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| Employee Name: |  |  | Fresno State ID #: |     |
| Classification: | AA/S NE |  | Working Title: | Research Analyst |
| Prepared By (MPP/Chair): | Dean |  | Department: | Jordan College - Office of the Dean |
| Bargaining Unit: | R09 | FLSA Status: | Non-exempt | Date Prepared: | 9/2024 |

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| **POSITION DESCRIPTION** |

**Overview**:

Under the general supervision of the Dean, the incumbent supports the mission of the Jordan College of Agricultural Sciences and Technology and the University by assuring that a variety of administrative and technical assignments are completed in a timely and efficient manner. The purpose of this position is to oversee research administrative support for the Jordan College and provide direction for Department Administrative Assistants; and coordinate Jordan College matters related to academic programs and students. This position works closely with the Assistant to the Dean to ensure that the needs of the College are met. A high degree of autonomy is afforded the position, requiring excellent judgement, discretion and confidentiality.

**Major Duties of the job include**:

* Serve as Fresno State ARI campus research analyst, support strategic initiatives and provide administrative and budgetary analysis, support, and recommendations regarding Fresno State ARI projects to ARI Campus Coordinator, College Dean, ARI System Administration Office, center directors and administrative support, faculty, staff and the general public on Fresno State ARI projects, policies and procedures
* Assist with the review, analysis and development of the state budget (Phase I and Phase II) for CATI/Center in consultation with college leadership based on known commitments and anticipated reimbursements
* Coordinate ARI research program and grant support assistance (pre-award inquiries, campus submission and approval process, proposal review process, project funding and notification process, post award and project close-out processes) for all CATI/Centers
* Review and analyze additional employment proposals, research budget requests in Kuali/Peoplesoft, and perform continuous budgetary control of research Foundation accounts and provide current information on fiscal status related to research administration to college leadership
* Collate, analyze, and present data to ARI Campus Coordinator, College Dean, and ARI System Administration related to research budget administration, additional employment, research logistics
* Provide information, assistance, review and make recommendations regarding Fresno State ARI projects, processes, policies and procedures to ARI Campus Coordinator, Jordan College Dean, Fresno Foundation, and ARI System Administration to ensure program accountability and compliance
* Gather data and conduct studies on various problems arising in connection with research administration.
* Query, collate, and process data related to returned indirect funds ensuring awarding process are in compliance with existing State and Foundation policies and procedures; prepare award notifications and journal entries related to returned indirect funds
* Collaborate with center administrative support staff to collect and present research data related to CATI annual reports
* Coordinate, analyze, review and process RSCA and PRSCA award cycles with Provost and Sponsored Programs Offices.
* Provide preliminary review of ARI funding documents (final budget summaries, match documents, etc.) for funding approval, review no-cost extension requests, and track submission of annual and final reports.
	+ Maintain ARI OPM system with Fresno State project awards and all related information as required by College leadership and ARI Administration.
	+ Initiate and maintain the standard agreements for ARI project funding with the Fresno State Foundation
	+ Reconcile and maintain ARI fund balances based on new funding commitments, changes to project funding, closed projects, and residual funding.
	+ Serve as the point of contact for ARI principal investigators who have routine questions about their projects.
	+ Initiate ARI allocation orders between Fresno State Budget Office and ARI Administration home campus.
	+ Participate as a member of the ARI Logistics group, provide information and make recommendations to the ARI Campus Coordinator, College Dean and ARI administration.
* Respond to and work with the Division of Research and Graduate Studies and Fresno Foundation on pre- and post-award issues related to College grants and contract activity, including ARI
* Assist the Foundation grant analyst in ARI project accountability and compliance
* Serve as a liaison between DAAs and Faculty Affairs in preparing and facilitating Part-Time Faculty Contracts for the College.
* Analyze FAD reports to ensure accuracy in regard to faculty workload, assigned time reimbursements and process corresponding ABJs, RTCs, Volunteer forms, etc.
* Work collaboratively with DAAs in developing their course schedules and facilitating the assignment of the departments and the college’s allocated classrooms.
* Assist departments with PT Faculty position control and salary cost distribution as it relates to budgetary control functions.
* Maintain various complex spreadsheets including comparatives on faculty workload, salary, budget, expenditures, chargebacks, etc.
* Responsible for College scholarship and assistantship award process.
* Compiling data for various ad hoc reports as requested by the Dean or Associate Dean.
* Assist in maintaining office records, forms, and general filing system; including purging outdated files annually utilizing university compliance guidelines.
* Assist in responding to inquiries from College administration, faculty, staff, students, and the general public.

**Secondary Duties of the job include**:

* Provide backup for other positions in the Office of the Dean.
* Assist as needed with special projects and events.
* Supervise student assistants as necessary.
* Provide administrative support for Jordan College Student Leadership Council, Honors Program, and College Standing Committees.
* Other duties as assigned.

**Supervisor and supervisory responsibilities**:

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| Who Supervises this Position: | Dean |
| Who is Responsible for completing the Performance Appraisal: | Dean |
| What other classifications does this Supervises: | None |

**Minimum Requirements: Knowledge, Skills and Abilities**:

**Knowledge of:**

* Knowledge of applicable university infrastructure, policies and procedures.
* Working knowledge of budget policies and procedures.
* Knowledge of basic methods and procedures for research and statistical analysis and the ability to apply them.
* Thorough knowledge of English grammar, punctuation and spelling and be able to clearly communicate orally and in writing.
* Thorough knowledge of office systems and the ability to use a broad range of technology systems and software applications (e.g. Microsoft Word and Excel), as well as scheduling, internet and e-mail.
* Demonstrated knowledge of and skill in advanced office methods, procedures and practices to troubleshoot most office issues and problems.

**Skill/Ability to:**

* Interpret and apply a wide variety of complex policies and procedures independently and use judgement and discretion to act when precedents or specific guidelines may not exist.
* Ability to analyze data and make accurate projections using business mathematics and basic statistical techniques.
* Ability to organize and plan work and projects including handling multiple projects/assignments and priorities.
* Ability to make independent decisions and exercise sound judgment.
* Ability to compile, compose, and present reports.
* Perform business math, such as calculate ratios and percentages, track financial data, and make projections.
* Ability to create, analyze and prepare program information and provide data for review in developing and implementing strategies.
* Possess demonstrated initiative, time management and problem-solving skills.
* Possess demonstrated organizational and recordkeeping skills (financial, personnel)
* Demonstrated ability to establish and maintain effective working relationships within and outside the work group and serve as a liaison for the organizational unit.
* Highly developed interpersonal skills and professional attitude and the ability to work effectively with a diverse student, faculty and staff population.

**Education and Experience:**

* Equivalent to a bachelor's degree and/or equivalent training and administrative work experience involving study, analysis, and/or evaluation leading to the development or improvement of administrative policies, procedures, practices, or programs.

**Preferred Knowledge, Skills and Abilities**:

* Demonstrated successful administrative office experience.
* Computer proficiency (intermediate to advanced MS Office) and on-line applications (web, email, e-scheduling, financials, HR, student applications).
* Resource allocation management (facilities, equipment).
* Demonstrated ability to provide lead work direction.

**SPECIAL CONDITIONS OF EMPLOYMENT AND POSITION DESIGNATIONS:**

• This position will have a duty to report to the Campus Title IX Officer information pertaining to victims of sex discrimination, sexual harassment, sexual misconduct, dating/domestic violence, and stalking as required by CSU Executive Order 1095.

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| Employee Name: |  | Position: | Research Analyst – AASNE |
| Department: | JCAST | Date Prepared: | 9/2024 |

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| **WORKING ENVIRONMENT** |

Check the appropriate box which most accurately describes the extent of the specific activity performed by the employee on a daily basis. If the activity is performed less than one (1) hour each day, check the N/A box.

**PHYSICAL EFFORT**

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| --- | --- | --- | --- | --- |
|  | Number of hours/day |  |  | Number of hours/day |
|  | N/A | 1-2 | 3-4 | 5-6 | 7+ |  |  | N/A | 1-2 | 3-4 | 5-6 | 7+ |
| 1. Sitting |[ ] [ ] [ ] [x] [ ]   | 12. Lifting or carrying |[ ] [ ] [ ] [ ] [ ]
| 2. Standing |[ ] [x] [ ] [ ] [ ]   | A. 10 lbs. or less |[x] [ ] [ ] [ ] [ ]
| 3. Walking |[x] [ ] [ ] [ ] [ ]   | B. 11 to 25 lbs. |[x] [ ] [ ] [ ] [ ]
| 4. Bending Over |[x] [ ] [ ] [ ] [ ]   | C. 26 to 50 lbs. |[x] [ ] [ ] [ ] [ ]
| 5. Crawling |[x] [ ] [ ] [ ] [ ]   | D. 51 to 75 lbs. |[x] [ ] [ ] [ ] [ ]
| 6. Climbing |[x] [ ] [ ] [ ] [ ]   | E. 76 to 100 lbs. |[x] [ ] [ ] [ ] [ ]
| 7. Reaching overhead |[x] [ ] [ ] [ ] [ ]   | F. Over 100 lbs. |[x] [ ] [ ] [ ] [ ]
| 8. Crouching |[x] [ ] [ ] [ ] [ ]   | 13. Repetitive use of hands/arms |[ ] [ ] [ ] [x] [ ]
| 9. Kneeling |[x] [ ] [ ] [ ] [ ]   | 14. Repetitive use of legs |[x] [ ] [ ] [ ] [ ]
| 10. Balancing |[x] [ ] [ ] [ ] [ ]   | 15. Eye/hand coordination |[ ] [ ] [x] [ ] [ ]
| 11. Pushing or pulling |[x] [ ] [ ] [ ] [ ]

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|  | Yes | No |
| 16. Driving cars, trucks, forklifts and other equipment |[x] [ ]
| 17. Being around scientific equipment and machinery |[ ] [x]
| 18. Walking on uneven ground |[ ] [x]

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| **MENTAL EFFORT** |  | **ENVIRONMENTAL FACTORS** |
|  | Number of hours/day |  |  | Number of hours/day |
|  | N/A | 1-2 | 3-4 | 5-6 | 7+ |  |  | N/A | 1-2 | 3-4 | 5-6 | 7+ |
| 1. Directing Others |[ ] [x] [ ] [ ] [ ]   | 1. Inside |[ ] [ ] [ ] [ ] [x]
| 2. Writing |[ ] [x] [ ] [ ] [ ]   | 2. Outside |[x] [ ] [ ] [ ] [ ]
| 3. Using math/calculations |[ ] [x] [ ] [ ] [ ]   | 3. Humid |[x] [ ] [ ] [ ] [ ]
| 4. Talking |[ ] [x] [ ] [ ] [ ]   | 4. Hazards |[x] [ ] [ ] [ ] [ ]
| 5. Working at various tempos |[ ] [x] [ ] [ ] [ ]   | 5. High places |[x] [ ] [ ] [ ] [ ]
| 6. Concentrating amid distractions |[ ] [x] [ ] [ ] [ ]   | 6. Hot |[x] [ ] [ ] [ ] [ ]
| 7. Remembering names |[ ] [x] [ ] [ ] [ ]   | 7. Cold |[x] [ ] [ ] [ ] [ ]
| 8. Remembering details |[ ] [x] [ ] [ ] [ ]   | 8. Dry |[x] [ ] [ ] [ ] [ ]
| 9. Making decisions |[ ] [ ] [x] [ ] [ ]   | 9. Wet |[x] [ ] [ ] [ ] [ ]
| 10. Working rapidly |[ ] [x] [ ] [ ] [ ]   | 10. Change of temp |[x] [ ] [ ] [ ] [ ]
| 11. Examining/observing details |[ ] [ ] [x] [ ] [ ]   | 11. Dirty |[x] [ ] [ ] [ ] [ ]
| 12. Discriminating colors |[ ] [x] [ ] [ ] [ ]   | 12. Dusty |[x] [ ] [ ] [ ] [ ]
|  |  |  |  |  |  |  | 13. Odors |[x] [ ] [ ] [ ] [ ]
|  |  |  |  |  |  |  | 14. Noisy |[x] [ ] [ ] [ ] [ ]
|  |  |  |  |  |  |  | 15. Working With others |[ ] [ ] [x] [ ] [ ]
|  |  |  |  |  |  |  | 16. Working around others |[ ] [ ] [ ] [ ] [x]
|  |  |  |  |  |  |  | 17. Working alone |[ ] [ ] [ ] [x] [ ]