

Job Summary

Requisition Number: 27958
Job Title: PUBLIC ADMINISTRATION ANALYST, PRINCIPAL, SUPERVISOR
Working Title: Program Director of Continuing Education (CE) and Outreach
Salary: 5325-10533
Job Type: Contract
Department Name: 1930-ENVIRONMENTAL HEALTH SCIENCES
Department Website URL: <https://ehs.ph.ucla.edu>

Under the Director of the Southern California NIOSH Education and Research Center (SCERC), the incumbent will serve as Program Director of Continuing Education (CE) and Outreach Programs of the ERC and as public relations resource and visible link between the SCERC and the occupational and environmental health community. Other key job tasks include: Develop strategic relationships/alliances to offer programs directly or through other Universities, educational institutions or agencies in Region IX, including cooperative efforts with other affiliated disciplines (occupational medicine, occupational health nursing, industrial hygiene, safety, labor and management). Develop programs based on identified needs assessed by surveys, Advisory Boards, NIOSH, NIEHS, professional associations, faculty planning groups, contact with other Education and Research Centers, evaluation summaries, and meeting with concerned professionals in the region. Design programs to reflect the unique strengths of the Center. Work in collaboration with the Director of the Labor Occupational Safety and Health (LOSH) Program in the development and conducting of course offerings. Collaborate with Northern California ERC and with other ERCs, TPGs or Total Worker Health Centers nationwide. Assure all courses meet the "minimum essentials of approved programs" as outlined by professional societies and academic institutions.

Job Summary Statement: Research and identify trends and needs, assess program quality, modify existing programs, develop curricula and course materials.

Incumbent will plan long-range calendar of short CE courses; prepare proposals; design survey instruments and sampling procedures, select and train staff, analyze and interpret findings from studies; summarize findings in written or printed reports as necessary; prepare data for presentation in graphic, pictorial, tabular, printed or written form; establish and maintain contact with University officials, government, and industry for collection and exchange of information; provide consultative services to departments, governments and private organizations; prepare a variety of bibliographies related to research work, conduct original research on selected papers, and supervise lower level analysts and clerical personnel in collection of data. Create and manage delivery of services to targeted populations. Develop and implement marketing strategies. Write grants and build partially self-supporting funding base from private and public sources.

Lead the Outreach Core of the ERC and document impact of CE and outreach activities. Assist ERC and its programs with planning and logistics of interdisciplinary training and self-evaluation activities. Develop and

conduct, either directly or through co-sponsorship, 25-45 programs per year following NIOSH objectives; determine educational objectives, write and/or revise course outlines, identify and secure speakers and venues, communicate course objectives to speakers; serve as educator/facilitator /teacher in select programs. Recruit, hire, train, motivate, supervise, evaluate staff. Lead an effective team to perform interrelated functions in all stages of course planning, implementation, evaluation. Serve on Executive Committee of the SCERC; represent SCERC at local, regional, national meetings. Translate program objectives into financial terms, anticipate funding levels, prepare revenue and expense projections; oversee program's financial performance. Develop and recommend program operating and administrative policies. Write grant reports, and design teaching materials. Maintain program records and databases. Other responsibilities as required by funding agencies or as assigned by SCERC Director.

Percentage of Time: 80%

Shift Start: 8:00 am

Shift End: 5:00 pm

Qualifications for Position

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Qualifications	Required/Preferred
Knowledge of Campus Administrative units and their services, role and responsibilities; ability to contact them appropriately to obtain needed information.	Required
Skill in performing basic bookkeeping transactions such as debiting, crediting preparing financial transaction documents and reconciling expenses.	Required
Skill in writing memoranda, proposals, analytical reports which are: a. concise; b. logical; c. grammatically and factually correct; d. customized for special audiences	Required
Ability to switch from one activity or role to another and switch priorities quickly as circumstances dictate.	Required
Working knowledge and proficiency in using personal personal computers with different operating systems. Strong computer skills to use basic and advanced functions of word processing, publishing and spreadsheet software (such as Microsoft Word, Excel, and PowerPoint) and graphical tools to produce documents, reports, and teaching and marketing materials. Internet and social media savvy; ability to navigate library and reference management software.	Required
Skill in reading documents written in standard English text such as administrative policy and procedure manuals; contract and grant regulations and guidelines; and technical language such as software manuals, scientific reports, and scientific and trade journal articles.	Required
Effective interpersonal skills and facilitation skills; ability to establish and maintain cooperative and effective working relationships with faculty, staff, students, and the public, taking account of differences in social, cultural, professional and educational backgrounds.	Required
Ability to act diplomatically yet effectively with individuals from various social, educational, cultural, and ethnic backgrounds.	Required
Advanced computing skills and working knowledge of software for graphics, social media, web design, synchronous webinar hosting, and development of asynchronous online courses and podcasts.	Required
Skill in working as part of a team; collaborating with colleagues.	Required
Skill in organizing material, information, and people in a systematic way to maximize efficiency and minimize duplication.	Required
Ability to be creative in formulating ideas and solutions to operational and management problems.	Required

Ability to assess a broad spectrum of organizational needs and personal job-related demands and establish appropriate priorities.	Required
Working knowledge of the organizational and operating structures of a University and its schools and academic departments.	Required
Ability to work independently with minimal supervision.	Required
Skill in maintaining various databases including regular back-ups, and confidentiality of information as appropriate.	Required
Skill in analyzing information, problems, situations, practices and procedures to: define the problem or objective; identify relevant concerns or factors; identify patterns; tendencies and relationships; formulate logical and objective conclusions; and recognize alternatives and their implications.	Required
Excellent technical writing, editing, graphic design/illustration and layout skills for designing teaching and other materials for different adult target groups ranging from line workers to managers, graduate students and professionals or academics.	Required
Ability to critically review and summarize scientific, technical, and educational literature and communicate evidence and best practices to audiences with various educational backgrounds.	Required
Master's degree required; Preference for Master's or Doctoral degree in Health Sciences/Health Education/Public Health/Administration/Business and/or extensive experience in the field of occupational/environmental health and adult education.	Preferred
Demonstrated ability as a public speaker and must be flexible, innovative, and able to work well with groups as well as work independently.	Required
Must be able to lift and carry boxes, course equipment, instruments, etc. for purposes of program trainings and events.	Required
Demonstrated leadership and administrative skills and successful administrative experience in continuing education/adult learning, preferably in a health science setting.	Preferred
Demonstration of successful program development and marketing skills.	Preferred
Previous experience preferred (3-5 years) in adult learning, continuing education/extension and running fee-for-service programs and/or entrepreneurial programs.	Preferred
Experience in asynchronous podcast/online course development and online health and safety course development.	Preferred
Knowledge of University staff personnel, payroll, contract and grant, and accounting policies and procedures.	Preferred

Additional Posting Information

Bargaining Unit:	99-Policy Covered
Application Deadline:	06-17-2018
External Posting Date:	
Quicklink To Posting:	hr.mycareer.ucla.edu/applicants/Central?quickFind=73201
Special Instructions:	
Contact information:	
Number of Positions:	

Special Employment Designations/ Requirements Per UC Policy

Conflict of Interest:	N/A
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Critical: Continued employment contingent upon completion of satisfactory background investigation.

Driving Record: N/A

E-Verify Check:

Certain positions funded by federal contracts/subcontracts requires UCLA to notify job applicants that an E-Verify check will be conducted and the successful candidate must pass the E-Verify check. No Response

[More Information](#)

CANRA: Is this position designated as a mandatory reporter under CANRA? Yes - Please have the employee sign the "Statement Acknowledging Requirement to Report Child Abuse".

Other Special Employment Requirements:

Position is subject to performance standards and other requirements of the University wide Police Policies and Administrative Procedures.

The University of California is an Equal Opportunity/Affirmative Action Employer advancing inclusive excellence. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected categories covered by the UC nondiscrimination policy. [UC Nondiscrimination & Affirmative Action Policy](#)

Please be advised that the final candidate recommended for hire into a critical (or otherwise designated) position will be required to successfully complete a background investigation. Any convictions will be evaluated to determine if they directly relate to the responsibilities and requirements of the position. Having a conviction history will not automatically disqualify an applicant from being considered for employment.

UCLA is a Tobacco-Free environment. For more information, please view the policy at [Tobacco-Free Campus Policy](#)