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 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 Associate Vice Chancellor of Human Resources, this position will be a goal-oriented, hands-on practitioner leading and managing a range of human resource management services to include, but not limited to, compensation including executive compensation; organizational and job design; job evaluation; workforce planning; and, HR enterprise systems.

Provides direction and guidance to staff; exercises judgment within defined procedures and policies to determine appropriate action; receives assignments in the form of objectives; determines how to use staff resources to meet schedules and goals; recommends and approves actions concerning policy exceptions, programs, and implementation processes.

This position supports Human Resources' strategic objective to deliver progressive human resources programs, information, and services to build and sustain an engaged, diverse, and highly competent workforce.

Key Responsibilities Include:
- Serve as a consultant to management on compensation, organization, and job design and evaluation matters including salary plans, pay decisions, salary management, recognition and incentive award programs, organization and workforce planning, and University policies/procedures, including the design of creative solutions to related problems.
- Advise campus management and develop campus response to proposals initiated by the Office of the President, unions, or other campuses. Participate in the decision-making process and final outcome by providing detailed analysis/models, innovative recommendations, and expert advice to senior management.
- Design and manage the campus' job evaluation methodologies; ensure appropriate job classification for staff positions; and develop and refine job evaluation methods, criteria, standards and tools to facilitate consistency in classification decisions. Oversee and administer the staff salary plans and wage agreements, in coordination with the Payroll Office. Oversee participation in and utilization of compensation surveys to collect and analyze competitive salary information to determine the organization's competitive position. Represent UCR on systemwide compensation and job structure and methodology issues.
- Provide high-level analytical support for Senior Management Group (SMG) compensation actions, develop compensation justification for items presented to the UC Board of Regents', and oversee SMG compliance requirements.
- Oversee professional staff in the Compensation unit. Contribute and participate with other HR managers in the development of HR division strategic goals and initiatives. Develop action plans and monitor progress toward achievement of assigned goals and initiatives. Hire, train and develop, assign work, and evaluate performance of professional staff. In addition, incorporate the UCR Campuswide Performance Standards and Principles of Community in the management of the professional staff.
- Provide leadership and expertise to systemwide and campus HR initiatives; identify and develop HR project work plan, milestones, and project deliverables; and coordinate the organization of resources (i.e., project team, subject matter experts, advisory workgroups, etc.) to meet the needs of HR milestones in conformance to HR initiatives. Take the lead in troubleshooting problems that arise in carrying out HR implementation activities. Identify the tools and methodologies required for executing on the project approach and work plan.
- As part of the Human Resources' information technology initiatives, serve as a subject matter expert, campus resource and/or active participate in HRIS workgroups and committees, particularly for systems related to compensation/classification, human resources data warehouse, and benefits as well as systemwide UC HRIS. Oversee the deployment phases of the unit specific HRIS applications to the campus. Take the lead in ensuring appropriate training and guidance is provided to HRIS users. Manage existing HRIS applications.
Minimum Requirements:

- Education and experience equivalent to a Master's degree in a related field, plus demonstrated progressively responsible experience in the field of human resources for a minimum of eight years in two or more of the following areas: compensation, organization/job design and evaluation, workforce planning, employee relations, HRIS management, and HR practices/policies and related federal/state regulations.
- Experience in a supervisory capacity for a minimum of five years.
- Demonstrated progressive experience in the administration, delivery and design of compensation programs, preferably in a unionized environment.
- Advanced knowledge of job design, job evaluation, and salary administration theories and practices, in conjunction with related federal and state regulations and laws (e.g. FLSA, California state wage orders, EEO/AA, HEERA, etc.)
- Demonstrated experience in assisting management in the development of solutions to problems affecting job design, organizational structure and compensation.
- Strong analytical skills to strategically assess organizational needs and develop policies as well as program and system solutions.
- Ability to effectively use technology to maximize data analyses, storage and retrieval.
- Demonstrated advanced skills with spreadsheets, on-line financial systems, HRIS, and other data storage/retrieval systems to acquire and query information, and create new reporting tools.
- Demonstrated ability to write professional analytical and narrative reports for a variety of audiences utilizing Excel, PowerPoint, Word, and other software applications as appropriate.
- Demonstrated effective public speaking skills.
- Exceptional interpersonal and communication (both oral and written) skills to interact effectively with all levels of the university and external organizations.
- Strong negotiating skills, including the ability to resolve and manage conflict.
- Effective project management and organizational skills to develop goals and action plans, assess priorities and resource needs, and delegate responsibilities.
- Ability to set and meet aggressive commitments to achieve objectives; manage multiple, diverse assignments/projects under time and workload pressures.
- Effective leadership and supervisory skills, including recruiting, hiring, training, developing, supervising, and evaluating the performance of a diverse staff.
- Hired applicant must successfully complete a background check through the Department of Justice.

Preferred Qualifications:

- Graduate degree in Human Resources, Organizational Development, Public Administration, Organizational Management, Law or other related academic discipline.
- Ten or more years of senior-level professional human resource experience in a progressively responsible leadership role with a blend of both business and higher education organizational experience.
- World at Work Certified Compensation Professional (CCP).
- PHR or SPHR designation from the Human Resource Certification Institute.
- Strong knowledge of UC's classification and salary administration policies, procedures and collective bargaining agreements.

Conditions of Employment:

This is a full-time career position. The standard work schedule is Monday - Friday, 8:00 a.m. to 5:00 p.m. Evening and weekend work may be required. The budgeted annual starting salary range for this position is $71,200 - $127,300. 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.

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 and selecting the browse jobs link. The Compensation Manager position number is 201301076397. Filing Date: Open until filled.