

## CDM Process Analyst

Job ID: 00411296

### Job Function

Clinical Development

### Schedule

Full-time

### Location

United States-California  
South San Francisco

### Job type

Regular Employee

### Company/Division

Pharmaceutical

### Job Level

Experienced

## Who We Are

At the Roche Group, about 80,000 people across 150 countries are pushing back the frontiers of healthcare. Working together, we've become one of the world's leading research-focused healthcare groups. A member of the Roche Group, Genentech has been at the forefront of the biotechnology industry for more than 30 years, using human genetic information to develop novel medicines for serious and life-threatening diseases. The headquarters for Roche pharmaceutical operations in the United States, Genentech has multiple therapies on the market for cancer and other serious illnesses. Please take this opportunity to learn about Genentech, where we believe that our employees are our most important asset and are dedicated to remaining a great place to work.

## The Position

CDM Process Analyst

Performs tasks described in previous job level and additional tasks as specified below:

1. Represents CDM PTM within the Biometrics community
2. Provides guidance on CDM best practices and compliance based upon existing controlled documentation
3. Facilitates the development and refinement of CDM processes
4. Adjudicates comments to ensure the process reflects current business practices
5. In collaboration with subfunctional managers, develops, reviews and updates job role training qualifications
6. Liaises with PDQP regarding the creation and ongoing maintenance and training of processes
7. Serves as the single point of contact at the respective sites to the Inspection

## Readiness Coordinator

8. Recommends process improvements based on other companies and industries through literature review, attending professional conferences and direct sharing of information
9. Ensures document consistency
10. Acts as change and transition agent during new process implementation
11. Develops and maintains standard tools and templates to support Clinical Data Management processes
12. Ensures job role training qualifications are in alignment with industry
13. Challenges and supports Clinical Data Management staff to critically review current processes for effectiveness, quality and simplification
14. Provides mentorship to less experienced Process Analysts
15. Provides guidance and oversight to PTM contractors
16. Contributes or leads local and subfunctional working groups and initiatives
17. Leads or participates in the local functional/crossfunctional implementation of best practices and process improvement initiatives
18. Is responsible for complex deliverables for the subfunction for one or more projects
19. Effectively communicates ideas, project goals and status of work and independently presents at department meetings
20. Identifies and develops solutions to complex problems
21. Sets targeted timeframes for deliverables and anticipates potential scenarios that may create timeline delays
22. Is able to influence and negotiate a positive outcome
23. Evaluates probability, impact and priorities of risks and develops and implements mitigation plan
24. Articulates functional knowledge in the development of subfunctional processes, training and related documents
25. Partners with PTM Training community to ensure best training practices are being leveraged in process training

## Who You Are

### Qualifications

#### CDM Process Analyst

1. BA/BS degree or equivalent and entry-level working experience and moderate industry-

related experience

2. In-depth understanding of the business of his or her subfunction and the greater CDM organization

3. Extensive practical and theoretical expertise within his or her subfunction

Experience and/or competencies required in previous job level are met and demonstrates:

1. Ability to work under minimal guidance

2. Contribution to the awareness and education of fellow subfunctional colleagues by sharing information and learnings from attendance at conferences and educational enrichment activities

3. Represents at industry user groups and conferences leveraging networking opportunities

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