

**FOR USE BY APPROVING AUTHORITY:**

Approved Payroll Title:

Approved By:

(When transmitting position description electronically, indicate name in gray box and the word 'obtained' to indicate appropriate approval).

Effective Date:

CB Unit:

CB Code:

**UNIVERSITY OF CALIFORNIA, IRVINE  
JOB DESCRIPTION**

(Instructions for completion available on SNAP)

**SECTION 1:**

GENERAL INFO:

Employee Name:		Current Payroll Title:	Programmer/Analyst
Department:	Medicine - Infectious Diseases	Working Title:	
Supervisor's Name:	Phil Felgner	Supervisor's Title:	Director Protein Microarray Lab
Employee Phone:		Supervisor's Phone:	949 824 1407

**SECTION 2:**

REASON FOR JOB DESCRIPTION:

<input checked="" type="checkbox"/>	Recruitment – If the position has not been previously classified, please also check classification review.
<input type="checkbox"/>	Classification Review – If you want to reclassify a position.
<input type="checkbox"/>	Update of Job Description – This is an update <u>only</u> ; no change in classification is anticipated.

**SECTION 3:**

SUMMARY OF DUTIES AND RESPONSIBILITIES:

(For use in job announcement and recruitment process) ***(max length=1000 characters)***

The candidate will join a team of researchers in a laboratory that has developed a genome-scale approach for the discovery of antibody markers for infectious and autoimmune diseases, and cancer. Protein microarrays containing thousands of proteins are probed with hundreds of patient sera resulting in millions of data points. The candidate will have a strong background and interest in computational aspects of scientific research, application of database management systems, bio-informatics, statistics, and Web site design and maintenance. Key responsibilities include managing, cleaning and preparing large datasets for analysis with genomics and statistical software, and special software written by graduate students and faculty in the Institute for Genomics and Bioinformatic on campus. The candidate will be merging databases and programming/conducting a wide range of statistical analysis; interfacing with students performing analyses and writing special software, maintaining detailed logs, and preparing data and findings for presentation.

## UC - IRVINE JOB DESCRIPTION, (Cont'd)

### **SECTION 4:**

#### ESSENTIAL FUNCTIONS

I UNDERSTAND I AM RESPONSIBLE FOR ADHERING TO THE UNIVERSITY DEPARTMENTAL INJURY AND ILLNESS PREVENTION PROGRAM (SB 198 GUIDELINES) IN PERFORMING THE ESSENTIAL FUNCTIONS ASSIGNED ON THIS POSITION DESCRIPTION. I UNDERSTAND I AM RESPONSIBLE FOR INCORPORATING UNIVERSITY SAFETY POLICIES AND PROCEDURES INTO MY JOB.

PERCENT-AGE OF TIME	ESSENTIAL FUNCTIONS
50%	<u>Function 1</u> Perform a variety of complex analyses using genomics and statistical software, spreadsheets, databases, and special software written by investigators on campus. Perform data checks and validation tests to determine data quality and devise procedures for ensuring high quality data for analysis. Review, assess, analyze, and interpret data in accordance with direction from the Principal Investigator. Present and discuss results of the analyses to the research team and make modifications as needed.
30%	<u>Function 2</u> Under general direction from Principal Investigator, participate in the preparation of reports and manuscripts for publication. Create data tables, charts and graphs as needed for inclusion in manuscript and grant proposals. Assist in the development of presentations.
10%	<u>Function 3</u> Maintain and track and log all data sets. Provide a descriptive log for all programs. Assure data security. Review data for completeness and appropriateness.
10%	<u>Function 4</u> Update and maintain lab Web site

*Note - Recommended: Indicate in detail 4 Essential Functions to total 100% of Time. You may indicate additional essential functions on an extra sheet of paper, if necessary.*

### **SECTION 5:**

NAME(S) OF EMPLOYEES SUPERVISED	PAYROLL TITLE

Note: Please indicate names of employees supervised on an extra sheet of paper, if necessary.

### **SECTION 6:**

INDICATE THE TYPE OF SUPERVISION THE INCUMBENT WILL RECEIVE AFTER THE TRAINING/ORIENTATION PERIOD. SUPERVISION TYPES INCLUDE:

## UC - IRVINE JOB DESCRIPTION, (Cont'd)

- Close Supervision – The incumbent is assigned duties according to specific procedures. Work is checked frequently, and in addition there may be formal training.
- Supervision - The incumbent performs a variety of routine duties within established policies and procedures or by referral to the supervisor's guidelines.
- General Supervision - The incumbent develops procedures for performance of a variety of duties; or performs complex duties within established policy guidelines.
- Direction - The incumbent establishes procedures.
- General Direction - The incumbent receives guidance in terms of broad goals and overall objectives and is responsible for establishing the methods to attain them. Generally the incumbent is in charge of an area of work, and typically formulates policy for this area but does not necessarily have final authority for approving policy.

## **SECTION 7:**

### SKILL SET

List below skills, knowledge, and abilities for the position, indicating the selection importance for each by designating it as "required", "desired" or "will train" at the end of each skill, knowledge or ability:

#### **REQUIRED:**

- Demonstrated experience with in depth programming with statistical software, such as SAS. Demonstrated experience with analysis of large data sets.
- Demonstrated ability to work independently
- Provide critical attention to detail within research protocols
- Follow through on assignments with min supervision
- Ability to function well in a team
- Exercise good judgment in handling confidential info
- Effective and professional interpersonal skills
- Ability to maintain accurate database files
- Ability to operate a networked PC in a Windows environment MS Word, excel, Access and data entry skills

## **SECTION 8:**

### PHYSICAL AND MENTAL REQUIREMENTS:

To comply with the provisions of the Americans with Disabilities Act, specify the physical, mental, and environmental conditions of the essential functions of the job by using these codes to complete the section below: "C" for constantly; "F" for frequently', "O" for occasionally' "N" for not at all.

## UC - IRVINE JOB DESCRIPTION, (Cont'd)

C, F, O, N	On the job the employee must:	C, F, O, N	On the job the employee must
F	Bend:	C	Read/comprehend
O	Squat:	C	Write
N	Crawl:	C	Perform calculations
N	Climb:	C	Communicate verbally
O	Kneel:	C	Reason and analyze
C	Handle Objects:		Other (briefly describe below)
F	Push/Pull:	F	Drive Automobile
O	Reach Above Shoulder Level:		
F	Sit:		
F	Stand:		
F	Walk:		
C	Use fine finger movements (manual dexterity)		
	Other (briefly describe below)		
C	Must carry/lift loads of: up to 25 lbs;		
O	25-50 lbs;		
N	over 50 lbs		

### **SECTION 9:**

#### ENVIRONMENTAL WORKING CONDITIONS

Below are general guidelines on the position's physical, mental, and environmental working conditions. In accordance with applicable state and federal law, UCI provides reasonable accommodations for applicants with disabilities upon request. For more information, please contact Human Resources at (949) 824-5210. Specify the environmental conditions that may be encountered while performing the functions of the job by using these codes to complete the section below: "C" for constantly; "F" for frequently, "O" for occasionally, "N" for not at all.

C, F, O, N	
N	Chemical/Biological Agent
	Occasionally
F	Construction Activities
O	Contact with Water/Liquids
F	Drive Motorized Equipment
N	Confined Spaces
F	Elevated Work Location
N	Radioactive Materials
O	Temperature Variations
N	Gas System
	Other Working Conditions

### **SECTION 10:**

SPECIAL CONDITIONS OF EMPLOYMENT (e.g., irregular work schedule, required license or Certification):

Valid California Driver's License

**UC - IRVINE JOB DESCRIPTION, (Cont'd)**

**SECTION 11:**  
**SIGNATURES**

Note: When transmitting position description electronically, indicate department has appropriate Signatures on file by placing "obtained" in each signature block below. In addition, type in the name of the employee, Supervisor and Department Head.

_____ EMPLOYEE SIGNATURE	_____ SUPERVISOR SIGNATURE	_____ DEPARTMENT HEAD SIGNATURE
Name: _____	Name: _____	Name: _____
DATE _____	DATE: _____	DATE: _____