UNIVERSITY OF CALIFORNIA, RIVERSIDE
INVITES APPLICATIONS FOR THE POSITION OF

CAPITAL PROGRAMS REPORTING ANALYST
(18 MONTH CONTRACT)

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 #4 ranking among the nation for most diverse universities (US
News and World Report 2011). 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 41st among top public
universities (US News and World Report 2011) and is an affirmative action and equal opportunity employer, with a
commitment to workforce diversity.

About Capital Programs:
The Capital Programs Division provides high quality services in the areas of Capital Resource Management, Capital Finance,
Real Estate, Architecture, Engineering, and Sustainability. The Capital Programs Division is responsible for the development
of the Capital Improvement Program, physical planning for the campus, and campus-wide space management and inventory;
lease and license administration (office, cell sites, ATM's, etc.); public/private joint ventures (third-party development);
acquisition and disposition of real property; the Faculty Housing Program; the Mortgage Origination Program; and providing
the Riverside campus with a physical environment which supports the teaching, research and public service goals of the
university.

Essential Functions:
Under the general direction and leadership of the Associate Vice Chancellor, Capital Programs, the Principal Capital
Programs Analyst, is responsible for the development and implementation of a business intelligence reporting strategy for the
Capital programs division. The Principal Analyst also provides executive level analytical support and consultation related to
the development of scorecard and dashboard metrics that illustrate the division's performance against established
benchmarks. The incumbent also ensures Capital Programs operations and business practices are implemented, in
accordance with legal and regulatory requirements, UCR campus, and UCOP system wide policies.

Key Responsibilities Include:
- Develop a Capital Programs business intelligence reporting strategy by:
  - Evaluating and analyzing business goals, objectives, and historical data to determine performance benchmarks that
can be used to optimize business intelligence
  - Recommending new opportunities to enhance organizational performance through business analytics and modeling
  - Collaborating with management to identify information needs and requirements
  - Designing report specifications and partnering with Technology teams to translate information needs into a
    customized reporting platform
  - Participating in support testing, validation, and implementation processes
  - Leading the design and development of analytical projects designed to understand key business behaviors that drive
    executive level decision making

- Contribute to the development of an overarching communication and reporting plan for Capital Programs, to include:
  - Building master schedule, project specific, and planning study scorecards and dashboards that illustrate divisional and
departmental progress towards achieving established performance benchmarks
  - Completing ongoing reporting required by external agencies (e.g. Major Cap report; Updating UCR's 10-year Plan,
etc.)
  - Coordinating the approval of content for Capital Programs website/web pages
  - Responding to data information requests from other campus functional areas (e.g. purchasing, risk management,
financial services, resource planning and budget, etc.)
  - Acting as the primary point of contact for Capital Programs for Capital Programs Management System requests
  - Consulting with the Facilities Analyst to provide efficient triage/evaluation of CPMS requests
Key Responsibilities Continued:

- Ensure Capital Programs operations and business practices are implemented, in accordance with legal and regulatory requirements, UCR campus, and UCOP system wide policies by:
  - Maintaining an overarching policy/delegation of authority repository/database for reference by the Division
  - Developing, maintaining, and updating process/workflow documentation as reference for the Division as a whole, or for Departments within the Division (i.e. Architects and Engineers, Capital Finance and Real Estate, Capital Resource Management, and Office of Sustainability)
  - Actively monitoring how the Division manages its information resources, and in conjunction with the Manager of Information Resources, developing recommendations for effective use and retrieval by staff

Minimum Requirements:

- **Education and Experience**: Bachelor's Degree in Architecture, Engineering, Planning, Business Administration, Public Policy, Information Systems or related field and six (6) years of experience in business process analysis, operations research, or finance/policy analysis; or an equivalent combination of education and experience

- **Operational knowledge** of planning terminology, architectural design principals, construction means, capital budgeting, policy analysis, and design of technical and/or management level reports

- **Broad knowledge** of the policies, principals, and practices governing all areas of responsibility, including business processes reporting and analysis; related internal and process controls; and an understanding of the features of relational database and web-based applications

- **Demonstrated skill and experience** effectively leading groups through the analysis of business processes as they relate to the development of business dashboards, scorecards, and metrics; documenting business processes and information flows; evaluating policies, and designing reports to support management decisions, or effectively comply with regulatory or policy requirements; performing statistical analysis and research; and using Archibus, Primavera, Computer Aided Design, Geographic Information Systems applications and the Microsoft Office Suite or other productivity software.

- **Ability** to effectively prioritize, manage and execute multiple competing priorities and deadlines; plan and organize a team effort; consistently use original and creative thinking skills to analyze and solve a wide range of complex issues and to offer a range of options for resolution; and work with executive management to adopt changes and better align processes with operating objectives; learn, understand, and work with new software applications; and communicate ideas effectively, both orally and in writing

Preferred Qualifications:

- Knowledge of UCR standards and federal, state and local codes as they pertain to planning, design and construction

Conditions of Employment:

This is a **full-time 18 month contract** position. The standard work schedule is Monday - Friday, 8:00 a.m. to 5:00 p.m. The budgeted annual starting salary range for this position is **$53,415 - $81,477**. All UCR employees are required, as a condition of employment, to successfully complete a background investigation through the U.S. Dept. of Justice.

Benefits of Belonging:

We offer a comprehensive compensation and benefits package. For information about our generous employee benefits package, please visit our website At Your Service: [http://atyourservice.ucop.edu/employees/new_employee/orientation.html](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 Finance and Business Operations website. You may also apply for this position by visiting our website [http://jobs.ucr.edu](http://jobs.ucr.edu) and selecting the browse jobs link. Capital Programs Reporting Analyst position number is **201208034705**.

Filing Date: Open Until Filled