

## Senior Grants and Contracts Officer (Administrative Analyst/Specialist-Exempt II)

PD No.:PD-3994

### POSITION DESCRIPTION INFORMATION

To edit an approved Position Description scroll to the bottom of the form and press Update PD  
Click OK in the pop-up window that appears to reset the approval process

### POSITION INFORMATION

<b>Type of Action Requested:*</b>	Replacement-Revision
<b>Internal Team:*</b>	FL-Research & Sponsored Projects - 10415
<b>Job Code/Employee Classification:*</b>	Admin Analyst/Spclst 12 Mo <u>Job Code: 1038</u>
<b>Classification Title:</b>	Administrative Analyst/Specialist-Exempt II
<b>MPP Job Code:</b>	NA
<b>Position Number:</b>	Admin Analyst/Spclst 12 Mo <u>Position no: FL-10006406</u>
<b>CSU Working Title:*</b>	Senior Grants and Contracts Officer (Administrative Analyst/Specialist-Exempt II)
<b>Salary Range/Grade:</b>	1038-EXEMPT II-Grade-3 Minimum: \$ 5,537.00 Maximum: \$ 10,014.00 Pay Frequency:
<b>Reports to Supervisor:</b>	Tina Tranilla
<b>Reports To:*</b>	Associate Director of Grants & Contracts <u>Position no: FL-10007006</u>
<b>Campus:*</b>	Fullerton
<b>Division:*</b>	VP, Academic Affairs
<b>College/Program:*</b>	AVP Research & Sponsored Proj
<b>Department:*</b>	Research & Sponsored Projects - 10415
<b>FLSA Status:</b>	Exempt
<b>Hiring Type:</b>	Probationary
<b>Workplace Type (Exclude Inst Fac):</b>	On-site (work in-person at business location)
<b>Pay Plan:</b>	12 Months
<b>Pay Plan Months Off:</b>	

### POSITION DESIGNATION

<b>Mandated Reporter:*</b>	Not mandated
<b>Conflict of Interest:*</b>	None
<b>NCAA:</b>	<input type="radio"/> Yes <input checked="" type="radio"/> No
<b>Is this a Sensitive Position?:</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<b>Care of People (including minors) Animals and Property:</b>	No
<b>Authority to commit financial resources:</b>	No
<b>Access/control over cash cards and expenditure:</b>	No
<b>Access/possession of master/sub-master keys:</b>	No
<b>Access to controlled or hazardous substances:</b>	No

- Access/responsibility to personal info:** Yes
- Control over Campus business processes:** No
- Responsibilities requiring license or other:** No
- Responsibility for use of commercial equipment:** No
- Is this a Campus Security Authority (CSA):**  Yes  No
- Serves a security function:** No
- Designated recipient for crime/misconduct reports:** No
- Significant responsibility for Student Activities:** No
- Significant responsibility for Campus Activities:** No

**Job Summary/Basic Function:\***

California State University, Fullerton, is searching for a Grants and Contracts Officer (Administrative Analyst/Specialist – Exempt II) for the Office of Grants and Contracts who desires to work in a diverse university environment. We are looking for a creative, organized, motivated self-starter with the critical thinking skills to provide innovative ideas and solutions supporting Department and University goals. This is an exciting opportunity to share your enthusiasm; showcase your excellent communication, leadership, and first-rate customer service skills; and further your career in the rewarding field of higher education. The Grants and Contracts Officer should have a positive attitude and an active, energetic mind characterized by highly ethical practices and a commitment to diversity, openness, flexibility, integrity, and kindness.

Under the general direction of the Associate Director of Grants and Contracts (“OGC”) and functioning as part of the OGC team, the Sr. Grants and Contracts Officer (Administrative Analyst/Specialist - Exempt II) provides high-quality support and customer service to faculty, staff, and funding agency (“Sponsor”) representatives. Serves as the lead/primary contact for selected colleges or campus units in preparing, reviewing, and submitting proposals to ensure compliance with applicable federal, state, and local laws and regulations and university policies. Provide advice and assistance to faculty, administrators, and staff with all aspects of proposal preparation, including but not limited to interpretation and clarification of Sponsor guidelines, budget development and review, completion of required forms, assurances and certifications, collection of necessary or pertinent data, and compilation of and review of proposal components for consistency and compliance with sponsor guidelines. Identify areas of risk and concern before proposal submission and ensure timely submission of accurate proposals. Coordinates the campus approval processes for proposals via Cayuse S2S and other pertinent pre-award documents. Serves as primary administrative contact and liaison for the university and Sponsors at the proposal stage. Identifies and serves as liaison in matters involving conflicts of interest, HIPAA, biosafety, and responsible conduct of research for assigned departments and units.

Drafts, reviews, analyzes, negotiates, and recommends grants, cooperative agreements, contracts, and other agreements for acceptance by the CSU Fullerton Auxiliary Services Corporation (“ASC”) on behalf of the university. Provides training for faculty and staff in all pre-award processes and procedures. Completes registration to appropriate sponsor systems as needed. Issues account for faculty, administrators, and staff to appropriate sponsor systems such as eRA Commons, NSF Research.gov, and e-grants. Assists in logistical preparation for various campus-wide events, workshops, and meetings. Serves as the lead in drafting and updating complex contracts and various other bilateral agreements, including non-financial agreements such as MOUs, MTAs, and NDAs. Secure concurrence of the principal investigator and other University offices as appropriate before recommending acceptance of the award to ASC with non-standard terms and conditions.

Serves as OGC lead in drafting, issuing, and negotiating sub-awards/subcontracts to other institutions and coordinating ASC’s acceptance of these sub-awards/subcontracts. Manage the sub-award issuance process; educate individuals on campus regarding sub-recipient regulations and policies. Collaborate with the Sponsored Programs Compliance Officer to discuss subcontract procedures, participate in policy updates, and update sub-award forms to comply with university and sponsor guidelines as needed.

**Minimum Qualifications:\***

Bachelor’s degree from an accredited four-year college or university and/or the equivalent training and administrative work experience involving the study, analysis, evaluation, development or improvement of administrative policies, procedures, practices or programs plus four years of related experience. Working knowledge of and the ability to apply standard theories, principles, practices, and techniques applicable to the program and/or administrative specialty to develop conclusions and make recommendations. Thorough knowledge of the policies, procedures, and outside regulations pertaining to the applicable program and/or administrative specialty. Working knowledge of operational and fiscal analysis and techniques. Ability to take initiative and plan, organize, coordinate, and perform work in various situations where numerous and diverse demands are involved. Skilled in the research, development, and evaluation of policies and programs. Ability to collect, evaluate, and interpret data to develop sound conclusions and make appropriate recommendations. Expertise in investigating and analyzing problems with broad administrative impact and implications. Ability to anticipate problems, address them proactively, and develop appropriate recommendations leading to solutions. Demonstrated ability to effectively interpret, organize, and present information and ideas in written or presentation form and use consultative and facilitation skills to gain consensus. Ability to train others on new skills and procedures and provide lead work direction. Proficiency in Microsoft Excel, Word, PowerPoint, Access, and Outlook. Ability to communicate clearly and effectively both orally and in writing. Ability to establish and maintain effective and cooperative working relationships with others.

A background check (including a criminal records check) must be completed satisfactorily and is required for employment. CSU will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information. Failure to complete the background check satisfactorily may affect the continued employment of a current CSU employee who was conditionally offered the position.

**Required Qualifications:**

**Preferred Qualifications:**

- Master's Degree
- Certified Research Administrator (CRA)
- Five years of related experience in a pre-award or post-award office at a university or research institute
- Experience negotiating contracts, including identifying problematic language, crafting alternate language, and contract compliance.
- Extensive experience reviewing sponsor guidelines/RFPs, preparing complex budgets, and compiling and submitting responsive proposals.
- Extensive experience in the issuance, review, and negotiation of sub-agreements to various types of organizations
- Extensive experience in preparing complex budgets involving multiple disciplines.
- Extensive experience completing federal forms (i.e. SF 424 R&R, R&R budget, current and pending support, etc.) and submission to Grants.gov and Research.gov.
- Extensive experience in issuance, review, analysis, and negotiation of complex contracts, cooperative agreements, and other bilateral agreements, including crafting alternate language to comply with university policies
- Knowledge of 2 CFR 200 (Uniform Guidelines), federal & state regulations, including federal contract terms (FAR and DFAR).
- Knowledge of federal agency policies including, but not limited to, Public Health Service, National Science Foundation, Department of Energy, Department of Defense, Department of Education, and NASA.
- Extensive computer applications experience in Cayuse S2S, Microsoft 365 (Outlook, Word, Excel, Teams), Adobe Acrobat DC, Zoom, and Dropbox.
- Extensive experience with electronic research administration systems including but not limited to Research.gov, eRA Commons, Grants.gov, ASSIST, JustGrants, NSPIRES, etc.
- Proven strong writing skills, specifically in Research Administration
- Excellent interpersonal skills and ability to work under pressure of short deadlines and multiple projects

**Special Conditions:**

California State University, Fullerton celebrates all forms of diversity and is deeply committed to fostering an inclusive environment within which students, staff, administrators and faculty thrive. Individuals interested in advancing the University's strategic diversity goals are strongly encouraged to apply. Reasonable accommodations will be provided for qualified applicants with disabilities who self-disclose.

Multiple positions may be hired from this recruitment based on the strength of the applicant pool.

If you are applying for a staff position, please note that you are not eligible to work concurrently in a staff position and an Academic Student position such as Graduate Assistant, Teaching Associate, Instructional Student Assistant or a Student Assistant position.

Regular attendance is considered an essential job function; the inability to meet attendance requirements may preclude the employee from retaining employment.

Employee/applicant who submits an application for a position may be required to successfully complete job related performance test(s) as part of the selection process.

Online application/resume must be received by electronic submission on the final filing date by 9:00 PM (Pacific Standard Time)/midnight (Eastern Standard Time). Applicants who fail to complete all sections of the online application form will be disqualified from consideration.

The person holding this position is considered a mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

California State University, Fullerton is not a sponsoring agency for staff or management positions (i.e., H1-B Visas).

**License / Certification:**

Certified Research Administrator (CRA)

**Supervises Employees:\***

Yes  No

**If position supervises other employees; list position titles:**

## Job Duties

### JOB DUTIES

% of time	Duties / Responsibilities	Essential / Marginal
30	<p>Proposal Administration and Electronic Review of Proposals before sponsor submission:</p> <p>Review, develop, administer, and submit accurate and timely proposals to funding agencies. Serve as the Authorized Representative for all externally funded applications and lead officer for the assigned complement of colleges/divisions and centers. Meet with Principal Investigator (PI)/Project Director (PD) and Research Development Officer (RDO) to discuss expectations regarding the submission timeline and develop a proposal checklist to identify the deadline for individual application components based on the sponsor guidelines. Assess the submission method and secure access accordingly. Determine if external partners will be included in the project and notify PI of required proposal documents for the identified subawardee(s), if applicable. Develop the budget alongside the project narrative and prepare the internal budget form for campus approvals. Draft and review budget justification and finalize with PI for proposal submission. Responsible for coordinating and securing internal approvals from the appropriate campus approvers prior to submission. Identify the required approvals needed based on project information (Sponsored Programs, Admin and Finance, Department Chair, College Dean, University Advancement, AVP for Research and Sponsored Programs, Risk Management, Environmental Health and Safety, Research Compliance (IRB, IACUC, and IBC), Equipment and Space Needs, International Travel (Extension and International Programs), and Biosafety). Identify required compliance documents to meet sponsor guidelines and policy (FCOI, NSF Safe and Inclusive Work Plan, etc.) Secure required compliance forms and complete assurances and certifications in accordance with sponsor guidelines. Coordinate and secure required signatures on documents such as cover page, sponsor forms, or other proposal documents as needed. Complete application forms and institutional information as required by sponsor guidelines/instructions. Review application for completeness and accuracy before submission and work collaboratively with the Research Development Officer to obtain final proposal documents from PI.</p>	Essential
25	<p>Serve as OGC lead in reviewing, drafting/issuing and negotiating subawards &amp; subcontracts to other institutions:</p> <ul style="list-style-type: none"> <li>- Draft, issue, review, and negotiate subawards and subcontracts; ensure that all necessary documents are up-to-date, correct, and complete; discuss alternate language with Associate Director and/or Principal Investigator, and/or Post-Award, as appropriate</li> <li>- Recommend and compile library of alternate language to non-standard terms and conditions or problematic language/issues for review and/or discussion with Associate Director, - Actively participate in CSU-systemwide discussions on contracts/subcontracts to keep abreast of issues encountered by the campuses with external collaborators/organizations, resolutions done, and successful negotiations completed; report/share information with Associate Director and Director.</li> </ul>	Essential
25	<p>Pre-Award coordination, negotiation, and recommendation of award documents and related other bilateral agreements for acceptance by the ASC:</p> <p>Draft, review, and negotiate various agreements; prepare recommendations for acceptance by the CSU Fullerton Auxiliary Services Corporation (ASC). Responsible for reviewing and negotiating grant/contract terms and conditions and serving as the lead contact for all incoming awards. Serve as the liaison between the sponsor and the university/ASC to ensure terms are acceptable in accordance to campus policies. Responsible for reviewing and negotiating unfunded agreements related to sponsored program activities, such as Memorandum of Understanding, Partnership Agreements, Material Transfer Agreements, and Non-Disclosure Agreements.</p>	Essential
10	<p>Assist Associate Director in reviewing, drafting, and updating sub-award &amp; subcontract, other bilateral agreement templates for university and ASC use:</p> <ul style="list-style-type: none"> <li>-Participate in, assist, and contribute to developing policies and procedures related to sub-award issuance, award acceptance/negotiation, and compliance requirements.</li> <li>- Review, analyze, and develop sub-award and subcontract templates consistent with the Uniform Guidance ("UG"), federal, state, etc. guidelines, and CSU, CSUF, and Sponsored Programs policies. Advise the Associate Director on any changes in the UG and make recommendations on subcontract templates and forms as appropriate.</li> <li>-Work collaboratively with the Associate Director in developing contract/subcontract templates and related instruction "manuals;"</li> </ul>	Essential
5	<p>Contributes to and assists in content preparation and organization of web information, workshops, and seminars</p> <ul style="list-style-type: none"> <li>- Organize and/or contribute to workshops and seminars related to research administration</li> <li>- Regularly review the literature on research administration and attend special conferences, workshops, and training, as budget permits, to stay abreast of most recent federal, state, and other sponsor requirements and management responsibilities</li> <li>- Contributes content for the Office of Research and Sponsored Programs (ORSP) website information, newsletter, and assessment survey</li> <li>- Participate in annual Research Week planning and other ORSP-related events</li> </ul>	Essential

5	Special Projects and other duties as assigned.  -Assist in surveys and special reports -Participate and contribute to special projects	Essential
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## SELECTION CRITERIA

There are no items to show

### Physical Mental and Environmental Demands

**\*\* Physical Mental and Environmental Requirements Must be Completed for all Positions**

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Please indicate the frequency (Constantly; Frequently; Occasionally; or Never) and whether or not the requirement is essential.

### Physical and Mental Requirements

<b>Bending:</b>	Occasionally
<b>Climbing:</b>	Occasionally
<b>Concentrating:</b>	Frequently
<b>Crawling:</b>	Occasionally
<b>Decision Making:</b>	Constantly - Essential
<b>Keyboarding and Mousing:</b>	Constantly - Essential
<b>Lifting or Carrying up to 10 lbs.:</b>	Occasionally - Essential
<b>Lifting or Carrying up to 25 lbs.:</b>	Occasionally
<b>Lifting or Carrying up to 50 lbs.:</b>	Occasionally
<b>Lifting or Carrying over 50 lbs.:</b>	Never
<b>Performing Calculations:</b>	Frequently
<b>Pushing or Pulling:</b>	Occasionally
<b>Reaching Overhead:</b>	Occasionally
<b>Repetitive Motion of Upper Extremities:</b>	Constantly - Essential
<b>Sitting:</b>	Constantly
<b>Standing:</b>	Occasionally
<b>Stooping Kneeling or Squatting:</b>	Occasionally
<b>Walking:</b>	Frequently

To add additional Physical and Mental Requirements - Please provide the 1) Physical and/or Mental Requirement description; 2) Frequency (Constantly; Frequently; Occasionally; or Never) and 3) Whether it is Essential to the position:

**Other Physical & Mental Requirement No. 1**

Description:

Other Physical and Mental Req No.1 Frequency:

**Other Physical & Mental Requirement No. 2**

Description:

Other Physical and Mental Req No.2 Frequency:

**Other Physical & Mental Requirement No. 3**

Description:

Other Physical and Mental Req No.3 Frequency:

Other Physical & Mental Requirements:

### Environmental Requirements

<b>Drive motorized equipment:</b>	Never
<b>Excessive Noise:</b>	Occasionally
<b>Hazards:</b>	Never
<b>Outdoor:</b>	Occasionally
<b>Elevated Work:</b>	Never

**Extreme Temperature (hot or cold):** Never  
**Indoor (Typical office environment):** Constantly

To add additional Environmental Requirements - Please provide the 1) Environmental Requirement description; 2) Frequency (Constantly; Frequently; Occasionally; or Never) and 3) Whether it is Essential to the position:

**Other Environmental Requirement No. 1 Description:**  
**Other Environmental Req No.1 Frequency:**  
**Other Environmental Requirement No. 2 Description:**  
**Other Environmental Req No.2 Frequency:**  
**Other Environmental Requirement No. 3 Description:**  
**Other Environmental Req No.3 Frequency:**  
**Other Environmental Requirements:**

## POSTING DETAILS

**Advertising Summary:**

Advertisement text:

N/A

## USERS AND APPROVALS

**Justification for Position:** Replacement for Allison Nguyen

**Hiring Administrator:\*** Kaylee Grison  
 Email address: [kaygrider@fullerton.edu](mailto:kaygrider@fullerton.edu)

**Approval process:\*** FL - PD Approval (Staff/MPP) - Dept Head

1. MPP Supervisor:	Tina Tranilla  Approved Sep 3, 2024
2. Department Head/Associate Dean:	Myrna Weber  Approved Sep 3, 2024
3. HR Classifier:	Tammy Dietzel  Approved Sep 9, 2024
4. Appropriate Administrator/Dean:	Binod Tiwari  Approved Sep 9, 2024
5. Position Management:	FL-HRDI PM  Approved Sep 9, 2024

**HR/Faculty Affairs Representative:\*** FL-HRDI Classifier  
 Email address: [hrrecruitment@fullerton.edu](mailto:hrrecruitment@fullerton.edu)