**Name:**

**Position #:**

**Effective Date:**

**OFFICE OF PLANNING AND RESEARCH**

**DUTY STATEMENT**

**Project Administrator**

**Classification: 5417 – Associate Intergovernmental Program Analyst**

**Salary Range: $5,286 - $6,566**

**SCOPE**:

Under the supervision of the California Initiative to Advance Precision Medicine (CIAPM) Co-Directors, the Project Administrator will support advancement of goals established by the OPR Director that support the statutory function for and mission of CIAPM.

**ESSENTIAL FUNCTIONS:**

The incumbent will serve as the lead administrator for the cross-sector Representative Research Collaborative project and assist with coordination of additional CIAPM functions.

This person will also work with OPR colleagues who specialize in contracting, grantmaking, and procurement to implement administrative duties.

Specific duties and responsibilities include, but are not limited to, the following:

55% **Contracting, project monitoring, invoice tracking, and other administration.** Liaise with OPR administrative offices to plan for, implement, and manage grant agreements, interagency agreements, contracts, procurements, and other administrative tasks; draft requests for proposals, publicize solicitations, draft contract and grant agreements, execute agreements, assess invoices, process amendments, and any other related processes; maintain deadlines and deliverables and communicate on an ongoing basis with external partners and with CIAPM staff; assess technical, administrative, and procurement needs; improve quality and efficiency of internal and external administrative processes, including by developing, updating, and disseminating best practices.

40% **Assist with project management.** Support CIAPM staff, interagency partners, and external collaborators with project management tasks, including stakeholder management; agenda formulation; developing and executing action plans; tracking progress; scheduling meetings and deliverables; drafting and sustaining correspondence with staff and partners; event planning; coordinating and contributing to communication activities, including meeting notes, reports, social media, informational flyers, web content, presentations, and other written products; contributing to, maintaining, and updating relevant webpages; project evaluation; drafting Standard Operating Procedures; participating in a variety of policy development and program management meetings; provide critical contributions.

5% **Advance racial equity practices** in CIAPM’s communications and administrative processes and work products. Develop and implement racial equity-focused approaches, projects, and activities aligned with programmatic goals of reducing health disparities and uplifting equitable outcomes.

**SUPERVISION RECEIVED AND EXERCISED:**

Receives direction from CIAPM Co-Directors, Precision Medicine Equity Officer, and/or Science Officer. May oversee the work of student assistants.

**I have read and understand the duties listed above and can perform these duties with or without reasonable accommodation.** (If you believe reasonable accommodation is necessary, discuss your concerns with your hiring supervisor. If unsure of a need for reasonable accommodation, inform your hiring supervisor, who will discuss your concerns with the Personnel Office.)

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Employee Signature Date

**I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.**

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Supervisor Signature Date

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Supervisor Signature Date