledge of recruiting clinical study participants. Understanding of informed consent process and ability to communicate clearly (i.e., conducting phone intakes, coordinating
and scheduling clinical research appointments)

Skills to set priorities while assigned to multiple projects and to be flexible when there are changes in workload, pressures, deadlines, competing requirements and program changes

Possess excellent organizational skills for scheduling and facilitating multiple project assignments and maintaining large volumes of accurate, retrievable records

Excellent communication (verbal & written) and interpersonal skills to effectively communicate and correspond with department faculty and clinical staff, external University administrators, study sponsors, research subjects, patients, caregivers, other health care professionals, and the general public

Skills to respond promptly and positively to study subjects, families, associates, and all others in a respectful, courteous manner

Exercise good judgment and maintain strictest confidentiality of patient, study subject, and academic matters.

Strong analytical skills to define problems, formulate logical solutions, and make recommendations in a logical, timely, and resourceful manner while maintaining the integrity of protocols and legalities defined by the Government, University, Department, and study policies and procedures

Demonstrate successful performance in a high-intensity, collaborative work environment

Administrative skills and ability to exercise good judgment, initiative, and resourcefulness in making decisions

Accurate and precise writing, printing, and typing skills

Experience measuring & recording vital signs and anthropometric measurements. Experience processing blood & serum samples and preparing laboratory slides

Knowledge of ethical principles and federal and state regulations governing the participation of human subjects in biomedical research

Knowledge of IRB issues and guidelines, elements of informed consent, FDA Codes, and Regulatory Issues

Proficiency to effectively use personal computer and software, including but not limited to Microsoft Office, and ability to learn EMR/EPIC and various industry-oriented Electronic Data Capture programs (i.e., experience with Microsoft Access, REDCap, OpenClinica, and SPSS) to collect and organize data.

Currently: blank

Preferred Qualifications
Preferred qualifications are desirable, but not required to possess at entry of the job.

Additional Preferred
License/Certification

Preferred Education/Experience

Preferred Knowledge, Skills, and Abilities (KSA)

Research experience in neurodevelopmental and neurodegenerative conditions, specifically fragile X syndrome and autism

Prior experience interacting closely with children, adolescents, and/or adults with neurodevelopmental conditions, especially fragile X syndrome and/or autism

Prior experience interacting closely with adult and geriatric populations with neurodegenerative conditions or cognitive impairment
Knowledge of or ability to learn UC Davis and MIND Institute administrative processes related to clinical research

Currently: blank

Special Conditions of Employment

Smoke Free Work Environment
The Smoke and Tobacco Free Environment policy is intended to provide a healthier, safer, and more productive work and learning environment for the entire UC community. The University of California prohibits smoking and tobacco use at all University owned or leased properties, or facilities operated by UC staff or faculty. Smoking and tobacco use are strictly prohibited in indoor and outdoor spaces, parking lots, residential space, and University vehicles.

https://ucdavispolicy.ellucid.com/documents/view/271

Currently: blank

Work Environment
This position is subject to a background check. Work with caregivers and subjects who have neurodevelopmental and neurodegenerative conditions. CITI and Good Clinical Practice training required.

Currently: blank

Outdoor Work Environment
No

Currently: blank

Background Check for Critical Position
The University is committed to providing a safe and secure environment for its staff, faculty, students, patients and others in the University community. To support these efforts, a background check is required by PPSM 21 Selection and Appointments after a candidate has received a conditional offer of employment in a critical position. (View the policy for details). Employment is contingent upon successful completion of background check(s) for critical positions, which includes but is not limited to criminal record history background check.

If any of the following apply, then this position shall be designated as critical and a background check will be required and you select “yes” below. If none of the following apply, then this position is not critical and not eligible for a criminal record history background check; and you will select “no” below.

- UC Davis Health position
- Management and Senior Professional (MSP) position
- Handle cash or cash equivalent
- Extensive authority for committing the financial resources of the University through contracts or agreements
- Direct responsibility for the care, safety and security of people, including children and minors
- Direct access to or responsibility for controlled substances, high risk hazardous chemicals, biological or radioactive/nuclear materials
- Direct access to and/or responsibility for protected, personal, or other restricted or sensitive institutional information (e.g., information on students, faculty, staff, etc.) and IT resources with such restricted or sensitive information
- Responsible for operating commercial vehicles, machinery or toxic systems that could result in accidental death, injury or health problems
- Student Health and Wellness Center position
- Requirement for a professional license, certificate, degree; or requirement of an external entity
- Direct access to and/or responsibility for information affecting national security

This is a critical position, as defined by UC policy and local procedures, and as such employment is contingent upon successful completion of background check(s), including but not limited to criminal record history background check(s)

Cash-Handling Position
The duties or functions of this position include the handling of cash (or cash equivalents)

Mandated Reporter under the Child Abuse and Neglect Reporting Act and UC Policy

https://ucdavis.peopleadmin.com/hr/actions/44462/print_preview
Certain positions are designated as mandated reporters under the Child Abuse and Neglect Reporting Act (CANRA) and UC policy. Mandated reporters are required to report child abuse and neglect to specified authorities. (View the policy for details and definitions)

If any of the following apply, then an employee in this position shall be designated as a mandated reporter under CANRA and UC policy and you select "yes" below. If none of the following apply to this position, then select "no" below.

- UC Davis Health position
- Healthcare Professional (Davis campus employees)
- Contact with children on a regular basis; or supervises a position in contact with children on a regular basis either on or off campus
- Supervise minor employees
- Athletic coach, including, but not limited to, an assistant coach or a graduate assistant involved in coaching
- Law Enforcement and Public Safety Professionals
- Human Resource employees (including academic personnel staff or other employees) who are charged with handling discrimination complaints
- Day care worker
- High school internship supervisor
- Positions designated as mandated reporters due to their licensure or profession

This position is designated as a mandated reporter under CANRA and UC policy and employment is contingent on complying with applicable policies, procedures and training requirements

Principles of Community

UC Davis is a diverse community comprised of individuals having many perspectives and identities. We come from a multitude of backgrounds and experiences, with distinct needs and goals. We recognize that to create an inclusive and intellectually vibrant community, we must understand and value both our individual differences and our common ground. The UC Davis Principles of Community is an aspirational statement that embodies this commitment, and reflects the ideals we seek to uphold.

[https://diversity.ucdavis.edu/principles-community](https://diversity.ucdavis.edu/principles-community)

Currently: blank

UCDH Additional Expectations

UCDH Affirmative Action Program

All supervisors and managers are responsible for actively supporting and implementing the UCD/UCDH Affirmative Action Program by demonstrating efforts to diversify staff in all selection and promotional opportunities; communicating program objectives to staff; establishing and maintaining a bias-free work environment; and providing opportunities for staff to obtain further training and expertise which will enhance the likelihood of upward mobility. Non-supervisory staff are also responsible for demonstrating their commitment to the Affirmative Action Program. A measure of this commitment is gaining knowledge and increasing sensitivity to the program itself and participating in activities which support the total diversity and affirmative action goals of UCDH.

This position’s responsibility to the Affirmative Action Program is

All employees are responsible for modeling the values and behaviors described in UCD’s Principles of Community, and for advancing a “model employer” work environment. Employees build collaboration with staff at all levels of the organization. Must possess strong interpersonal communication skills to clearly, effectively, and professionally interact with individuals of varying ages, cultural backgrounds, and perspectives. Must possess awareness of own “style” and impact on others; listens, observes, and asks questions to understand and appreciate diverse perspectives, interests, and underlying needs of others.

Currently: blank
Effective Communication
Effective communication is essential in the Health System environment. Each employee shall develop and foster open lines of communication both within her/his department and throughout the Health System as deemed appropriate and necessary.

This position’s responsibility to promoting effective communication is

Excellent interpersonal skills to communicate in a pleasant, tactful, and effective manner, and to handle difficult, sensitive, and/or confidential issues. Skill to maintain effective working relationships and ability to exercise tact and diplomacy. Orientation toward providing a high level of customer service to employees and the public.
Currently: blank

Safety

This position’s responsibilities and obligations with regard to workplace health and safety is

Must be familiar with and comply with specific and detailed safety procedures, such as biosafety and confined entry requirements, radiation safety and biosafety protocols, asbestos removal procedures, specifics of Material Safety Data Sheets, etc. Must be able to appropriately fit and wear personal protective equipment (PPE) such as TB masks, goggles, face shields, gowns, gloves and protective safety equipment such as safety glasses and safety shoes. Must participate in medical monitoring programs, including film badges, cholinesterase tests, bioassay tests, tuberculosis tests, serum tests, etc., Must participate in preventive medical programs, including immunizations, medical surveillance, and physical examinations.

Mandatory Reporting
All health practitioners have mandatory reporting responsibilities when an adult (or a minor who meets special circumstances as described in UCDMC Hospital P&P 1408) presents at UCCHO as an outpatient or inpatient from any source, and if a person presents for treatment of injuries related to domestic violence; or if one has knowledge of or observes a child who one knows or reasonably suspects is the victim of child abuse; or if one has knowledge of, or reasonably suspects that an elder or a dependent adult is the victim of elder/dependent adult abuse. Non-health practitioners who suspect that an individual is a victim of abuse as outlined above, are required to report their suspicions to a health practitioner. All employees have a mandatory responsibility for knowing and complying with the Code of Conduct standards and the Compliance Program.

Employee Responsibility for Confidentiality
Each UCDH employee is responsible for adhering to the following requirements pertaining to confidentiality. California law and University policy prohibit the unauthorized disclosure of any information regarding a patient’s medical history, mental or physical condition, or treatment, without the express authorization of the patient or the patient’s legal representative. The unauthorized or improper disclosure of confidential work-related information obtained from any source on any work-related matter is a violation of University policy. A breach of confidentiality may result in corrective action up to and including termination from employment. Improper or unauthorized disclosure of confidential information includes, but is not limited to, patient medical information, financial information, and personnel data.

Additional Expectations
Detailed expectations document to be provided for employee’s signature.

ADA Checklist

ADA Checklist
The physical and mental demands describe the type, intensity, frequency, and duration of physical actions or mental capabilities required to perform the job. The physical and mental demands need to be directly tied to the essential responsibilities of the job.

Please check None or the applicable boxes for the mental, physical, lifting, visual, noise, elements exposed to, and equipment used categories below and indicate the frequency for checked boxes.
For questions or further guidance, please contact Disability Management Services:
https://www.hr.ucdavis.edu/departments/elr/dms

Frequency

- Occasionally - Up to 3 hours/day
- Frequently - 3-6 hours/day
- Constantly - 6-8 hours/day

Mental Demands

- Analytical and Problem Solving: Occasionally, Confidentiality: Constantly, Constant

Additional Mental Demands


Lifting Requirements

- Up to 10 Pounds (Sedentary): Occasionally

Visual Acuity Requirements

- Close Visual Acuity (e.g., viewing a computer screen; using measurement devices): Constantly, Distance Visual Acuity: Frequently, Color Visual Acuity: Occasionally, Peripheral Visual Acuity: Occasionally, Depth Perception: Frequently

Noise Conditions


Physical Demands (Elements Exposed to)


Additional Physical Demands


Position Documents

- New Position Description Documents
- Current Position Description Documents

No documents have been attached.
## Decision Details

**Approved Job Code**  
**Approved Job Title**  
**Job Group**  
**FLSA Status**  
**Union Code (Bargaining Unit)**  
**Salary Plan**  
**Salary Grade**  
**Classified Indicator (Personnel Program)**  
**Minimum Annual Salary**  
**Midpoint Annual Salary**  
**Maximum Annual Salary**  
**Minimum Hourly**  
**Midpoint Hourly**  
**Maximum Hourly**  

### Additional Decision Details

**Approved Legacy MSP Salary Grade**  
**CEMRP2 Code (Health Only)** N/A Currently: blank  
**Employee Relations Code**  
**HEERA/Union Representation**  
**Explanation**  
**Job Opening ID#**  
**Disposition**  
**Action Review By**  
**Priority**  

## Notes

Notes

Notes