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**From:** UCSF Academic Business Officers Group <ABOG-L@LISTSRV.UCSF.EDU> on behalf of Yang, Katti <Katti.Yang@UCSF.EDU>  
**Sent:** Friday, April 28, 2017 4:29 PM  
**To:** ABOG-L@LISTSRV.UCSF.EDU  
**Subject:** Re: One additional HOT Job!!

Job Opportunity #1 -

Job ID: 47058 BR  
RECHARGE REVIEW ANALYST – FINANCIAL ANALYST III  
Department: BUDGET AND RESOURCE MANAGEMENT  
Location: MISSION BAY

The Recharge Review Analyst provides support to departments in identifying needs and developing recharge costing and rate methodologies and recharge proposal submissions for all sales and service centers. The Recharge Review Analyst maintains the recharge database for all recharge activities and provides data, analytical and planning support related to recharge activities as a central resource, prepares the annual recharge activity monitoring and status reports and participates in developing and presenting recharge training activities.

Furthermore, the Recharge Review Analyst is required to demonstrate the ability to prepare complex financial analysis with a high degree and accuracy; to play a major role in the improvement of the proposal review process and recharge training enhancements; to play a significant role in the improvement of the tools used in proposal preparation and review; to recommend and implement new review and rate development procedures in order to increase the automation of the recharge submission, review and approval process.

The Recharge Review Analyst uses skills with a full understanding of industry practices and organizational policies and procedures; resolves a wide range of issues in imaginative as well as practical ways. Works on problems of diverse scope where analysis of data requires evaluation of identifiable factors. Demonstrates good judgment in selecting methods and techniques for obtaining solutions. Contacts are both internal and external to the department.

For additional information, apply online: <http://ucsfhr.ucsf.edu/careers/>.

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**From:** UCSF Academic Business Officers Group <ABOG-L@LISTSRV.UCSF.EDU> on behalf of Yang, Katti <Katti.Yang@UCSF.EDU>  
**Sent:** Friday, April 28, 2017 4:05 PM  
**To:** ABOG-L@LISTSRV.UCSF.EDU  
**Subject:** Re: Four Job Opportunities!!

Job Opportunity #1 -

Job ID: 46859 BR

DIVISION ADMINISTRATOR – ADMINISTRATIVE MANAGER I

Department: PEDIATRICS

Location: ZSFG

The Division Administrator (DA) has authority and responsibility for short- and long-range planning for the Pediatric Service, developing and implementing annual budgets, preparing and implementing contracts and grants, pre- and post-award management, providing individual account/fund projections, financial reconciliation and purchasing oversight and compliance. In collaboration with the Department of Pediatrics' Associate Chair, Finance and Administration and its Academic Affairs Manager, the DA manages human resources and academic processing at the Zuckerberg San Francisco General (ZSFG). The DA insures that systems are in place to facilitate the successful rotation of Pediatric and Family & Community Medicine residents (12), 3rd year medical students (four to five every eight weeks), and 4th year medical students (five to six year). The DA has direct supervisory responsibility for four full-time staff and two part-time staff positions and has indirect responsibility for twenty-eight, twelve staff physicians, fifteen Volunteer physicians, two Psychologists, two Speech Pathologists, one Occupational Therapist, one Education Specialist and three staff members. The DA insures that all faculty and affiliated professionals who provide patient care at the ZSFG are appropriately credentialed and have the proper malpractice coverage. The DA insures that facilities, space, and IT issues are properly managed, assists in designing, implementing, and managing policies, procedures, and programs/projects created to enhance the quality, efficiency, and values associated with the Pediatric Service at the ZSFG.

This DA is required to work within a dual-employer setting (City and County of San Francisco and the University of California, San Francisco) and has two distinct personnel, financial, and administrative sets of policies and procedures. The two organizations are often aligned but occasionally have competing interests and missions. Good communication skills, diplomacy, and political acumen are required to succeed in this position. The DA is responsible for developing positive and effective internal and external working relationships between the Pediatric faculty and staff, other staff members at the ZSFG, multiple University departments, and outside institutions. The DA primarily reports to the Chief of Service at the ZSFG and the UCSF Department of Pediatrics' Associate Chair, Finance and Administration, but has indirect reporting relationships to many ZSFG-based personnel, including the Assistant Dean for Administration and Finance and other ZSFG hospital administrators.

The DA is responsible for managing the administrative operations of a school, OR a medium to large academic department, OR several small departments within a college, OR a medium to large non-academic department. Typically includes all or most of the following functions: IT, facilities, student services, contracts and grants, budgetary financial management and / or human resources. Manages a professional staff, typically large, and / or comprised of professionals in various fields. Assumes accountability for decisions made by subordinates. Performs long and short term planning for function. Erroneous decisions or failure to achieve goals results in additional costs and personnel, and serious delays in overall schedules.

For additional information, apply online: <http://ucsfhr.ucsf.edu/careers/>.

## Job Opportunity #2-

Job ID: 47006 BR

EXECUTIVE ANALYST – ADMINISTRATIVE OFFICER II

Department: RADIOLOGY & BIOMEDICAL IMAGING

Location: UCSF PARNASSUS

This position serves as an Executive Analyst for the Department of Radiology and Biomedical Imaging and reports to the Academic Personnel Manager in the Office of the Chair. Working closely with the Chairman's Executive Assistant P3 and the Supervisor, the individual will provide administrative support to the Chairman. In this capacity, the Executive Analyst provides administrative and analytical support in all facets of radiology management for the Chairman. This position also serves as office analyst for the Chairman's Suite and provides assistance to other faculty within the Department as needed.

For additional information, apply online: <http://ucsfhr.ucsf.edu/careers/>.

## Job Opportunity #3-

Job ID: 46637 BR

PROJECT AND DATA ADVANCED ANALYST – BUSINESS SYSTEMS ANALYST IV

Department: CONTROLLER'S OFFICE

Location: MISSION CENTER BUILDING

The Project and Data Advanced Analyst is independently responsible for providing customer-oriented, value-added post-award management services to UCSF Principal Investigators and research administrators and university partners through: project management, reporting, and data management related to grants and contracts awarded by Federal, State, and private sponsors for the support of the San Francisco campus research enterprise. The Project and Data Advanced Analyst applies advanced understanding of project management, data management, and award management concepts, university policies, and office procedures to independently manage a full range of diverse project and data management assignments related to the research enterprise. The Project and Data Advanced Analyst is responsible for managing professional relationships with customers, partners and sponsors and personal workload to ensure office service levels are achieved.

For additional information, apply online: <http://ucsfhr.ucsf.edu/careers/>.

## Job Opportunity #4-

Job ID: 46612 BR

PROJECT AND DATA EXPERIENCED ANALYST – BUSINESS SYSTEMS ANALYST III

Department: CONTROLLER'S OFFICE

Location: MISSION CENTER BUILDING

The Project and Data Experienced Analyst is independently responsible for providing customer-oriented, value-added post-award management services to UCSF Principal Investigators and research administrators and university partners through: project management, reporting, and data management related to grants and

contracts awarded by Federal, State, and private sponsors for the support of the San Francisco campus research enterprise.

The Project and Data Experienced Analyst applies theory and in-depth understanding of project and data management, award management, university policies, and office procedures to independently manage a full range of diverse project and data management assignments related to the research enterprise. The Project and Data Experienced Analyst is responsible for managing professional relationships with customers, partners and sponsors and personal workload to ensure office service levels are achieved.

For additional information, apply online: <http://ucsfhr.ucsf.edu/careers/>.

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