MANAGEMENT

DIRECTOR, Integrated Technology Services   *Integrated Technology Services – Exempt - $85,000 - $135,000/year*

Full-time. Responsible for all information systems activities including data protection, systems analysis, programming, computer operations, hardware acquisition, and networking. Provide specific technical expertise to functions supervised. Participate in budget development and administration, short- and long-term planning and quality assurance. Develop and recommend objectives and priorities of information systems. Develop overall strategy for systems development. Provide data protection of Doheny's information from loss due to hackers, theft, system failures and unforeseen disasters through a customized data back-up system. Direct and manage the design, selection and implementation of network systems and applications. Set policies and procedures, technical standards and methods. Direct acquisition, integration and installation of hardware. Plan and maintain staffing pattern to enable smooth operation of Information Systems Department. BS or MS degree in Computer Science, Mathematics or Statistics or combined education experience. Ten (10) years progressive management experience in Information Systems management. Familiarity with the physical characteristics of all hardware relating to the computer system, including requirements for peripheral attachments, requirements for interactive computing support, data communications requirements, networking capabilities and device placement restrictions. Demonstrated leadership abilities; able to work under stressful conditions and within prescribed time constraints; and possess good verbal and written English communication skills. Proficiency and knowledge in systems diagnosis, memory management, trouble shooting for suspected hardware and software failures, installation, assembly and disassembly of components, from the installation of memory chips, hard drives and printers. Knowledge of basic financial accounting and budgeting. Knowledge of business practices and procedures. Ability to supervise and train staff, including organizing, prioritizing, scheduling work assignments and disciplinary process.

ADMINISTRATIVE/SECRETARIAL/ OTHER

There are no administrative positions at this time.

FINANCE/DEVELOPMENT/INFORMATION SYSTEMS

ITS TECHNOLOGIST   *Information Technology Services — Non-Exempt - $19.00 - $28.85/hour*

Full-time. Provide ITS technical support and oversee help desk support for a fast-paced ITS Department. Diagnose and troubleshoot Doheny staff software, application and hardware problems; work collaboratively with department staff to assure IT work orders are maintained and addressed in a timely manner. Be the liaison between employees (internal clients) and the ITS department communicating a proactive, positive approach to all problem solving and client interface. High school degree or GED required. College degree (BS/AA) in computer science and/or completed college-level computer science courses preferred. Microsoft Certified Systems Engineer (MCSE) preferred. Two (2) to three (3) years work experience using computer/IT support software and hardware. Knowledge of computer, cell phones, laptops, tablets, with hands-on skill. Basic hardware and software experience in computers, and support capacity required. Demonstrate advanced IT technical skills using computer experience in a service capacity.

R E S E A R C H / F A C I L I T I E S / S E C U R I T Y

HOUSEKEEPING AIDE   *Facilities Management – Non-Exempt 4 -- $10.00-$12.00/hour*

Full-time. Full-time – Provide housekeeping services to Doheny Eye Institute facilities. Perform day-to-day housekeeping functions as assigned to assure that the facility is maintained in a clean, safe, and comfortable manner. Clean/polish furnishings, fixtures, ledges, etc. Clean and sanitize restroom fixtures, hardware, partitions, floors. Clean windows/mirrors in bathrooms and entrance/exit ways. Clean floors, to include sweeping, dusting, damp/wet mopping, stripping, waxing, buffing as scheduled.   High School degree or GED required. 0 – 1 year previous experience, willing to train. Must be able to move intermittently throughout the workday. Sits, stands, bends, lefts and moves intermittently during the working hours.

OPHTHALMIC IMAGE GRADING SPECIALIST I   *Doheny Image Reading Center (DIRC) – Non-Exempt - $15.50 - $22.00/hour*

Full-time. Serves as Junior Grader on DIRC projects. Evaluates digital ophthalmic images on a computer screen and identifies/characterizes ophthalmic features and pathologies in support of medical research activities. Successfully completes DIRC's Grader Training program. Understands and adheres to all Standard Operating Procedures and protocols in the performance of job duties. Contributes to quality improvement efforts by substantially assisting with revisions to grading and imaging protocols as assigned. High school or GED required. Bachelor's degree strongly preferred; college level math and basic science preferred. Two – three years of progressively responsible work experience, preferable in research or medical setting. Knowledge of clinical trials helpful.

OPHTHALMIC IMAGE GRADING SPECIALIST II   *Doheny Image Reading Center (DIRC) – Non-Exempt - $23.08- $25.64/hour*

Full-time. Provides Quality Assurance and Control responsibilities for DIRC. The primary difference between this position and the QC Coordinator I is that less time is allocated to QC review, and more time is devoted to other projects supporting DIRC's QA program. Follows and maintains current knowledge of departmental policies and procedures, specifically focused on DIRC's Standard Operating Procedures (SOPs). Perform QC review of source documents for completeness, consistency, and adherence to DIRC documentation policies. High School diploma or GED required. Bachelor's degree strongly preferred; college level math and basic science preferred. Two – three years of progressively responsible work experience, preferable in research or medical setting. Knowledge of clinical trials helpful. Above average accuracy and attention to detail; ability to review a high volume of source documents and locate errors/ omissions ranging from minor to significant.

PROJECT MANAGER (Study Coordinator III)   *Doheny Image Reading Center (DIRC) - Exempt – $60,000 - $65,000/year*

Full-time. Manages clinical studies and serve as direct contact with DIRC's clients and study auditors. Responsible for study setup, execution and archival (i.e., start-to-finish oversight). Provides ongoing direction to DIRC staff in the performance of study-related tasks, delegates study-related tasks to the appropriate staff, and resolves any problems/issues specific to assigned studies. Forms and maintains favorable working relationships with DIRC clients, and serves as the principal point of contact for sponsors/clients on assigned studies. Performs a variety of supervisory functions for DIRC staff under the general supervision of the Operations & Quality Manager. Bachelor's degree required with 5 years project management experience, 1 -2 years in the administration or coordination of clinical research. Prior supervisory experience highly preferred, above-average writing and editing skills, high level of proficiency in Microsoft Word, minimum or intermediate proficiency in Excel and Outlook. Critical thinking and above average organizational skills.

RESEARCH ASSOCIATE (Post-doctoral)   *Research – Exempt 0 -- $38,000 - $45,000/year*

Full-time. Design and conduct experiments (biological, immunological, molecular biological) per established research laboratory and experiment protocols. M.D. or Ph.D. required in biological sciences. Ph.D. preferred. Minimum five (5) to seven (7) years related laboratory work experience required.

JOB LISTING
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Phone: (323) 442-7120   FAX: (323) 442-7127   email: jobs@doheny.org
Equal Opportunity Employer
July 13, 2015

RESEARCH COORDINATOR I/ STUDY COORDINATOR I   *Doheny Image Reading & Research Lab (DIRRL)/*
Doheny Image Reading Center (DIRC) – Exempt 6 -- $20.51 - $21.54/hour

Full-time. This is a dual position that provides a wide range of study support and/or broader research support to DIRC and DIRRL operations and reports to both DIRC's operations manager and DIRRL's division manager. Assists with study-related functions, including image verification, data entry, monitoring, quality control, generating and dispensing study documents, and IRB issues. Receives, verifies and logs imaging materials received at the DIRC. Responsible for the timely processing of image materials in order to ensure adherence to stated reporting turnaround times. Prepares grading packets according to the individual study requirements, and places new materials into the DIRC grading workflow. This position requires very strong attention to detail and the ability to follow through on a large number of details on an ongoing basis. It also requires excellent organizational and time-management skills, in order to balance the two roles. A scientific/medical background is also preferred, even though specific ophthalmic experience is not required. High school diploma required, bachelor's degree preferred. 2-3 years of progressively responsible work experience in an office environment.

RESEARCH FELLOW (Post-doctoral)   *Retina – Exempt 0 -- $33,280 - $40,000/year*

Full-time. Support research/laboratory activities conducted at Doheny research laboratory. Provides general laboratory assistance to support research activities. Conducts research experiments in accordance with laboratory and safety protocols. Performs assignments that are non-routine and vary in complexity with general direction. Compiles data and computes results for a variety of research procedures, tests and techniques. M.D. or Ph.D. required with 3 -5 years research experience in related field or specialty.

RESEARCH FELLOW (Post-doctoral)   *Doheny Image Analysis Laboratory (DIAL) – Exempt 0 -- $33,280 - $40,000/year*

Full-time. Support research/laboratory activities conducted Doheny Image Analysis Laboratory (DIAL). Provides assistance to support research activities in 2D/3D image segmentation, registration, analysis, and visualization.   Develop efficient mathematical systems and design new image processing algorithms to solve complex image processing problems. Develop and implement distributable computer code to perform advanced image segmentation, registration, and analysis. Develop and implement tools to facilitate annotation and manipulation of the ophthalmic images by other users. Use and apply these techniques for the development of robust, documented programs and tools which can be used by the Doheny Image Reading Center (DIRC).   MS or PhD in medical image processing and analysis, computer vision, machine learning or related areas is preferable. 3+ years extensive programming experience in software development tools, such as Visual Studio, STL, ITK, Qt, OpenGL, and VTK required. Strong mathematical background and 3+ years prior experience in image registration, segmentation, and analysis preferred. Interest and experience in 3-D image visualization tool development preferred. Good record of international publications demonstrating prior experience is considered a plus.

RESEARCH SOFTWARE ENGINEER   *Doheny Image Analysis Laboratory (DIAL) – Exempt 10 -- $65,000 - $70,000/year*

Full-time. Design and develop all facets of Windows and web-based graphics user interface (GUI) system for 2D and 3D image conversion, visualization, delineation, data storage and management system. Work closely with the algorithm developers at DIAL for the integration of the automated image registration and segmentation algorithms into the GUI applications. M.S. or Ph.D. in computer science or electrical engineering is preferable. 5+ years extensive programming experience in C++/C#/Java on Windows and/or Linux platforms. Strong expertise and experience in 2D and 3D image conversion, visualization, delineation, and analysis. Strong understanding of front-end web technologies including JavaScript, HTML, CSS and AJAX to create interactive web experiences for desktop, tablet and mobile browsers

COMPUTER SYSTEMS VALIDATION SPECIALIST II   *Doheny Image Reading Center (DIRC) – Non-Exempt - $55,000 - $65,000/year*

Full-time. Performs validations of computer systems used in support of clinical research studies. Works independently and with minimal oversight to establish test scripts and write comprehensive test plans for computer systems and software. Performs and documents verification testing. Performs all manner of tasks in support of the software development lifecycle and computer systems validation. Maintains familiarity with 21CFR Part 11 and principles of GAMP (ISPE).   Assumes responsibility for ensuring that adequate controls are in place to prevent use of non-validated systems for regulated activities. Bachelor's degree in Computer Science or related field in information management area, minimum 2 years'

experience in web-based database/database applications development or other related field such as software project management / life cycle and, experience, and proficiency with concepts of computer systems validation are required.

STUDY COORDINATOR I or II   *Doheny Image Reading Center (DIRC) – Non-Exempt- $15.50 - $22.00/hour*

Full-time. Provide broad range of study support to the DIRC. This position requires very strong attention to detail and the ability to follow through on a large number of details on an ongoing basis. Like the SC-I, the SC-II position is primarily responsible for receiving and verifying image materials received at the DIRC, creating and maintaining detailed study documentation, and serving as a primary point of contact between the DIRC and clinical investigator sites.   However the SC-II is expected to function at a higher level than the SC-I, by virtue of one or more of the following: (1) possessing a more in-depth knowledge of DIRC's protocols and/or processes, (2) having more relevant experience and/or education directly applicable to the job functions. This position also provides a wide variety of study support and assists the operations manager on special projects of a more complex nature than those typically undertaken by the SC-I. High school diploma required. Bachelor's degree preferred with two-to-three years' of progressively responsible work experience in an office environment, preferably in a research or laboratory environment. Proficient in the use of Microsoft Word, Excel, and Outlook. Strong organizational skills and strong attention to detail.