UNIVERSITY OF CALIFORNIA, RIVERSIDE
INVITES APPLICATIONS FOR THE POSITION OF

PRINCIPAL HR PROGRAM & PROJECT ANALYST

About UC Riverside:
In the Heart of Inland Southern California, UC Riverside is located on nearly 1,200 acres near Box Springs Mountain in Southern California; the park-like campus provides convenient access to the vibrant and growing Inland region. The campus is a living laboratory for the exploration of issues critical to growing communities’ air, water, energy, transportation, politics, the arts, history and culture. UCR gives every student the resources to explore, engage, imagine and excel.

At UC Riverside we celebrate diversity and are proud of our #8 ranking among the nation for most diverse universities (US News and World Report 2012-13). Become part of a place that fosters success for all its constituents, students, faculty, and staff, and where work/life balance and campus culture are integral to our way of life.

UCR is ranked 46th among top public universities (US News and World Report 2012-13) and is an Equal Opportunity and Affirmative Action Employer with a strong institutional commitment to the achievement of excellence and diversity among its faculty and staff.

About Human Resources:
The Human Resources Department partners with the university in developing the workplace for the future through benefits, job and career opportunities, training and development services, policies, workplace programs and employee resources.

Essential Functions:
Under the general direction of the Workplace Health & Wellness Manager, provide oversight of all programs, including benefits, ensuring compliance and customer satisfaction. Develop, implement and consult on a variety of HR programs, including benefits and work/life programs. Serve as the campus liaison with the Office of the President (UCOP). Serve as project manager, in various capacities, for HR initiatives impacting the campus community. Research external resources and collaborate closely with internal key stakeholders and subject matter experts on related compliance and best practices.

Key Responsibilities Include:

- Serves as subject matter expert, with extremely deep understanding of own area of expertise, (for example, retirement, health & welfare, and benefits administration) with working knowledge of other employee benefit subject areas, and is able to collaborate in development of new programs and resolve high-risk cases.

- Must determine methods and procedures on new assignments and employee benefits initiatives.

- Serve as project manager and/or HR subject matter expert on a variety of planned and adhoc HR initiatives, using a proactive approach to drive the initiatives to completion.

- Works in a highly collaborative manner with others across the organization to prioritize and complete multiple complex employee benefits assignments on time where analysis of situations and data requires an in-depth evaluation of variable factors.

- BENEFITS: Lead the Benefits unit, ensuring program goals are met. Ensure compliance with ACA, FMEV, and other benefits-related mandates. Actively participate in Benefits Manager conference calls/meetings, as directed. Evaluate and report on the status of the Benefits unit.

- PERFORMANCE MANAGEMENT: Coordinate and communicate all aspects of the annual campus performance management program. Evaluate and submit comprehensive reporting on the status of the performance management program.

- WORK-LIFE: Lead the work/life program, including the lactation accommodation program, ensuring program goals are met. Lead the development and implementation of effective work/life marketing strategies. Evaluate and report on the status of the work/life programs. Research and recommend revisions, as necessary.

- CHANCELLOR’S RECOGNITION OF STAFF & FACULTY SERVICE PROGRAM: Oversee the administration of the program, ensuring program goals are met. Evaluate and report on the status of the program. Research and recommend revisions, as necessary. Assist with troubleshooting issues as they arise.

- CATASTROPIC LEAVE PROGRAM: Oversee the administration of the program, ensuring program goals are met. Ensure compliance with the local procedure. Assist with troubleshooting issues as they arise.

- Participate or lead discussions as needed (status meetings, problem solving sessions, etc.), and assist in identifying the tools and methodologies required for executing the established project approach and work plan. Project management assignments include those with a focus on compliance, workforce administration efficiencies, HR related systems development, etc. and will consist of substantial complexity requiring advanced management and administrative skills and knowledge. The work involves long-range planning, programmatic policy concerns, collaborative relationships, communications, which may have aggressive timelines.
Minimum Requirements:

- Bachelor's degree in related area and/or equivalent experience/training.
- Has advanced knowledge all employee benefit programs, with deep knowledge within area of expertise as well as general knowledge of other areas of human resources.
- Skilled in communicating about and administering more complex benefit programs.
- Demonstrates advanced writing, speaking and group presentation skills in order to present complex information in a clear and concise manner to multiple levels in the organization.
- Has advanced knowledge of University policies and procedures; knowledge of functional area and understands how work may impact other areas.
- Possesses advanced analytical skills to conduct analysis and develop recommendations, demonstrating organization and problem-solving skills.
- Demonstrated progressively responsible experience in one or more functional areas of human resources.
- Successful experience supervising one or more professional-level staff.
- Demonstrated experience managing complex projects from inception through implementation and evaluation.
- Demonstrated skills to meet key project objectives, organize resources, lead discussions, assimilate input from others, provide input on solutions, and advise on tools, systems and methods for executing project goals.
- Demonstrated analytical, statistical and research skills.
- Strong initiative and follow-through, self-motivated and results-oriented.
- Work effectively with all levels in the organization and develop informal, cooperative relationships.
- Extensive PC skills to prepare analytical and narrative reports and proposals.

Preferred Qualifications:

- Graduate degree in related field.
- Several years of experience in HR program development and administration (i.e., benefits) and/or HR project management.
- Knowledge and experience in UCR specific culture and organizational structure.
- PHR or SPHR designation.

Conditions of Employment: This is a full-time, career position. The work schedule is Monday - Friday, 8:00 a.m. to 5:00 p.m. Evening and weekend work maybe required. The budgeted annual starting salary range for this position is $64,400 - $111,200. All UCR employees are required, as a condition of employment, to successfully complete a background investigation through the U.S. Dept. of Justice. All applicants who are selected for an interview will need to submit a work sample as part of the selection process.

Benefits of Belonging: We offer a comprehensive compensation and benefits package. For information about our generous employee benefits package, please visit our website http://atyourservice.ucop.edu/employees/new_employee/orientation.html.

Application Instructions: To apply for this position, please click the HR JOBS link at the bottom of this page if you are viewing this flier on the UCR Business and Administrative Services website. You may also apply for this position by visiting our UCR Jobs website http://jobs.ucr.edu and selecting the browse jobs link. The Principal HR Program & Project Analyst position number is 20151009341.

Filing Date: Open until filled.