

Title: Administrative Policy and Business Contracts Principal Analyst

Description: See below

Institution: University of California, Division of Agriculture and Natural Resources

Description: See below

Closing Date for Application: January 29, 2012

<https://jobs.ucop.edu/applicants/jsp/shared/frameset/Frameset.jsp?time=1325812515966> (Search on Requisition No. 20110570)

Recruitment is now underway to fill the below **Administrative Policy and Business Contracts Principal Analyst** position in the **University of California's Division of Agriculture and Natural Resources**. The position will be located in Oakland, California at the UC Office of the President. I would greatly appreciate your posting this information on your website. You may direct any questions to me, but please do not print my name or contact information on your website; as the UC hiring manager I should not be contacted directly by applicants. Applications must be received no later than January 29, 2012. Thank you very much.

Catherine Montano

Director, Administrative Policies and Business Contracts

University of California, Agriculture and Natural Resources

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http://groups.ucanr.org/ANR_admin_policies/

Administrative Policy & Business Contracts Principal Analyst

Requisition No. 20110570

(To apply, search requisition No. 20110570 on the UC Office of the President jobs website - <https://jobs.ucop.edu/applicants/jsp/shared/frameset/Frameset.jsp?time=1325802225154>.)

In keeping with its origin as a land-grant institution as provided for by the Morrill Act of 1862, the University of California's division of Agriculture and Natural Resources (ANR) is dedicated to the University's mission of applied research and public service. ANR is a highly complex organization encompassing programs in four colleges on three University campuses, in over fifty county offices and in nine Research and Extension Centers throughout the State of California. Its mission is to serve California through the creation, development and application of knowledge in agricultural, natural and human resources.

The Office of the Controller and Business Services (OCBS) has responsibility for Compliance, Risk and Control matters and for Legal, Audit, and Investigative matters; and management of the following specific functions: Administrative Policies and Business Contracts; Business Operations Center - Davis; Business Operations Center - Kearney; Computer Services - Oakland; Environmental Health and Safety; Financial Services; and Risk Services.

The office of Administrative Policies and Business Contracts within the Controller's office provides leadership and technical expertise in all matters related to policy, agreements, information practices, Ethics and Compliance Program, whistleblower complaints, support group recognition, delegations of authority and conflicts of interest. This office is responsible for ensuring that ANR's business practices are conducted in accordance with University policies

and all applicable laws and regulations.

Under the direction of the Administrative Policies and Business Contracts Director, the incumbent serves as the Principal Analyst providing a broad spectrum of contract administration services to ANR clients with an emphasis on real estate contract/document analysis. The incumbent uses specialized knowledge of and experience in contract administration practices to independently develop agreements in accordance with University policies. The incumbent also ensures that facilities contracted for meet all University requirements and guidelines; leads UC and third parties as necessary to complete transactions; and oversees business agreement compliance activities.

The Principal Analyst for Administrative Policies and Business Contracts is a key position that provides leadership within a collaborative environment, builds consensus, and promotes an exchange of information between technical, business, and external parties. The incumbent independently prepares, reviews, and revises a high volume of complicated written communication of all forms. As well, the incumbent independently performs high level analysis and interacts directly with senior ANR and UC Office of the President personnel. S/he independently develops and conducts staff trainings and produces supporting training materials. S/he serves on ANR-wide and system-wide committees. Finally, the incumbent assists the Director, and represents him/her in the Director's absence.

For more information visit <http://ucanr.org/>