**Phoenix Cluster Staff: What We Do**

## The most up to date version of this information is always available on <http://phoenix.ucdavis.edu>

* This document was last updated on March 28, 2017

**Account Management: What We Do**

**Contact:** [phoenixaccount@ucdavis.edu](mailto:phoenixaccount@ucdavis.edu)

Responsible for:

* Effort Commitment and Cost Sharing
* Effort Reporting
* Funding changes and extensions for all academic and staff employees
* Management of:
  + All PI accounts including state general funds, gifts, endowments, student support accounts.
  + Grant and Contract Proposal/Budget Proposal projections
    - Data Sheet preparation
    - Conflict of interest 700 U and 800 forms
    - Specific forms required by sponsors
  + Income accounts and Bench Fee accounts
* Recharge Rates and Recharge Accounts (Developing, implementing and managing)
* Salary Projections
* Scheduling Monthly Ledger queries

# Advising: What We Do

**Contact:** [phoenixadvise@ucdavis.edu](mailto:phoenixadvise@ucdavis.edu)

[**Cydney Louis**](http://phoenixcluster.ucdsitefarm.acsitefactory.com/cydney-louis)– Advising Assistant

Responsible for:

* Course material fees processing
* Course scheduling, room reservations, course advertisements
* PTA Numbers and Grade Change petitions
* Regalia for Fall and Spring Commencement Ceremony
* Textbook Adoptions and course related copying

[**Brandy Fleming**](http://phoenixcluster.ucdsitefarm.acsitefactory.com/brandy-fleming)– Undergraduate Academic Advisor supporting Global Disease Biology and Entomology

[**Elvira Hack**](http://phoenixcluster.ucdsitefarm.acsitefactory.com/elvira-galvan-hack) – Undergraduate Academic Advisor supporting Animal Biology and the Science and Society Program which includes Career Discovery Group and the Contemporary Leadership Minor

Responsible for:

* Academic Advising for students
* Academic dress, degree certification, departmental awards/citations, exit interviews
* Accreditation management
* Contemporary Leadership Minor (CLM) advising, approval of minors
* Department program reviews
* Integrated Curriculum Management System (ICMS) and Articulation management
* Input financial support for students into Grad Tracks
* Orientations for new students
* Recruit and train peer advisors and organize their projects
* Seminar organization and planning
* Student recruitments and outreach
* TA Selection, Job Descriptions, Offer Letters and TA Financial Break-down
* Teaching committee support

[**Jessica Padilla**](http://phoenixcluster.ucdsitefarm.acsitefactory.com/jessica-padilla) – Graduate Program Coordinator supporting Entomology and Plant Pathology graduate programs

Responsible for:

* Academic Advising for students
* Department program reviews
* Integrated Curriculum Management System (ICMS) and Articulation management
* Input financial support for students into Grad Tracks
* Orientations for new students
* Seminar organization and planning
* Student recruitments and outreach
* TA Selection, Job Descriptions, Offer Letters and TA Financial Break-down

# HR: What We Do

**Contact:** [phoenixhr@ucdavis.edu](mailto:phoenixhr@ucdavis.edu)

[**Jennifer Long -**](http://phoenixcluster.ucdsitefarm.acsitefactory.com/jennifer-long) **HR Analyst**

Responsible for:

* Employee Benefits liaison
* Interpretation of UC system-wide personnel policies and collective bargaining agreements
* Injury reporting
* Leaves including Family Medical Leave (FMLA) – Both Academic and Staff
* Staff Human Resource Services:
  + Classification and reclassifications
  + Compensation (salary, equity, stipends)
  + Employee and labor relations
  + Layoff issues
  + Performance management and evaluation
  + Recruitment and employment

#### **Academic and Executive Assistance**

[**Maria Tuccori**](http://phoenixcluster.ucdsitefarm.acsitefactory.com/maria-tuccori)-Personnel Specialist

Responsible for:

* Process academic merit/promotion/recruitment/appointments for Professors, CE Specialists, Project Scientists, Professional Researchers, Specialists (including Jr. Specialists), Lecturers and Adjunct Faculty.
* Chair's calendar coordination
* Coordinate reporting for the Agricultural Experiment Station (AES) projects to include new and revised projects, annual progress, termination reports including TARC’s.
* Visa Request/Application paperwork for academic hires

[**Cammie Fewell**](http://phoenixcluster.ucdsitefarm.acsitefactory.com/cammie-fewell) – Payroll Specialist

Responsible for:

* Bi-weekly and monthly payroll processing
* Gift Processing
* TRS/Online Timesheet management (assigning supervisors) (trs.ucdavis.edu)
* Payroll Corrections

# IT Team: What We do

Responsible for:

#### General Desktop Support:

* Computer Maintenance
* Departmental classroom and conference room support
* General Troubleshooting of computing devices (e.g., desktop/laptop/mobile devices)
* Poster Printing
* Provide desktop operation consultation
* Printer and Computing-Peripheral Device installation and troubleshooting
* Quotes and Recommendations for Computer Purchases
* System image deployment/development

#### Web:

* Develop & Manage administrative databases, web applications, and reports
* Ensure backup, security and maintenance of cluster-owned administrative websites and applications
* Produce web-based applications supporting the preliminary business and bioinformatics needs of the departmental cluster and manage their servers
* Update content of main departmental and administrative cluster websites

#### Network/Security/Servers:

* Computing infrastructure consultation
* Data and Client Back up services
* Ensure Campus Computer security compliance
* Firewall and Server Management
* Phone & Data Port, Network Administration & Changes
* Software License Quote, Management and Renewal

#### Bioinformatics:

* Assist in obtaining access to shared CAES-FARM or ENTNEM High Performance Computer Cluster
* Develop new software images and maintain the departments’ bioinformatics workstations
* Provide second-tier hardware and software technical support for issues that cannot be resolved by the General Desktop Support Team

# Purchasing and Travel Team: What We Do

**Contact:**

* **Purchasing**: [phoenixpurchasing@ucdavis.edu](mailto:phoenixpurchasing@ucdavis.edu)
* **Travel:** [phoenixtravel@ucdavis.edu](mailto:phoenixtravel@ucdavis.edu)

Responsible for:

* Accounts Payable (invoice payments, reimbursements, honoraria)
* Building and Lab Keys
* Copy Card/Copy Code distribution and copier maintenance
* Departmental Events
* Equipment Inventory
* Facilities Work Orders
* Furniture requests
* Purchasing (purchase orders, business contracts, purchasing cards, AggieBuy, Central Storehouse).
* Salvage requests (Aggie Surplus)
* Shipping and Receiving
* Travel and Entertainment preparation
* Travel Advance payments