

**UNIVERSITY OF CALIFORNIA, DAVIS
HEALTH SYSTEM
POSITION DESCRIPTION**

A position description is used for recruiting, selecting, training, and evaluating employees, and for determining the correct classification of a position. It is maintained as an official record of the duties assigned to a position.

HUMAN RESOURCES DEPT USE ONLY

Approved Payroll Title: _____ Job Code: _____ Grade: _____

Date Reviewed: _____ Effective Date: _____ CBUC: _____ Approver: _____

Cost Center: _____ Position Control Number: _____ Employee ID Number: _____

SECTION 1: DEMOGRAPHIC INFORMATION

Cost Center: S-MNDR Position Control Number (PCN):

Name:

Current Payroll Title:

Department, Work Location, Work Phone #: MIND Institute, MIND Institute RM 2223, 916-703-0263

Supervisor's Name, Payroll Title, Phone #: Michele Y Ono, Chief Administrative Officer, 916-703-0274

Department Head's Name, Payroll Title, Phone #: Michele Y Ono, Chief Administrative Officer, 916-703-0274

SECTION 2: BRIEF DESCRIPTION

Briefly describe the role of this position within the department:

The UC Davis MIND Institute is a research and clinical center whose mission involves awareness, understanding, prevention, care and treatment of neurodevelopmental disabilities (NDDs). It is a matrix organization and encompasses over 250 faculty and staff from 14 academic departments with an annual operating budget of approximately \$3.6 million, contract and grants totaling approximately \$8.5 million, and gifts and endowments valued at approximately \$14 million. The MIND Institute also houses 3 federally funded Center grants: Intellectual and Developmental Disabilities Research Center (IDDRC), Center for Excellence in Developmental Disabilities (CEDD), and Autism Center of Excellence (ACE); and 3 federally funded training grants: Autism Research Training Program (ARTP), Developmental Behavioral Pediatric Training Program (DBPeds), and Leadership Education in Neurodevelopmental Disorders (LEND) training program.

The incumbent provides executive level support to the MIND Institute Executive Director and Chief Administrative Officer and coordinates essential research, educational and outreach programs (e.g., Distinguished Lecturer Series, Diveristy Equity Inclusion Committee, APA clinical psychology training program, IDDRC pilot grants, MIND Institute special grants) and faculty membership.

SECTION 3: SPECIAL CONDITIONS OF EMPLOYMENT

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 UCDHS 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.

Does this position have responsibility for handling money? No Yes (If yes, fingerprinting is required)

List license(s) and/or certification(s) that are required by law or University policy:

Describe other special conditions of employment that apply to this position:

Must be willing to work occasional overtime, including weeknights and/or weekends.

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SECTION 4: SIGNATURES

EMPLOYEE

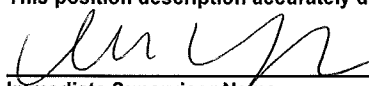
I have read this position description and understand its contents.

Name

Date

IMMEDIATE SUPERVISOR AND DEPARTMENT HEAD

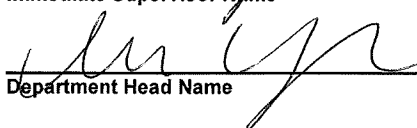
This position description accurately describes the essential duties assigned to this position.



Immediate Supervisor Name

2-NOV-2020

Date



Department Head Name

2-NOV-2020

Date

SECTION 5: ESSENTIAL FUNCTIONS

Function A Title: Executive support

% of Time: 50

Duties:

- Provide executive-level support to the MIND Institute's Executive Director and Chief Administrative Officer. Maintain confidentiality with sensitive financial, academic, personnel, and other information. Provide timely and professional responses to inquiries for the Executive Director and Chief Administrative Officer. Serve as the key liaison to the MIND Institute's Executive Director and Chief Administrative Officer and the broader community of the MIND Institute, UCDH, UCD, and external stakeholders. Provide management and operational support in researching inquiries received from UCDH and UCD leadership, faculty, staff, and local/state/national constituents.
- Maintain calendars involving research, teaching activities, speaking engagements, visitors, and travel. Use skilled judgment when discerning priorities, making decisions and resolving conflicts. Schedule meetings, assist in creating agenda items, take meeting minutes, disseminate information accurately and timely, reserve the room or set up virtual meeting (e.g., Zoom or Webex and ensure audio/video equipment is available), order catering, and set-up/clean-up the room.
- Provide support to internal leadership committees, e.g., MIND Institute Executive Committee, MIND Institute Clinic Leadership Committee, MIND Institute Diversity, Equity and Inclusion Committee, and MIND Institute IDDRC Executive Committee. Schedule meetings, assist in creating agenda items, take meeting minutes, disseminate information accurately and timely, reserve the room or set up virtual meeting (e.g., Zoom or Webex and ensure audio/video equipment is available), order catering, and set-up/clean-up the room. Content of meeting discussions should be shared with only the appropriate parties. Must exercise discretion.
- Coordinate travel for the Executive Director and their visitors. Arrange flights, ground transportation, and lodging. Obtain pre-approval for travel expenses. Escort visitors while on-site. Collect and organize receipts and prepare documents for submission to the appropriate unit for reimbursement. Process reimbursement if needed. Collect and organize information for processing visa applications for faculty and visiting scholars.
- Prepare purchase requests and business entertainment expenses for pre-approval and reimbursements.
- Manage faculty recruitment by coordinating with the academic department. Create itineraries and escort candidate while on-site.
- Proof-read and edit documents (e.g., memos/emails, scientific manuscripts, book chapters, grants) using proper grammar, style and format. Assist with creating presentations utilizing PowerPoint, Publisher and other software for national and international audiences.
- Facilitate Executive Director's correspondence to department/center requests, e.g., personnel actions, merit and promotion packages, credentialing, licensure, medical staff privileges, continuing medical education/educational units. Collect and organize necessary information for the department/center. Track important due dates related to clinical, research, training, and outreach activities.
- Update the Executive Director's CV, NIH biosketch, and Other Support page. Maintain Pubmed central and MyNCBI databases, and other similar databases by uploading manuscripts and tracking progress.
- Organize and assist with finalizing all needed materials required for the Executive Director's federal and private grant submissions/progress reports and then uploading to sponsor websites.

Function B Title: Event Planning

% of Time: 25

Duties:

- Strategically plan, coordinate and implement the Distinguished Lecturer Series, a public scientific presentation that occurs monthly during the academic year. The purpose of the series is to promote collaboration between other University's distinguished researchers and MIND Institute faculty members, in addition to providing research updates to the community.

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- Coordinate travel/accommodations, create itinerary, and schedule meetings for the invited speakers. Communicate in a professional and timely manner with the invited speaker. Escort invited speaker while on-site.
- Arrange all support services (e.g., audio/video, conference services, catering).
- Create flyer and collect information regarding the speaker to create the biography. Assist with promoting the public lecture series. Maintain contacts database (e.g., other UCD schools and colleges department contacts).
- Create and maintain SOPs for coordinating the lecture series.
- Assist with creating a budget and tracking expenses.

Function C Title: Research and Educational Program Coordination

% of Time: 20

Duties:

- Faculty membership – Track activities to meet faculty membership requirements. Collect, organize, and disseminate faculty membership applications to Executive Committee. Tally votes and collect commitment notes. Maintain faculty members list. Assist with updating faculty members webpages.
- Diversity, Equity and Inclusion Committee – In addition to coordinate recurring meetings as described above, perform research on relevant topics and organize, summarize and disseminate relevant information to the committee.
- Research – Disseminate information related to the Intellectual and Developmental Disabilities Research Center (IDDRC) pilot grants and MIND Institute special internal grant calls. Collect and organize information on behalf of the IDDRC Director and Associate Directors. Coordinate review of applications. Arrange travel and process reimbursements for IDDRC activities.
- American Psychology Association Clinical Psychology Training program – Schedule meetings, assist in creating agenda items, take meeting minutes, disseminate information accurately and timely, reserve the room or set up virtual meeting (e.g., Zoom or Webex and ensure audio/video equipment is available), order catering, and set-up/clean-up the room. Assist with promoting annual application calls. Collect and organize applications. Schedule interviews for trainee positions. Create trainee schedules and serve as administrative contact for the training program.

Function D Title: Other Duties and Special Projects

% of Time: 5

Duties:

- Participate in monthly administrative staff meetings and complete required training modules, annual reviews and health clearance (e.g., TB) by specified due dates.
- Assist in MIND Institute events/activities when requested.
- Provide backup support for MIND Institute: sorting mail, answering phones, and other duties as assigned as part of MIND Institute Administrative Team
- Complete special projects as requested by the Executive Director and Chief Administrative Officer.

Function E Title:

% of Time:

Duties:

Function F Title:

% of Time:

Duties:

Function G Title:

% of Time:

Duties:

SECTION 6: SKILLS, KNOWLEDGE AND ABILITIES

REQUIRED:

Extensive experience providing executive level support to Directors, Chairs and/or Chiefs.

Ability to work effectively and efficiently under pressure despite frequent interruptions, to adapt to change, to function as a team player, and to work independently.

Excellent organizational and prioritization skills to carry-out assignments in an efficient and timely manner. Demonstrated skills to perform detail-oriented tasks with a high degree of accuracy. Experience with project management.

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Experience planning events and meetings.

Excellent interpersonal and communication skills to communicate in a pleasant, tactful and effective manner (both orally and in writing), and to handle difficult, sensitive and/or confidential issues with diverse groups of individuals. Ability to maintain confidential information.

Computer skills and working knowledge of various programs (internet, word processing, spreadsheets, databases, presentation software, etc.) to accomplish daily work.

Editing and writing skills to initiate, compose, format, proofread and edit various professional documents and general correspondence.

PREFERRED:

Knowledge of autism spectrum disorders and other neurodevelopmental disabilities.

Knowledge of UC Davis Health policies and procedures for clinical, research, and outreach activities.

Knowledge of University-based systems (i.e., AggieTravel, AggieBuy, Quali Financial Systems, Outlook, Employee Self-Service, University Library requests, etc.).

SECTION 7: POSITIONS SUPERVISED BY THIS POSITION

Payroll Title

FTE

SECTION 8: EMPLOYEE RESPONSIBILITY FOR CONFIDENTIALITY

Each UCDHS 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.

SECTION 9: EMPLOYEE RESPONSIBILITY FOR PATIENT ASSESSMENT, TREATMENT, OR CARE

If this position has some responsibility for the assessment, treatment, or care of patients, check the age groups of those patients served.

- | | |
|--|--|
| <input type="checkbox"/> Infants (0 – 12 months) | <input type="checkbox"/> Adults (18 years and older) |
| <input type="checkbox"/> Children (12 months – 15-1/2 years) | <input type="checkbox"/> Geriatrics (65 years and older) |
| <input type="checkbox"/> Adolescents (9 years – 18 years) | |

SECTION 10: UCDHS AFFIRMATIVE ACTION PROGRAM

All supervisors and managers are responsible for actively supporting and implementing the UCD/UCDHS 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 UCDHS.

This position's responsibility to the Affirmative Action Program is:

As part of following the program outlined above, the employee will work cooperatively with colleagues from diverse backgrounds to establish a bias-free work environment for staff, patients, and their families.

SECTION 11: 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:

The employee will maintain a courteous, respectful tone when communicating in person, via phone, or in writing with all colleagues, patients, and the general public. The ideal candidate will have strong interpersonal, communication, and decision-making skills, as well as the ability to work well independently and as part of a team.

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SECTION 12: SAFETY

Check below this position's responsibilities and obligations with regard to workplace health and safety.

- 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.

All supervisors and managers are responsible for preventing accidents, providing required safety training, observing safety standards and general safety requirements, and ensuring their staff complies with relevant health and safety responsibilities and obligations.

SECTION 13: SMOKE AND TOBACCO-FREE WORK ENVIRONMENT

Improving health and maintaining a healing environment is our top priority and as such, the Health System is committed to a smoke and tobacco-free environment. Smoking, the use of smokeless tobacco products, and the use of unregulated nicotine products (e-cigarettes) will be strictly prohibited in all outdoor areas surrounding health system facilities and buildings on UC Davis' Sacramento campus. For most other health system locations, smoking is prohibited indoors and in any outdoor area on UC Davis Health System property, owned or leased. Smoking, the use of smokeless tobacco products, and the use of unregulated nicotine products (e-cigarettes) is also strictly prohibited inside any vehicle owned, leased or occupied by UC Davis Health System or its employees (regardless of where the vehicle is situated), and in any vehicle parked at a location where smoking is completely prohibited. (UCDHS No Smoking and Tobacco-Free Policy ID: 1628)

All supervisors and managers are responsible for observing these standards and ensuring their staff complies at all times.

PRINCIPLES OF COMMUNITY

The Principles of Community affirm the inherent dignity in all of us, the right of freedom of expression, the responsibility to reject discrimination and the need to build a community of mutual respect and caring. The Principles of Community are stated below:

"The University of California, Davis, is first and foremost an institution of learning and teaching, committed to serving the needs of society. Our campus community reflects and is a part of a society comprising all races, creeds and social circumstances. The successful conduct of the university's affairs requires that every member of the university community acknowledge and practice the following basic principles:

We affirm the inherent dignity in all of us, and we strive to maintain a climate of justice marked by respect for each other. We acknowledge that our society carries within it historical and deep-rooted misunderstandings and biases, and therefore we will endeavor to foster mutual understanding among the many parts of our whole.

We affirm the right of freedom of expression within our community and affirm our commitment to the highest standards of civility and decency towards all. We recognize the right of every individual to think and speak as dictated by personal belief, to express any idea, and to disagree with or counter another's point of view, limited only by university regulations governing time, place and manner. We promote open expression of our individuality and our diversity within the bounds of courtesy, sensitivity and respect.

We confront and reject all manifestations of discrimination, including those based on race, ethnicity, gender, age, disability, sexual orientation, religious or political beliefs, status within or outside the university, or any of the other differences among people which have been excuses for misunderstanding, dissension or hatred. We recognize and cherish the richness contributed to our lives by our diversity. We take pride in our various achievements, and we celebrate our differences.

We recognize that each of us has an obligation to the community of which we have chosen to be a part. We will strive to build a true community of spirit and purpose based on mutual respect and caring."

The National Standards for Culturally and Linguistically Appropriate Health Care Services (CLAS) affirms the responsibility of health care workers to provide understandable, effective and respectful care in a manner compatible with a patient's cultural health beliefs and practices and preferred language. UCDHS supports CLAS and the Principles of Community by recruiting, retaining and promoting a diverse employee population while proudly serving a diverse patient population.

The fourteen CLAS Standards can be reviewed at http://www.ucdmc.ucdavis.edu/hr/hrdepts/eod/clas_1_14.html.