### Position Description

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<th><strong>Requisition Number:</strong></th>
<th>03021746</th>
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<td><strong>Position Number:</strong></td>
<td>02018208</td>
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<td><strong>Dept:</strong></td>
<td>VP-INFO &amp; EDUCATIONAL TECH - 061425</td>
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<td><strong>Position:</strong></td>
<td>Chief of Staff to the CIO</td>
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<td><strong>Approved Payroll Title Code:</strong></td>
<td>0566</td>
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<td><strong>Approved Payroll Title:</strong></td>
<td>PROJECT/POLICY ANL 5</td>
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<tr>
<td><strong>Approved MSP Salary Grade:</strong></td>
<td>MSP24</td>
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<td><strong>Approved PSS Salary Grade:</strong></td>
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### POSITION DETAILS

| **Job Summary:** | The office of the CIO is the executive office for the IET organization. The Executive Analyst position reports to the Campus CIO/Vice Chancellor for Information and Educational Technology. The position is essential to the successful operation of both the Office of the CIO and IET as an organization. Assignments have a high degree of visibility within the IET organization, the campus community (campus administration, faculty, staff, students, technical staff, etc.), and the UC-wide community. Assignments often cross functional and organizational boundaries and require frequent interactions with IET and various segments of the campus community. Position also requires the ability to deal with a broad range of information and educational technology issues, and to relate to the varying needs and viewpoints of the clients and support staff. Position must be able to evaluate and act expeditiously in making decisions, and understand the factors associated with decision-making in a technological environment. Must be comfortable dealing with uncertainty, ambiguity, and constant change, and be able to support staff and clients as they deal with these factors. Coordinates IET’s programs and initiatives in support of IET’s goals and priorities, coordinates resources, and works closely with IET’s senior leadership team to support the CIO’s priorities, initiatives, and presentation efforts including but not limited to presentations to key advisory groups, the deans and senior campus administrators, other influential decision makers, and the community. Acts as a resource to campuswide committees, workgroups and advisory boards. |
| **Campus Job Scope:** | |
| **Department Specific Job Scope:** | This position represents the CIO in various venues; provides special project management, analysis and writing support to executive staff. Oversight duties include office planning, operations, and staffing. |
| **Positions Supervised:** | None |
| **Essential Responsibilities:** | **65% IET-WIDE STRATEGIC ANALYSIS, REPORTING, AND SUPPORT** contributes to organizational oversight, support, and planning for the Office of the CIO. Works directly with the CIO, IET Directors, senior management teams, project managers, and others to analyze organizational needs and conceptualize, develop, and execute business strategies, and action plans. Responsible for taking |
technical information and rewriting it in a way that can be easily understood and utilized by non-technical people including white papers, design specifications, research support documents, proposals, technical presentations, etc. Creating these documents requires a great deal of research and subject matter knowledge and expertise or collaboration with experts. Develop, track, and follow to completion the deliverance of strategic action items for internal organizational needs as well as campus-wide commitments on behalf of CIO.

Works directly with the CIO, IET Directors, and other IET leaders in planning and development to meet organization-wide initiatives, projects, and objectives. Participates as a member of the CIO Senior Management Planning Team as well as the IET Leadership Council in shaping IET-wide programs and strategies in support of organizational and campus needs, goals, and the deliverance of a variety of services to the campus in the areas of telecommunications, educational technology, classroom support, and data services and support.

35% EXECUTIVE-LEVEL SUPPORT TO CAMPUS TECHNOLOGY ADVISORY COUNCILS
Works as support staff and advisor to the Chairs and Steering Committees of major campus computing advisory boards.

Executive-level duties include working with Committee Chairs to identify, plan, develop, and execute a course of action for major discussion topics and issues; identify, draft, and carry out committee goals and meeting objectives; compile and analyze data; develop appropriate communications and supporting materials to ensure the Chairs and committee members have all the information required to understand technology issues, make sound decisions, vote on information and educational technology issues of potential campus-wide applicability, and formulate informed recommendations. Support the deliverance of a well-coordinated, sound, inclusive, and efficient deliberation process. Drafts committee reports and recommendations to the Provost and Executive Vice Chancellor as well as project sponsors and implementation workgroups.

Administrative duties include assistance in developing agendas, drafting and distributing meeting minutes, and coordinating with other support staff the publication of committee minutes and materials on the Web, ensuring the timely distribution of agendas and handouts, scheduling presentations, etc. Working with the Office of the Academic Senate, Vice Chancellors, Vice Provosts, etc., to identify new committee members; coordinate with the Office of the Provost to confirm appointment of new committee members.

Work at a computer for extended periods. Work occasional evenings/nights, varied lunch hours, and be able to receive calls at home; vacation periods may be limited by the Vice Chancellor’s schedule.
Provide own transportation to off-site events and meetings.

Labour, health and safety risks associated with the role:

Physical Demands:

Work at a computer for extended periods. Work occasional evenings/nights, varied lunch hours, and be able to receive calls at home; vacation periods may be limited by the Vice Chancellor’s schedule.
Provide own transportation to off-site events and meetings.

Work Environment:

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. Additional information and specifics regarding the policy are available at http://breathefree.ucdavis.edu/index.html

Background Check:
Yes

QUALIFICATIONS

Minimum Qualifications:

Demonstrated political acumen to work in an executive-level environment. Skill to exercise independent judgment and make effective decisions based on priorities, resources and policies.

Substantial knowledge and background in the information and education technology areas. Research and interpretive skills to research, track, understand,
and explain technological information to a wide-variety of audiences.

Strong understanding of and familiarity with computing and technology environment.

Technical writing skills, excellent research and writing skills, along with an understanding of information design, information architecture, training material development, illustration and graphic design, website design and management, user interfaces, and business analysis.

Political acumen and collegial communication skills to interact with faculty, staff, students, the public, and persons at all levels of the hierarchy (nationally and internationally) with varying levels of expertise, interest, and personal investment.

Business case analytical and development skills suitable to preparing and presenting technological services supporting the widest spectrum of constituent applications and needs. Demonstrated experience with strategic analysis and decision-making processes in higher education environments.

Thorough understanding of the University of California System and the Davis campus.

Analytical qualifications include experience and skill with learning unfamiliar processes, interpreting/comparing/contrasting facts, ordering/grouping/infering causes, predicting consequences, solving problems, deconstructing components, generalizing from facts, combining and relating knowledge from several areas, drawing conclusions, comparing and discriminating between ideas, making choices based on reasoned argument.

Bachelor's degree in a science or technology field

Background in journalism or similar writing field. Expertise in English language and grammar. Familiarity with software programs such as Microsoft Word, Photoshop, and Illustrator. Skill to create and evaluate analytical approaches and procedures for use in complex strategic business analysis and implementation.

Analytical skills to analyze policies, government regulations, and other technical documents/reports for determination of impact on and possible application to campus policies and procedures; ability to extract pertinent information from broad statements and to translate and define those issues for a broad range of audiences; ability to present analyses both verbally and in writing.

Experience with database and spreadsheet applications. Skill to perform data searches, process inquiries and reports and combine information from a variety of sources into meaningful reports. Demonstrated database design to effectively communicate with application development and middleware staff for effective analysis, planning, and implementation of organizational initiatives.

Experience in business process mapping and reengineering efforts. Skills to gather workflow information, diagram a process, review and communicate alternatives, and select the most optimum process.

Skill to assimilate large amounts of data in various formats and derive defensible process reengineering recommendations for approval by a variety of senior and executive level management.

Technical familiarity to enable development of process changes. Knowledge of technical terminology on networking, computing automation, and educational technology tools.
- Read and model the UCD Principles of Community
- Demonstrated skill and initiative to work independently with minimal direction and to exercise a significant amount of independent judgment and decision-making.
- Organizational skills to establish workload priorities, meet deadlines, and retain effectiveness in a complex environment involving heavy workloads and rapidly changing priorities.
- Skill to anticipate needs independently and research, develop, and recommend solutions to complex problems and issues.
- Advanced skills in technical writing, editing, and proofreading, including persuasive writing skills and familiarity with planning methodologies. Skill to understand complex technical information and write clear, accurate copy in an appropriate form for diverse audiences and publications. Skill to determine value and appropriateness of content and style.
- Interpersonal and communication skills to work with a wide variety of individuals, including the highest level of campus administration, faculty members, staff members, students, alumni, and the general public. Experience to communicate technical concepts and procedures to both technical and non-technical audiences. Skill to communicate with diverse individuals and complex groups.
- Presentation skills to develop and organize data to facilitate meetings, planning discussions, and management decision-making.
- Problem solving skills to collect and present data in support of appropriate business decisions.
- Skill to establish expectations, delegate tasks, hold employees accountable for results, provide appropriate coaching, counseling, and development, and provide supportive and corrective feedback as needed. Demonstrated mentoring experience.
- Skill to work effectively in a high-level executive office within a large, complex organization. Interpersonal skills to support cooperation and continuous improvement within and between units. Willingness to participate and contribute to team decision-making, problem resolution, process design and evaluation. Skills to create innovative solutions to difficult or unusual problems and improve methods for performing tasks.
- Skill to interact collegially and effectively with faculty, staff, students, the public, and persons at all levels of the administrative hierarchy and who have varying levels of expertise, interest, and personal investment in the subject matter; ability to clarify issues.