

PROFESSIONAL STAFF POSITION DESCRIPTION FORM

Please provide the following information for the position to be reviewed or recruited for. It is important that all sections be completed. The boxes will expand as necessary to accommodate all information. Instructions for completing this form are at:
<http://www.uw.edu/admin/hr/forms/comp/prostaff/reviews/positiondescript-instr.pdf>

| POSITION IDENTIFIERS | | |
|---|--|---|
| Proposed Payroll Title (not working title): Administrator - Program Operations | Home Department: Computer Science and Engineering | Major Organization: College of Engineering |
| Manager's Name: Oren Etzioni | Manager's Payroll Title: Professor | Creation/Revision Date: 1/1/2011 |
| CURRENT EMPLOYEE INFORMATION (ENTER "VACANT" IF A RECRUITMENT) | | |
| Employee Name: Patrick Allen | Employee ID Number (EID): 871-002-313 | Current Payroll Title (not working title): Program Operations Specialist |

| POSITION PURPOSE, COMPLEXITIES, DIMENSIONS, AND IMPACT TO THE UNIVERSITY |
|--|
| <p>Position Purpose:</p> <p>The Turing Center, http://turing.cs.washington.edu/, is a multidisciplinary multi-sponsored research center at the University of Washington, investigating problems at the crossroads of natural language processing, data mining, Web search, and the Semantic Web. The Center's mission is to advance the philosophy, science, and technology of pan-lingual communication and collaboration among human and artificial agents. The Center's current operations are supported by approximately \$7.25 million in research funding. The majority of the Center's funding comes from complex large-scale Department of Defense research contracts.</p> <p>The Multi University Research Initiative (MURI) is a large-scale multi-university multidisciplinary program where the UW is leading seven other participant institutions (subcontractors) in developing "A Unified Approach to Abductive Inference." Abduction is inference to the best explanation. This program will develop a unified approach to abductive inference, combining the capabilities of logic and probability, formalizing weighted abduction, and extending it to handle a variety of important phenomena. We will apply the results to plan recognition and behavior interpretation, with evidence ranging from sensor networks to text and images. MURI's current operations are supported by a \$6.25 million grant from the Army Research Office, http://www.washington.edu/news/archive/41113.</p> <p>The Administrator-Program Operations (working title Administrative Director) will work autonomously to manage and control the fiscal and operational activities of the Turing Center and the MURI program. Key to this role is addressing the management challenges that are specific to Center programs. Center programs lead multi-institutional multi-departmental research efforts; they serve a dual role as both award recipient (from a prime sponsor) and (flow-through) sponsor agency to external institutions and departments through subawards (subcontracts and sub-budgets). The AD works directly with prime sponsors to provide updates on reporting and program progress. The AD directs the work of administrators at external institutions and departments participating on Center programs and monitors their financial and performance requirements. The AD serves as central fiscal/operations administrator, acting within the policies and procedures of the University and funding agencies to achieve Center program goals. Specific responsibilities include Center/program wide management of activities, financial management, budget preparation, facilities support, proposal preparation, award negotiation, grant and contract administration, subaward oversight, compliance, human resources, general administration and resource allocation.</p> <p>Participant institutions and departments under the direction of Center programs include Carnegie Mellon University, Massachusetts Institute of Technology, University of Texas at Austin, University of Rochester, University of Southern California, University of Oregon, Oregon State University, UW Linguistics and UW Electrical Engineering.</p> <p>Position Complexities:</p> <p>The AD serves a principal role as liaison between directors, Center program personnel, participant institutions and departments to assure the goals of research programs meet sponsor expectations. This person is responsible for the coordination of issues between Center programs, sponsor agencies, and University offices. The AD independently reviews and participates in pre-award contract negotiations. This person is responsible for analyzing the content of contracts, including identifying and mitigating provisions which may be undesirable or unacceptable to research directors. The AD is responsible for producing Center program monthly, quarterly, annual and as needed reports,</p> |

including creating/implementing a system to track/compile complex data from all partner institutions and departments. Additionally, the AD works closely with researchers and University officials regarding patent filings, intellectual property rights, and other issues relating to potential commercialization of technologies developed as a result of this research.

Center programs reach far beyond their home departments, unlike small-scale individual-investigator research projects, Center programs involve leading multi-institutional multi-departmental research efforts. The leadership role of Center programs over other institutions and departments also separates these awards from medium-scale collaborative efforts that share leadership roles. All aspects of Center programs at participant institutions and departments, from funding to reporting, must be reviewed by the AD.

The AD's oversight of participant institutions and departments stems from the establishment of subawards (subcontracts with external institutions and sub-budgets with other UW departments). Subawards allow the AD to flow-down funding, periods of performance, compliance terms and conditions, and performance benchmarks/milestones to participant institutions and departments. Subaward agreements are bilateral binding documents that allow external institutions and other UW departments to participate on Center programs. They allow the AD the authority to monitor participant performance, compliance, and reporting in order to ensure programs remain on track and are following all requirements. This is a significant responsibility for the AD since Center programs are subject to meeting performance metrics of prime sponsors for continued funding. Small and medium scale projects are usually "best effort" and are not subject to the rigorous requirements imposed on large-scale Center programs.

Center programs are subject to complex compliance requirements not found in other awards. Some compliance requirements are a result of sheer size, where an award is above a certain dollar threshold established by the Federal government for extra scrutiny of large programs. Other compliance requirements are a result of the type of award; contracts, unlike grants, often require specific product deliverables (e.g., software). Still others may be the result of the type of research sponsor, Department of Defense sponsored programs may require security measures not found in non-military research efforts. The AD is responsible for assuring all Center participants comply with sponsor agency requirements. Examples of compliance requirements on Center programs include technology control plans (for security of restricted research or data), small business subcontracting plans (as part of Federal business diversity programs), human subjects protocols, establishment of intellectual property rights, title determinations of procured property (equipment), and many others.

Position Dimensions and Impact to the University:

The Department of Computer Science and Engineering currently has roughly 50 faculty, 50 staff, 275 graduate students (150 in the full-time program and 125 in the Professional Masters Program), and 450 undergraduate students (160 Bachelors graduates per year). The department is ranked among the top 10 in the nation. As a top 10 department, the faculty and staff strive for excellence and there are high expectations for staff performance. This is a fast paced, complex and busy environment where interruptions are the norm and there are very tight, multiple, and sometimes conflicting deadlines. As fast growing, multidisciplinary and multi-sponsored research programs, the Turing Center and the MURI program are an important part of the research environment. Program activities require close collaboration between researchers, which leads to a myriad of coordination issues involving multiple universities and sponsor agencies.

This position serves as Administrative Director of the Turing Center and the MURI program and provides research administration, operations management, and financial analysis essential to these programs. The size and scale of these center programs make them high-impact, high-visibility entities that bring in tens of millions of dollars to the University. The support provided by this position allows the research to thrive and continue to grow year after year, which has a major impact on the academic and financial success of the Department of Computer Science and Engineering, which houses these center programs, and the University.

These center programs employ approximately 30 people, including directors, faculty, staff, and students. The size and scope of these programs allow for the creation of highly skilled and specialized research and technical staffs composed of research faculty, research scientists, postdoctoral researchers, software engineers, and programmers. These programs also provide for the acquisition of hundreds of thousands of dollars of high-performance computing equipment.

Additionally, research at these center programs has resulted in several patent applications and awards. Commercialization of technologies initially developed at these center programs presently yield approximately \$100 thousand per year in royalties to the University and resulted in the creation of several startup companies.

POSITION RESPONSIBILITIES

Duties & Responsibilities: (Identify the percent time spent on each major duty, listed in decreasing order of importance. The total job duties must equal 100% regardless of position's % FTE.)

FINANCIAL MANAGEMENT (40%)

Financial management of the Turing Center and MURI program totaling \$13.5M in Federal funds plus industrial sponsors; responsible for independently budgeting, accounting and reporting to maximize efficient use of funding, while ensuring compliance with rules and regulations.

Approve expenditures; allocate resources according to funding type and purpose; alert project leaders of concerns in spending patterns.

Manage fiscal personnel at partner institutions; host and/or lead orientation and training sessions.

Administer/allocate multiple subcontracts to partner institutions, review invoices and ensure spending is done in timely manner.

Administer/allocate/monitor funds to partner campus departments (sub-budgets).

Create budgets for proposals that will add to the sustainability of the Center. Address management challenges specific to large-scale high dollar volume center programs such as technology control plans (for security of restricted research or data), small business subcontracting plans (as part of Federal business diversity requirements), human subjects IRB applications, cost sharing/leveraging, large-scale procurement, and other complexities.

Interface with UW Sponsored Projects Office, research sponsors, flow-through funding agencies, and subcontractors for establishing and funding outgoing subcontracts, arranging breakdowns and distributions of funding increments and performance period extensions that typically arrive in irregular amounts and intervals on large-scale Department of Defense contracts, preparation and submission of fiscal reports, expense forecasts and other project reports monthly, quarterly, annually and as needed.

Compliance Management (15%)

Responsible for pre-award grant and contract negotiations between research sponsors and the UW Office of Sponsored Programs. Identify and mitigate provisions which may be undesirable or unacceptable to research directors. Examples include indemnification agreements that attempt to subject UW to laws of other states, intellectual property issues, equipment property title determinations and excessive reporting requirements.

Ensure compliance with complex research agreements. Independently review contracts.

Recruitment/Hiring/Payroll (15%)

Manage the hiring process for all center program personnel including research faculty, post-docs, technical staff (permanent, temporary and hourly), graduate and undergraduate students.

Compose new position descriptions, research appropriate salary and job classifications and coordinate with CSE, COE and HR administrators. Manage all appointments, visa issues and relocation requests, ensuring compliance with University personnel regulations.

Develop and implement employee funding plans across appropriate budgets for payroll appointments necessary to accomplish research goals and meet spending targets.

Approve employee timesheets and leave requests. Delegate and review work assigned to temporary staff.

Web Development (10%)

Lead developer of the Turing Center Web, <http://turing.cs.washington.edu/>, co-developer of the Artificial Intelligence Web, <http://ai.cs.washington.edu/>, and responsible for a number of program, project, and departmental websites.

Manage shared folders, grant access to authorized users to mailing lists and secure documents.

Sole authority to submit annual/quarterly reports.

Utilize scripting and create fillable web forms capable of email submission via back-end modules like FormMail.

Liaison with University/Sponsor Agencies (10%)

Guardianship of university and agency system requirements.

Networking with University administration and sponsor to keep abreast of latest changes.

Field questions from partner institutions regarding budget issues, personnel, upcoming events

Advise sponsor regularly of progress, news and any issues with the operation of the projects.

Train partner institution representatives on best practices for reporting and documentation.

Facilities and equipment management (5%)

Other Duties (5%)

Event management (workshops, seminars, annual site visit, symposiums).

Communicate regularly to all Center personnel; write articles and announcements

Manage human subject applications and approvals; keep updated with regular reporting.

Research, lead and delegate special projects as needed.

Lead Responsibilities:

Delegate and review work of temporary staff

Supervisory Responsibilities:

POSITION QUALIFICATIONS

Required qualification – Minimum education this position requires

- Associate Degree in _____.
- Bachelor's Degree in Business, Program Management or related field.
- Master's Degree in _____.
- Professional Degree (specify required degree) _____.
- Doctoral Degree in _____.
- Professional Certification or License (specify required certification or license) _____.

Can equivalent experience substitute for degree requirement? Yes No

Required qualification – Minimum work experience (number of years and type of experience):

- One year or less
- Two to three years
- Four to five years
- Six to eight years
- Nine or more years

Specify the type of experience required:

Proven leadership, communication and team building skills.

Demonstrated ability to effectively address complex administrative issues.

Proven administrative, organizational and problem-solving skills.

Demonstrated competence in budget management and coordination/facilitation of substantive research through administrative means.

Experience with contract review, familiarity with contractual language, research administration terms.

Proven ability to work effectively in a deadline driven environment.

Excellent written and verbal communication skills.

Proficiency with use of computers, experience with Excel, Powerpoint, electronic mail, and Internet systems.

Desired – Education, work experience: Describe education and/or work experience beyond the minimums that would be 'desirable' but not required to satisfactorily perform the position's duties and responsibilities.

MBA

Familiarity with University policies, procedures, especially those relating to grants and contracts.

Experience creating and managing websites.

WORKING ENVIRONMENTAL CONDITIONS

Externally imposed deadlines over which the incumbent has no control are a continuing and regular part of the position's working conditions including research proposal deadlines, monthly financial and technical reporting requirements. University payroll and instructional deadlines.

Daily, this position is expected to respond immediately to email, telephone, and in-person requests from center program personnel, UW offices, research sponsors, flow-through funding agencies, (outgoing) subcontract managers, researchers and collaborators from other universities, corporate and foundation partners. The ability to multi-task, independently prioritize work, and manage a complex and heavy workload with frequent interruptions is critical. Proven organizational skills are a requirement.

This position may be required to work an irregular work week (including evenings and weekends) to meet proposal deadlines, organize and participate in events.

OTHER COMMENTS

CONTACTS/INTERACTIONS

Identify this **position's significant person-to-person work relationships or contacts** (e.g., contact with the President, not the President's secretary). Briefly describe the purpose of the contact, AND indicate the frequency of the contact.

| Position will have direct contact with: (check all that apply): | Purpose of each contact checked: | Frequency of contact: |
|---|---|--|
| Institutional Officers: <input type="checkbox"/> Regents <input type="checkbox"/> President <input type="checkbox"/> Executive Vice President & Provost | No Contact | <input type="checkbox"/> Daily to Weekly <input type="checkbox"/> Weekly to Monthly <input type="checkbox"/> Less than Monthly <input checked="" type="checkbox"/> None |
| Major Leaders <input type="checkbox"/> Vice Presidents <input checked="" type="checkbox"/> Vice Provosts <input checked="" type="checkbox"/> Deans <input checked="" type="checkbox"/> Heads of Major Org. Departments <input type="checkbox"/> Medical Center Exec Dir./COO | Approvals for proposals, cost sharing commitments, research award negotiations, significant post-award changes to research projects, development of technology control plans, coordination of corporate and foundation gifts, communication of information for invention disclosures and patent applications. | <input type="checkbox"/> Daily to Weekly <input checked="" type="checkbox"/> Weekly to Monthly <input type="checkbox"/> Less than Monthly <input type="checkbox"/> None |
| Other Employees <input checked="" type="checkbox"/> Department Chair <input checked="" type="checkbox"/> Faculty <input checked="" type="checkbox"/> Other Staff Members <input checked="" type="checkbox"/> Student Employees | Establishment of outgoing subcontracts, approvals of subcontractor invoices, coordination human subjects applications and renewals, development of business diversity plans, creation of financial and technical research reports, general communication of information about research programs, coordination of large-scale procurement, computer infrastructure planning, hiring, payroll, facilities/space planning, travel and expense reports. | <input checked="" type="checkbox"/> Daily to Weekly <input type="checkbox"/> Weekly to Monthly <input type="checkbox"/> Less than Monthly <input type="checkbox"/> None |
| Students: <input type="checkbox"/> Teaching <input type="checkbox"/> Counseling <input checked="" type="checkbox"/> Other | Coordinate information reports, communicate publication restrictions and research acknowledgements for conference and journal papers, set up meetings, discuss payroll, travel, and procurement issues. | <input checked="" type="checkbox"/> Daily to Weekly <input type="checkbox"/> Weekly to Monthly <input type="checkbox"/> Less than Monthly <input type="checkbox"/> None |
| <input type="checkbox"/> Patients <input type="checkbox"/> Customers | No Contact | <input type="checkbox"/> Daily to Weekly <input type="checkbox"/> Weekly to Monthly <input type="checkbox"/> Less than Monthly <input checked="" type="checkbox"/> None |
| <input checked="" type="checkbox"/> Outside Institutions / Organizations <input type="checkbox"/> Other (please specify): | Coordinate funding, reporting, and compliance requirements with research sponsors, flow-through funding agencies, subcontracts to outside institutions, and corporate and foundation partners. | <input checked="" type="checkbox"/> Daily to Weekly <input type="checkbox"/> Weekly to Monthly <input type="checkbox"/> Less than Monthly <input type="checkbox"/> None |

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| <input checked="" type="checkbox"/> Vendors <input checked="" type="checkbox"/> Suppliers | Resolve issues related to delivery, return, cancelation, payment, or warranty of procured equipment, supplies, and services. | <input type="checkbox"/> Daily to Weekly <input checked="" type="checkbox"/> Weekly to Monthly <input type="checkbox"/> Less than Monthly <input type="checkbox"/> None |
| <input checked="" type="checkbox"/> General Public | Communicate project news, publications, events, demos, achievements and milestones with public via center, program, and departmental websites. | <input type="checkbox"/> Daily to Weekly <input checked="" type="checkbox"/> Weekly to Monthly <input type="checkbox"/> Less than Monthly <input type="checkbox"/> None |
| <input type="checkbox"/> Others (specify): | | <input type="checkbox"/> Daily to Weekly <input type="checkbox"/> Weekly to Monthly <input type="checkbox"/> Less than Monthly <input type="checkbox"/> None |

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| ORGANIZATION CHART |
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| THIS POSITION |
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Proposed payroll title for this position: Administrator - Program Operations

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| MANAGERS |
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| Position's manager: name: Oren Etzioni | Payroll Title: Professor |
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| Manager's manager name: Hank Levy | Payroll Title: Chair |
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| OTHER POSITIONS REPORTING TO THIS POSITION'S MANAGER |
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| Name: Mausam | Payroll Title: Research Assistant Professor |
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| Name: Stephen Soderland | Payroll Title: Research Scientist/Engineer 4 |
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| Name: Niranjan Balasubramanian | Payroll Title: Research Associate (effective July 1, 2011) |
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| Name: Michael Schmitz | Payroll Title: Project Appointment "Programmer" |
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| SUBORDINATES |
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| A. | | | B. | C. |
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| Employees Directly Supervised by This Position | | | Headcount of Positions Reporting to Column A Position. | Total FTE of Positions Reported in Column B. |
| Name: | Payroll Title: | Position % FTE | | |
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