

MPP / Staff Position Description

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| **HUMAN RESOURCES USE ONLY** | |
| **Conflict of Interest (COI) Designated:**  Yes  No  **Mandated Reporter:**  Limited  General  N/A  **Review Date: 7/3/2024** | ***MPP Positions Only***  **MPP Job Code: M 08 4**  **Job Family: Academic Affairs**  **Job Function: Sponsored Research & Development**  **Job Category: Director** |

**Mandated Reporter Per CANRA**   **YES**   **NO**

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

**Please Note**: A current and accurate signed Position Description is required for each MPP / Staff position and must be on file in the Center for Human Resources. After completion, the Position Description should be reviewed, signed and dated by the employee, the supervisor and the Center for Human Resources - Classification and Compensation.

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| **Please check one:** | New Position | Existing Position Update |

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| --- | --- |
| **Date:** |  |
| **Department & Division:** | Division of Research and Innovation |
| **Employee Name**  *(leave blank if vacant)***:** |  |
| **Current Classification & Grade:** | Administrator II |
| **FLSA Status:**  *(exempt or non-exempt)* | Exempt |
| **Working Title:** | Director of Shared Research Facilities |
| **Position Number & Job Code:** |  |
| **Working Title & Position Number of HEERA Designated Appropriate Administrator:** | Senior Associated Vice President for Research Administration / 10008630 |

**I. FUNCTION OF THE EMPLOYING UNIT:**

*State the basic purpose of the Department/Unit in one brief paragraph. Include the division’s DEI statement here.*

The Division of Research and Innovation (DRI) is the central university office with oversight of SDSU Research Foundation, and the following units: Innovation, Research Operations, Research Advancement, Research Support Services, Technology Transfer, the ZIP Launchpad, Research Communications, Undergraduate Research, and a specialized IT unit. The leader of the unit is the Vice President for Research and Innovation. As the chief research officer for SDSU, the VPRI is responsible for institutional approval of all grant and contract proposals relating to sponsored research, instruction and service agreements as well as developing partnerships for the Innovation District as part of the SDSU Mission Valley Development.

**II. PURPOSE OF POSITION**:

*State the basic purpose of the position in one to three specific statements.*

Reporting to the Senior Associate Vice President for Research within the SDSU Division of Research and Innovation (DRI), the Director of Shared Research Facilities provides strategic oversight and coordination for shared core facility operations. Under the direction of the Senior Associate Vice President, the Director of Shared Research Facilities will work closely with shared facility stakeholders (e.g., core facility leadership, faculty, students, technicians, etc.), college deans, and other leadership within DRI. The Director of Shared Research Facilities will provide critical leadership and vision for supporting and advancing the research mission of SDSU and will be essential to the development and sustainability of new shared research facilities as well as the maintenance of existing facilities.

**III. CHANGES IN RESPONSIBILITIES:**

New position

**IV. MAJOR RESPONSIBILITIES**:

*Clearly list the major responsibilities/essential functions in descending order from the most important to the least important. Indicate the approximate percentage of time spent in each (percentages should not be less than 5%). The percentage must total 100%.*

| **Description of Responsibilities:** | **(%) Percent of Time** |
| --- | --- |
| **Leadership and Management:** Provide strategic leadership and direction for shared research facilities. This includes serving as the central point of contact for all stakeholder inquiries concerning shared research facilities for the campus. Serve as a liaison between campus business units and the Division of Research and Innovation. Develop and lead a campus shared research facilities comprised of faculty, staff, students, and administration. Contribute to the strategic vision of SDSU as well as the Division of Research and Innovation by providing input on research infrastructure needs, priorities, and resource allocation strategies. Collaborate closely with campus leadership and facility stakeholders to identify facility gaps/needs and the acquisition, replacement, and removal of equipment. | 10% |
| **Budgeting and Financial Management:** Develop and manage the budgets for core facilities, including working with stakeholders to develop cost recovery models using federal guidelines for new and existing facilities. This activity would also include budget forecasting and resource allocation or reallocation for facility maintenance, upgrades, and expansions. Measure both the utilization of each core service and track each core’s costs and revenues, reporting on these measures on a regular basis to DRI and others as required. | 15% |
| **Personnel Management:** Foster a collaborative, productive, and supportive work environment for campus shared facilities. This includes the recruitment training, and supervision of facility managers. Facilitate the development of training, education, and professional development opportunities for core facilities managers and technicians. | 10% |
| **High Quality Service:** Ensure shared facilities provide high-quality services and support to faculty and staff across various disciplines. Develop service agreements, pricing structures, and user policies to facilitate equitable access and efficient utilization campus resources. Measure access to services in a manner that provides transparency on user access, capacity, and any issues related to utilization. | 20% |
| **Technology and Infrastructure Development:** Stay well-informed about emerging technologies and trends in research instrumentation as well as research methodologies. Identify opportunities for facility upgrades and investments to enhance facility capabilities and to meet the evolving needs of campus researchers. | 10% |
| **Policy Development and Compliance:** Develop and enforce policies and procedures governing the operation and use of core facilities. This includes the adherence to relevant federal regulations and institutional guidelines. Collaborate with the SDSU Research Foundation and the Division of Business and Financial Affairs to ensure compliance with federal, state, and institutional guidelines. Work closely with the IT Division to ensure compliance with data security and privacy regulations as well as with Research Support Services to ensure ethical standards for research conduct. | 15% |
| **Evaluation and Continuous Improvement:** Implement key performance metrics and evaluation criteria to assess the effectiveness and impact of campus shared research facilities. Solicit feedback from users and stakeholders to identity areas for improvement and innovation. | 10% |
| **Collaboration and Outreach:** Foster collaborations and partnerships with internal and external stakeholders, including faculty, research centers/institutes, industry partners, and funding agencies. Promote the visibility of SDSU shared research facilities through marketing initiatives, workshops, networking events, and membership in external professional organizations (e.g., Association of Biomolecular Resource Facilities—ABRF). | 5% |
| **Grant Writing and Fundraising:** Work collaboratively with other DRI units to seek funding for and assist in the writing of external grant proposals for core facility funding (e.g., S10, C06, MRI). This also includes collaboration with the Director of Strategic Initiatives to seek funding from corporate sponsors, private donors, and SDSU alumni. | 5% |
| **Total**  **=100%** | 100% |

**V. LEAD WORK DIRECTION OVER OTHERS**:

*List of individuals the incumbent supervises/leads. Indicate the type of supervision, whether direct (directly supervises the position and conducts performance evaluation) or general (acting in a lead capacity or assigning work).*

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| --- | --- | --- |
| **Classification** | **Working Title** | **Type of work direction**  **(Direct or General)** |
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**VI.** **POSITION REQUIREMENTS**:

*A. List education and years of experience required that are based on the classification standards.*

* Bachelor’s degree in science or engineering
* Minimum of 5 years of experiences in a research laboratory environment in academia or industry

*B. Skills, knowledge, and abilities required for this position that are based on the classification standards*

* Supervisory experience
* Effective oral and written communication skills

*C. Specialized skills required for this position*

* Ability to work effectively in a fast-paced, collaborative team environment
* Ability to prioritize competing priorities and tasks

*D. License and Certification Required (I.e., Driver’s License and Grade, Certification, etc.)*

**VII.** **PREFERRED QUALIFICATIONS**:

* Postgraduate degree (e.g., Masters) in science or engineering OR an MBA with a scientific or technical background.
* Experience setting up shared services recharge or cost centers in an academic environment.
* Knowledge of federal core facility cost studies and accounting practices.
* Experience obtaining external funding for research from federal funding agencies

**VIII. SIGNATURES:**

*The signature indicates position description is an accurate and correct statement of duties and responsibilities assigned to the position. (Limited to 3 Signers as listed below)*

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|  |  |  |
| Incumbent’s Signature/Acknowledgment |  | Date |
|  | | |
|  |  |  |
| Appropriate Administrator Signature |  | Date |
|  | | |
|  |  |  |
| Classification & Compensation Services |  | Date |

# Attachment A

Complete for all positions

**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, please complete the sections below.**

**Physical Summary:** Choose one description out of the categories below that best describes this position.

**Sedentary Work:** Involves mainly sitting. Walking and standing are minimal. Lifting is limited to lightweight objects (10 pounds or less).

**Light Work:** Job involves some lifting of medium weight objects (10-20 pounds) and/or 10% -20% of the job involves standing or walking.

**Medium Work:** Job **i**nvolves lifting heavy-weight objects (20-40 pounds) and/or 20%-40% of the job involves standing, squatting, kneeling, or walking. May require pushing or pulling objects within the weight limits.

**Heavy Work:** Job involves lifting more than 40 pounds. Approximately half of the incumbent’s time will be spent walking, standing, squatting, kneeling, or climbing.

**Use the codes below for each of the items which most accurately describe the extent of the specific activity performed in this position.**

“C” = constantly or 6-8 hours per day “F” = frequently or 3-6 hours per day

“O” = occasionally or up to 3 hours per day “N” = never

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| --- | --- | --- | --- |
| **Physical Requirements of the Position** | | **Mental Requirements of the Position** | |
| F | Bending (neck) | C | Reading & Comprehending |
| O | Bending (waist) | C | Writing |
| N | Climbing | O | Performing Calculations |
| N | Crawling | C | Communicating Orally |
| N | Kneeling | C | Reasoning & Analyzing |
| N | Pushing/Pulling | C | Decision Making |
| O | Sitting | F | Directing/Coordinating Others: |
| N | Squatting |  | Other: |
| F | Standing | **Environmental Working Conditions** | |
| O | Twisting (neck) | N | Exposure to variations in temperature/humidity |
| O | Twisting (waist) | N | Exposure to chemicals, gases, dust or fumes |
| F | Walking | N | Operates machinery or drives motorized equipment |
| O | Handling Objects | N | Exposure to bio-hazards |
| O | Manual dexterity | C | Working in normal office environment |
| O | Reach above/below shoulder | N | Working outside with various weather conditions |
| N | Using foot controls | N | Uses specialized equipment |
|  | Other: |  | Other: |

# Attachment B

Complete for all positions

***Sensitive Position:*** *For current employees who are voluntarily reassigned or reclassified to a sensitive position, a background check is also required. To determine if this position is a sensitive position, please consult with Human Resources and reference the* [*CSU Background Check Policy*](https://sdsuedu.sharepoint.com/sites/BFA/HR/employment/Pages/CSU-Background-Check-Policy.aspx).

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| --- | --- | --- |
| *Consideration for designation as a sensitive position per HR Technical Letter 2017-17* | | |
| 1. Does this position have responsibility for the care, safety, and security of people (including children and minors), animals, and CSU property? | Yes  No | Sexual offender registry check for those who perform work involving regular or direct contact with minor children and those who are identified as mandated reporters of child abuse and neglect under Executive Order 1083 and California Penal Code §11165.7(a). |
| 1. Does this position have access to and responsibility for detailed personally identifiable information about students, faculty, staff, or alumni that is protected, personal, or sensitive? | Yes  No | Access to Level Protected Level 1 Data: (i.e., Passwords, DOB, Credit Card Numbers, SSN’s, Medical Data, Law Enforcement Records, etc.) - Link to or incorporate ICSUAM pages. |
| 1. Does this position have access to student records? | Yes  No | FERPA (Access to student education records) |
| 1. Is the position responding for recording/reporting Clery Data? | Yes  No | Clery Act Basics |
| 1. Does the position have access to protected health information? | Yes  No | HIPAA |
| 1. Will this position be an active/participating member of the SDSU Emergency Operations Team? | Yes  No | EOC Member |
| 1. Does this position have responsibility for operating commercial vehicles, machinery or equipment that could pose environmental hazards or cause injury, illness, or death? | Yes  No | Motor Vehicle Records/Licensing Check is required. CA Defensive Driver |
| 1. Does the position influence or make decisions regarding real property, real property acquisitions and/or leaseholds, land use and/or development? | Yes  No | COI CAT 1 |
| 1. Does the position influence or make decisions regarding the purchase of goods, service or construction work? **Note: Having a procurement card is not qualifying if the individual is limited to making directed and supervised purchases from established vendors.** | Yes  No | COI CAT 2 |
| 1. Does the position influence or make decisions regarding the investment of **SDSU/CSU** funds. | Yes  No | COI CAT 5 |
| 1. Does the position influence or make decisions regarding the sale of campus goods, services, products, or commodities (including agricultural commodities), which are sold by the campus? | Yes  No | COI CAT 6 |

# Attachment C

Complete for **MPP Positions Only**

**Mental Effort:**

*Enter frequency of occurrence for all applicable activities using the following key:*

**1=Never Occurs 2=Seldom Occurs 3=Sometimes Occurs 4=Occurs Often 5=Almost Always Occurs**

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| **Planning** | | **Staffing** | |
| 4 | Forecast | 3 | Define Roles |
| 4 | Set Program Goals | 3 | Give Input to Position Descriptions |
| 3 | Determine Budget Allocations | 3 | Determine Selection Criteria |
| 4 | Establish, Implement, Revise Policies | 3 | Recruit/Interview/Select |
|  |  | 3 | Orient Staff |
| **Organization** | | **Employee Relations** | |
| 3 | Describe Relationships Between Functions | 2 | Initiate Corrective Action |
| 4 | Define Department/Divisional Structure | 2 | Authorize Formal Discipline |
| 4 | Establish Priorities to Meet Goals | 2 | Administer Collective Bargaining Agreements |
| 3 | Schedule Work for Employees | 2 | Prepares/Investigates Grievance Awards and Complaints |
| 3 | Implement procedures | 2 | Formulates/Represents University Position for Formal Grievances/Complaints |
| 3 | Determine work methods | 2 |  |
| 3 | Balance multiple tasks/projects |  |  |
| **Direction/Leadership/Supervision** | | **Performance Evaluations** | |
| 2 | Educate | 2 | Determine Performance Standards |
| 3 | Delegate | 4 | Authorize/Approve Awards |
| 3 | Coordinate | 3 | Prepare Performance Evaluations |
| 3 | Coach/Train/Develop | 3 | Observe/Follow-Up on a Daily Basis |
| 2 | Recommend Formal Training | 2 | Correct Work/Behavior Problems |
| 4 | Motivate |  |  |
| 3 | Instruct/Demonstrate |  |  |
| 2 | Schedule Staff/Readjust Schedule |  |  |
| **Organization** | | **Other** | |
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# Attachment D

Department Organization Chart

**Instruction:** Please insert an image of your department’s organization chart and highlight where this Position Description falls within the chart.

