



**KAISER PERMANENTE**®

**Senior Research Activities Coordinator - Grade 13  
Job Family: Research & Development**

<b>Requisition ID:</b> RE.0801738	<b>Internal Post Date:</b> 07/31/2008	<b>Internal Post Expiration:</b> 07/30/2010
<b>Public Department Description:</b> Division of Research	<b>Facility Name:</b> Regional Office	<b>Work Location:</b> 2000 Broadway, Oakland 94612
<b>Position Type:</b> Full-Time Regular	<b>Scheduled Hrs per Week:</b> 40	<b>Shift:</b> Day
<b>Working Hours (Start):</b> See schedule below	<b>Working Hours (End):</b> See schedule below	<b>Work Days:</b> See schedule below
<b>Job Code:</b> 967031	<b>Grade/Salary Range:</b>	<b>Employee Group:</b> Salaried Employees
<b>Division:</b> Regional Offices	<b>EEO Category:</b> 2G - Other Professionals	<b>AAP Goal:</b> No Goal
<b>Entity/Loc Code/Cost Center:</b> 1.001.9201	<b>Replacement?</b> Replacement	<b>Replacement Name:</b> Marissa Brownell
<b>Hiring Manager:</b> Barry Miller	<b>ERAP:</b> N	<b>Recruiter:</b> Chris Jones

**Qualifications:**

This position supports Kaiser Permanente's code of conduct and compliance by adhering to all laws and regulations, accreditation and Licensure requirements, and internal policies and procedures. Kaiser Permanente is proud to be an equal opportunity/affirmative action employer.

DEPARTMENT: DIVISION OF RESEARCH

SCHEDULE: Full-time regular, 40 hours per week, Day Shift, Scheduled day and time are contingent on departmental needs.

**POSITION SUMMARY:**

Performs as a generalist with a combination of support functions to the Research Administration group and their clients. The position is given discretionary authority to personally handle administrative matters of some significance, in the absence of, or on behalf of, the manager(s). The position independently and on own initiative plans and carries out assigned administrative/support work requiring considerable judgment in identifying solutions to problems and determining and executing appropriate course of action. The positions interacts with all levels within and outside the organization to release information and handle administrative matters. Requires knowledge of or ability to learn research administration procedures and guidelines, and administrative concepts, principles and accepted practices in the occupation.

EDUCATION/LICENSE/CERTIFICATION: Bachelor's degree or equivalent experience required, and typically three years of progressively responsible experience. Or, High School Diploma or GED plus six years experience using administrative skills in a large/complex organizational environment.

Bachelor' degree or equivalent experience in public health, health care administration, epidemiology or previous exposure to the field of research preferred.

#### QUALIFICATIONS:

Excellent customer service, oral written communication skills as well as exceptional organizational skills required. Proficiency in use of computer word processing, spreadsheet and database programs required. Ability to work with Investigators/Physicians at all levels in problem solving situations. Experience in coordinating and providing support to large complex projects. Must be resourceful and perform in a professional manner. Ability to work independently, exercise discretion and sound judgment. Accuracy, productivity, dependability and good attendance record a must. Must be able to work in a Labor/Management Partnership environment.

#### PREFERRED QUALIFICATIONS:

Prior supervisory experience in a business environment required. Ability to effectively coordinate multiple projects, use time management skills and independent judgment. Strong customer service, written and interpersonal skills required to communicate effectively with all levels of management internal/external. Advanced level of proficiency with MS Office applications (Word, Excel, PowerPoint, Access, Photo Editor), Acrobat Professional, Reference Manager, Endnote, Visio and Lotus Notes with expertise with word processing, spreadsheets, graphics and presentation software including ability to create and format tables; merge documents; and develop professional slideshow and poster presentations and visual aids is highly preferable. Experience with large scale tracking systems preferred.

Experience in coordinating and providing support to large complex projects preferred.

#### SKILLS TESTING: N/A

#### DUTIES:

Responsible for creation and maintenance of all Independent Contractor agreements including being main point of contact for Manager, Human Resource consultants and Accounts Payable contacts on all related issues. Provides administrative support to team for grant/contract submissions including keeping essential application elements up to date and accurate and providing clerical support as needed. Liaison between Division of Research Administrative team and the Kaiser Foundation Research institute for all grant/contact submissions. Provides staff support to group meetings including maintaining minutes, and conducting meeting follow-up. Helps to maintain administrative databases.

Consistently supports compliance and the Principles of Responsibility (Kaiser Permanente's Code of Conduct) by maintaining the privacy and confidentiality of information, protecting the assets of the organization, acting with ethics and integrity, reporting non-compliance, and adhering to applicable federal, state and local laws and regulations, accreditation and licenser requirements (if applicable), and Kaiser Permanente's policies and procedures.

Kaiser Permanente conducts compensation reviews of positions on a routine basis. At any time, Kaiser Permanente reserves the right to reevaluate and change job descriptions, or to change such positions from salaried to hourly pay status. Such changes are generally implemented only after notice is given to affected employees.

#### OTHER DUTIES:

Under limited supervision, coordinates advanced administrative support to the Division's Principal Investigators' pre-award needs. Activities range from routine to moderately complex, requiring a greater level of judgment and initiative to determine proper approach or action per given situation and assignment. On own initiative and discretion and based on priorities, commitments and current projects, assesses urgency/priorities. Emphasizes high quality with customer-service orientation.

Supervises day-to-day activities for Administrative Support Program. Coordinates job activities and

staff work flow. Performs ongoing operational tasks to support a multi-function department. Recommends solutions to Program design problems. Works under general supervision of Division's Administrative Director. Final review required for each phase of Program.

Supervises staff to include hiring, training, evaluating performance and assigning work. Supervises union staff members.

Monitors Program budget, timelines, staffing, space and equipment needs.

Develops Program tools such as tracking forms, protocols, timelines & performance review forms.

Supervises daily operations and actively assists and provides direction to subordinates as required. Ensures projects are completed on schedule following established procedures and schedules. Facilitates communication between related departments and own department.

Oversees Program Tracking system and assigns tasks to staff; creates and runs reports. Oversees effectiveness and quality assurance.

Uses a variety of software to create, prepare, format and distribute documents in a wide range of programs. Prepares organizations charts, presentations, electronic documents and data.

Performs other related duties following standard office routine, practices and procedures or instructions.