

University of California Los Angeles

Job Description

The Job Description form is used to record the duties, responsibilities, qualifications sought and fiscal impact of classified and nonclassified positions. This information is the basis for determining the title, salary rate, and Fair Labor Standards Act exemption status for positions. To achieve these purposes, it is essential that detailed and exact information pertaining to current duties, responsibilities, and qualifications be accurately recorded on this form.

Employee Details

Employee First Name:

Employee Last Name:

Employee ID:

new

Position Information

JA Number:

Effective Date:

Department Code / Name:

Organization Code / Name:

2400-UCLA FIELDING SCHOOL OF PUBLIC HEALTH

Fund Source:

Department HR Contact

Name:

Email Address:

Phone Number or Extension:

Position Title

Title Code:

5190

Title:

FIELD RESEARCHER 2

Approved Working Title:

Project Manager

Approved Program:

PSS

Approved Grade Level:

19

Range Minimum:

22.61

Range Maximum:

52.11

Approved Employee Relations (ER) Code:

E-All others, not confidential

Approved Bargaining Unit (BU) Code:

99-Policy Covered

Approved Step Level:	
FLSA Status:	Non-Exempt
Appointment Type:	Contract
Is this a Master Job Description?	Yes

Reporting Information

Supervisor Name:	
Supervisor Payroll Title:	
Supervisor Working Title:	
Dept Head Name:	
Dept Head Payroll Title:	
Dept Head Working Title:	

Job Summary

Job Summary Statement:	<p>Working closely with the Principal Investigator, the Project Manager assumes major responsibility for the operation, implementation, and data management of randomized control trials to test behavioral interventions targeted in three key areas: 1) HIV prevention for young transgender women; 2.) PrEP uptake and adherence support for at-risk transgender women; 3.) PrEP uptake and adherence support for male sex workers. This role is responsible for the management and day to day oversight of multiple studies. Duties will include engagement with PrEP clinics and community based organizations for recruitment and enrollment, IRB management, personnel supervision, participant and enrollment site interaction. This individual will research literature in the field; participate in implementation activities of experimental protocols; and support general facilitation of procedures to carry out established research objectives.</p>
Type of Supervision Received/Exercised:	<p>Incumbent independently prioritizes and organizes all work under general supervision of Principal Investigator. Incumbent must work with high level of initiative and independence, and be detailed-oriented, in order to carry out responsibilities of position.</p>

Supervisory Information

Does this job have supervisory responsibilities?	Yes
# of Career FTE's this position supervises:	2-5
# of Career FTE's supervised through subordinates:	None
Extent of Supervisory Responsibilities:	Supervision of research assistants

Fiscal Responsibility

Amount:	
Type:	
Amount:	
Type:	
Amount:	
Type:	

Core Functions & Duties

% of Time	Core Function	Function Letter	Duty Statements
100	Project management	A	<ol style="list-style-type: none"> 1) Spearhead, organize, and lead community engagement efforts via various community events, meetings, and coalitions for recruitment and networking purposes 2) Engage with PrEP clinics and community based organizations for recruitment and engagement 3) Serve as liaison to other campus units, investigators, community partners, and public 4) Manages start-up activities of new studies and projects 5) Provide support for day-to-day research activities including scheduling, conducting research visits, and monitoring enrollment and retention activities 6) Provides support to research study participants interested in PrEP-related care including uptake and adherence 7) Prepares/revises new and existing study materials including protocol, informed consent forms, standard operating procedures, and other study documents as needed 8) Works with external vendors to coordinate research activities 9) Coordinates with other study sites to ensure continuity in study procedures 10) Monitor participant tracking across multiple research studies 11) Prepares materials for IRB submission, liaising with IRB compliance manager and staff to meet IRB deadlines and ensure that submissions are in line with UCLA procedures 12) Supervises research assistants working on studies 13) Contribute to annual continuation applications, including collating data and conducting background research 14) Monitor and research relevant literature 15) Contribute to preparation of scientific, peer-reviewed manuscripts 16) Maintain established guidelines surrounding confidentiality, data security and monitoring, and ethical accountability in all interactions with study participants 17) Provides other research support as needed

SKACs

SKAC	Duty Reference	Req/Preferred
Bachelor's degree in social science research or related field	ALL	Required
MPH or Master's degree in a related field	ALL	Preferred
1-2 years of experience in research or project management	ALL	Required
Demonstrated ability to take responsibility for assignments, prioritize tasks, meet deadlines, and work as part of a team	ALL	Required
Highly attentive to detail and excellent communication skills (both written and verbal)	ALL	Required
Willingness to travel throughout the greater Los Angeles area regularly for recruitment and study visits	ALL	Required
Prior experience conducting human subjects research	ALL	Preferred
Experience with clinical information, terminology, and clinical outcomes	ALL	Preferred
Ability to work independently with a proactive approach to project management	ALL	Required
Ability to understand the importance of project management in relation to program goals	ALL	Required
Bilingual (English and Spanish)	ALL	Preferred
Familiarity and comfort working with diverse groups of individuals including but not limited to people living with HIV, people who identify as LGBTQ, people who engage in sex work, and people with substance use problems	ALL	Required
Experience working in an ethnically, culturally, and racially diverse environment	ALL	Preferred
Reliable transportation	ALL	Required

Special Employment Designations/Requirements

Conflict of Interest:	N/A
Critical:	Continued employment contingent upon completion of satisfactory background investigation.
Driving Record:	N/A
Other Special Employment Requirements:	

Date

Signature of Supervisor

Name and Class Title

Date

Signature of Employee

Name and Class Title

