

**Physics Department Staff  
Who Does What**

<p><b>TRACY LADE</b> DEPARTMENT MANAGER</p>	<p><b>BRANDEE MEAD</b> ACAD PERSONNEL/CHAIR'S ASST</p>	<p><b>BILL TUCK</b> PROPOSAL PREP/ACAD PERSONNEL</p>
<p>Operating budget – planning &amp; management Faculty startup accounts Facilities / space Policies &amp; procedures Staff personnel / staff recruitment Sexual harassment officer (dept) Sabbatical leaves Payroll/personnel reviewer Payroll reconciliation (gen funds) Permanent residency petitions Development activities Annual newsletter</p>	<p>Awards Appointments/merits/promotions (Senate) Leave paperwork (faculty, short term) Lecturer appointments / merits Conflict of interest forms (Cat I/II) Faculty Recruitment Chair's correspondence, mail, calendar, phone Special event support</p>	<p>Contract &amp; grant proposal preparation &amp; submission Appointments/merits/promotions (Federation) Postdoctoral Scholar recruitment Technical typing</p>
<p><b>LAURA PETERSON</b> GRAD PROGRAM COORDINATOR</p>	<p><b>GEORGIE TOLLE</b> UG ACADEMIC ADVISOR</p>	<p><b>KARI KILPATRICK</b> STUDENT SVC ASST</p>
<p>Graduate staff advisor Recruitment/admissions - grad Graduate fellowships &amp; awards Change of major - grad Prelim / qualifying exams TA/AI assignments Adds/drops/CRNs/PTAs - grad Curriculum revision – grad Course scheduling – grad General Catalog – grad Oversee student services Fall/Spring department gatherings Grad space assignments Web updates – grad pages Maintain grad database</p>	<p>Academic advising Adds/Drops/CRNs/PTAs - ug Advisor assignments General Catalog – ug Curriculum revision – ug Degree status checks Recruitment – ug Scholarships/awards – ug Grades Course scheduling – ug Reader applications – ug Change of major – ug Maintain ug database Web updates, ug pages</p>	<p>Seminar coordination Web updates – seminar schedule Parking permits Student evaluations Commencement (robes) Special needs classrooms Textbook orders Photo boards Daily Dispatch Mail sort/distribution Bulletin board maintenance Phone list distribution within dept</p>
<p><b>TRACEY BROOKS</b> BUSINESS OFFICE MANAGER</p>	<p><b>ONELIA YAN</b> FINANCIAL ASSISTANT (DEPT/CM/NUC)</p>	<p><b>LAMETRA ATKINS</b> FINANCIAL ASSISTANT (HE / COS)</p>
<p>Prepare grant budgets Administer contracts and grants Effort reporting / cost sharing Oversee Business Office Payroll/personnel reviewer Summer compensation (faculty) Payroll transfers Payroll ledger reconciliation</p>	<p>Employment / payroll processing Purchasing; cylinder management Reimbursements (travel, ent, DC) Invoice processing Receiving/Shipping Visa processing Keys Copier cards / copier issues Phone orders / People directory updates Bargain Barn / salvage</p>	<p>Employment / payroll processing Purchasing; cylinder management Reimbursements (travel, ent, DC) Invoice processing Receiving/Shipping Visa processing Keys Copier cards / copier issues Phone orders / People directory updates Bargain Barn / salvage Equipment inventory</p>
<p><b>ELIZABETH BORGHI</b> FINANCIAL ASST</p>		
<p>Administer contracts and grants (HE) Prepare grant budgets (HE) Ledger reconciliation Gift processing Expense transfers Distributions of expense Effort reporting / cost sharing (HE)</p>		

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<b>MIKE HANNON</b> COMPUTING MANAGER	<b>QUAC ALEX VOONG</b> PROGRAMMER	<b>DANIEL WANG</b> PROGRAMMER
Computing support Programming Manage budget allocation Oversee computing staff	Computing support Coordinate daily backups Programming	Computing support Systems administration Programming
<b>BRITT HOLBROOK</b> ELECTRONICS ENGINEER	<b>GEORGI RUMIANSEV</b> ELECTRONICS TECH	<b>TIFFANY LANDRY</b> ELECTRONICS DEVELOPMENT TECH
Design, construct, test electronics projects Advise faculty & students Manage budget allocation Oversee electronics staff	Electronic equipment repair and development Computer equipment installation and maintenance Advise on electronic and computer purchases Install software	Electronic circuit development and testing (research)
<b>JOHN THOMSON</b> MACHINE SHOP MANAGER	<b>DAVID HEMER</b> MACHINIST	
Teach Machine Shop Classes Consult for machine fabrication Fabricate mechanical projects, parts Design, fabricate and repair mechanical projects and parts Stock materials wood, metal, plastic, screws, bolts, nuts Annual shop class	Fabricate, repair, modify mechanical devices Welding services Wood/plastic fabrication Sheet metal fabrication Maintain shop equipment Advise researchers and students Annual shop class	
<b>BRIAN BARNETT</b> INSTRUCTIONAL SUPPORT MANAGER	<b>TRUNG NGUYEN</b> TEACHING LAB SUPPORT	<b>MATTHEW SMITH</b> LECTURE SUPPORT
Oversee lecture/lab support Computer network installation and management for Roessler Supplies for student kits Design and maintain equipment for upper division labs Manuals for UD lab experiments Lecture/ Lab Support budgets Purchasing (lab support) Maintain warehouse area for lab equipment storage Safety Coordinator (alternate)	PHY 7, 9, and 9H lab setups Student teaching lab development and maintenance	Provide A/V support for lectures Set up lecture demonstrations Maintain, develop, and modify physics lecture demonstrations

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MICHAEL CASE SOFTWARE DEVELOPER (LANDER)	MARTIN DUBCOVSKY PROGRAMMER, LSST	PETER KLAVINS RESEARCHER
Write software for the CMS experiment and support CMS researchers in Davis	Programming in support of LSST research project	CME research Department Safety Officer

ANNEKE BALICS ADMIN ASSISTANT (LANDER)
Administrative support to HEE group