<table>
<thead>
<tr>
<th>Payroll Title:</th>
<th>ANALYST II</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll Title Code:</td>
<td>7235</td>
</tr>
<tr>
<td>Job Group:</td>
<td>B08</td>
</tr>
<tr>
<td>Overtime Eligible: (FLSA)</td>
<td>Non-Exempt</td>
</tr>
<tr>
<td>Employee Relations Unit: (Bargaining Unit)</td>
<td>99</td>
</tr>
<tr>
<td>Representation:</td>
<td>Uncovered</td>
</tr>
<tr>
<td>PSS Salary Grade:</td>
<td>2</td>
</tr>
</tbody>
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**Position Description**

<table>
<thead>
<tr>
<th>Position Number: (Assigned when added to Library)</th>
<th>02016249</th>
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<tbody>
<tr>
<td>Dept:</td>
<td>INST OF TRANSPORTATION STUDIES - 061822</td>
</tr>
<tr>
<td>Position:</td>
<td>ASSISTANT PROGRAM MANAGER</td>
</tr>
<tr>
<td>HEERA/Union Representation:</td>
<td>This position is not represented by a collective bargaining unit</td>
</tr>
</tbody>
</table>

**IMMEDIATE SUPERVISOR**

<table>
<thead>
<tr>
<th>Supervisor Name:</th>
<th>Paul Gruber</th>
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</thead>
<tbody>
<tr>
<td>Supervisor Payroll Title:</td>
<td>Analyst VI</td>
</tr>
<tr>
<td>Supervisor Phone Number:</td>
<td>530-752-1934</td>
</tr>
</tbody>
</table>

**POSITION DETAILS**

<table>
<thead>
<tr>
<th>Job Summary:</th>
<th>Reporting to the UC Davis NextSTEPS research consortium Executive Director, this position will serve as Assistant Program Manager and provide assistance in the day-to-day operations, outreach and management of the program. Responsibilities include: Research reporting, preparation of program deliverables, synthesis and dissemination of research findings, preparation of symposia, workshops and sponsor visits, member stewardship, process improvements, planning and coordination of internal research and external stakeholder meetings, funding development support, and related administrative tasks.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Job Scope:</td>
<td>The Sustainable Transportation Energy Pathway's (NextSTEPS) program is one of many centers and programs administered through the UC Davis Institute of Transportation Studies. The Program's goals are to inform debate and assist public and private sponsors by providing tools and knowledge concerning sustainable transportation alternatives, mostly in the comparison of energy pathways such as hydrogen, biofuels, electricity, and fossil fuels. Program deliverables come in the form of peer-reviewed papers, research reports, research symposia, technical workshops, quarterly newsletters, sponsor-specific interaction</td>
</tr>
<tr>
<td>Department Specific Job Scope:</td>
<td></td>
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</table>
Reports, a password-protected website and public process activities. The Program has an expanded, annual budget of $3 million, funded through a consortium of approximately 25 major energy and automotive companies and government agencies, as well as research contracts. The Program also has an executive board made up of representatives from consortium members, and has approximately 90 research personnel associated with it. More information can be found at http://steps.ucdavis.edu/.

Positions Supervised:

<table>
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<tr>
<th>Essential Responsibilities:</th>
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<tbody>
<tr>
<td><strong>50% PROGRAM MANAGEMENT</strong></td>
</tr>
<tr>
<td>- Assist in the general strategic planning of the program, including budgets and personnel.</td>
</tr>
<tr>
<td>- Assist in the preparation of internal management strategy documents, meetings, and presentations.</td>
</tr>
<tr>
<td>- Manage and update regularly major program databases - storing projects, budgets, schedules, presentations, publications, personnel, contacts, email lists, and related information.</td>
</tr>
<tr>
<td>- Manage the means of research collaboration and dissemination through the NextSTEPS web servers and website. Assist in the development and implementation of processes which improve the collection and dissemination of program research.</td>
</tr>
<tr>
<td>- Assist with the planning and organization of the NextSTEPS seminar series for students and research team members.</td>
</tr>
<tr>
<td>- Help plan travel for management team members.</td>
</tr>
<tr>
<td>- Recruit, hire, and manage program interns and volunteers.</td>
</tr>
<tr>
<td>- Other administrative tasks, as assigned.</td>
</tr>
<tr>
<td><strong>25% STAKEHOLDER ENGAGEMENT</strong></td>
</tr>
<tr>
<td>- Assist in the synthesis and dissemination of results-oriented research findings to 23+ sponsors and external audiences, including quarterly reports, white papers, newsletters, and email updates.</td>
</tr>
<tr>
<td>- Steward the current sponsors by facilitating answers to their research and programmatic inquiries.</td>
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<tr>
<td>- Plan and coordinate research symposia, workshops, webinars, public outreach, and other program events.</td>
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<tr>
<td>- Prepare program descriptions, slide presentations, electronic invitations, and other communications.</td>
</tr>
<tr>
<td>- Edit and maintain website content and expand website mechanisms to reach wider public audiences, using video, social media or other tools.</td>
</tr>
<tr>
<td><strong>25% FUNDING DEVELOPMENT SUPPORT</strong></td>
</tr>
<tr>
<td>- Manage the database of funding opportunities being pursued by team members.</td>
</tr>
<tr>
<td>- Identify new prospects for funding and assist in their cultivation.</td>
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<tr>
<td>- Assist in the preparation of proposals to government agencies, industry, and other stakeholders.</td>
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<tr>
<td>- Assist in the planning and develop of presentations and meetings with potential funders.</td>
</tr>
<tr>
<td>- Assure that fundraising activities are conducted in accordance with Office of University Development policies, practices and standards.</td>
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</tbody>
</table>
| Physical Demands: | - Expected to drive and evaluate alternative fueled vehicles provided by the university.  
- May be required to lift up to 15 lbs. of office equipment and marketing materials.  
- Valid California driver’s license.  
- Work occasional overtime, evenings and weekends.  
- UC Davis is a smoke and tobacco free campus effective January 1, 2014. Smoking, the use of smokeless tobacco products, and the use of unregulated nicotine products (e-cigarettes) will be strictly prohibited on any UC Davis owned or leased property, indoors and outdoors, including parking lots and residential space. |
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<tbody>
<tr>
<td>Work Environment:</td>
<td>No</td>
</tr>
<tr>
<td>Background Check Required:</td>
<td>This position is a critical position and subject to a background check. Employment is contingent upon successful completion of background investigation including criminal history and identity checks.</td>
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</tbody>
</table>
| QUALIFICATIONS | - Background and/or training in energy, environmental sciences, policy, management, or communications.  
- Experience to recruit, hire, and manage program interns and volunteers.  
- Excellent writing and interpersonal communication skills.  
- Experience creating presentations, informational documents, technical reports and publications, and correspondence.  
- Skills to synthesize ideas and direction from multiple internal and external stakeholders.  
- Proficiency in Microsoft office or related programs (Word, Excel, PowerPoint), web updating software, and newsletter layout programs. |
| Minimum Qualifications: | - Bachelor’s degree or equivalent combination of education and experience in energy, environmental sciences, policy, management, or communications related field.  
- Experience in management and communications in a university setting.  
- Experience identifying funding opportunities.  
- Experience writing grants.  
- Experience in planning and executing events. |
| Preferred Qualifications: |