UNIVERSITY OF CALIFORNIA, RIVERSIDE
INVITES APPLICATIONS FOR THE POSITION OF
EMPLOYEE & LABOR RELATIONS 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 UCR Human Resources department has added several positions that will allow us to do exciting work in support of organizational initiatives. If you are looking for a position that will provide you with a challenge, growth and development opportunities, and the forum to showcase your expertise and client service skills, join our team in the UCR HR department.

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:
Recognized functional expert who regularly leads employee relations projects of criticality to organization in support of a high performance workplace. Provides expert professional advice and counsel to management on employee relations/employee engagement issues and projects. Advises supervisors regarding employee performance management and corrective actions, including discipline and dismissal actions, conduct of investigations and management of complaints and grievances. Utilizes comprehensive and in-depth employee relations expertise to provide guidance and recommendations regarding strategic direction for the organization. Works on employee relations matters that are the most diverse and complex in scope and where analysis of data and situations requires evaluation of many factors and implications with broad impact on the organization. Provides expert advice in interpretation and implementation of collective bargaining agreements and relevant policies. Develops internal and external contacts often pertaining to organization-wide plans and objectives. Determines methods and procedures on new assignments and functions as a lead with other employee relations professionals. Is considered a subject-matter expert of the organization.

Key Responsibilities Include:
- Works in a highly collaborative manner with diverse client groups across the organization, external contacts of significance, and members of organization management at all levels on such issues as performance management, complex organizational changes, work place climate and other related areas.
- Investigates formal employee complaints and develops recommendations on the organization’s response to employee or employee representative.
- Coordinates advanced analysis of complex issues and develops recommendations for integrated human resources solutions to clients.
- Conducts highly sensitive termination interviews and makes recommendations regarding policy and procedures based on trends.
- Administers and interprets labor/union contracts.
- Responds to complex grievances and situations according to state and federal laws and union/labor contracts.
- Ensures that legal and regulatory requirements are met in terms of employee relations to minimize exposure to liability for the organization.
- Leads and influences others on matters of significance.
- Provides advice and counsel to assigned client groups and other Employee Relations Representatives on complex wide ranging employee relations issues.
- Manages sensitive and confidential information in an appropriate manner and according to organization policy.
Minimum Requirements:
- Bachelor’s degree in related area and/or equivalent experience/training.
- Demonstrated ability to handle the most difficult or volatile situations/individuals effectively.
- Has advanced knowledge of employee relations function and other subject areas of human resources.
- Exhibits strong knowledge of legal requirements needed to minimize exposure.
- Possesses advanced analytical skills to conduct analysis and develop recommendations, demonstrating organization and problem-solving skills.
- Demonstrated success in developing and administering performance management systems.
- Demonstrates thorough knowledge of organization policies and procedures; advanced knowledge of functional area and understands how work impacts other areas in Human Resources and the organization.
- Has strong knowledge of dispute resolution and grievance procedures and expert knowledge of administering and ensuring adherence to labor/union contracts.
- Demonstrates skills and abilities in conflict and change management.
- Has superior written, verbal and presentation skills for presenting and communicating complex information to managers at varying levels in the organization on employee relations issues.
- Possesses skills to provide guidance to managers and employees on complex and significant employee relations issues.
- Capable in developing, interpreting, implementing and administering organization-wide human resources policies and processes.
- Possesses advanced knowledge of applicable state and federal laws and regulations.
- Understanding of the principles related to management, supervision and leadership to provide expert level advice and counsel.
- Extensive experience conducting complex workplace investigations.

Preferred Qualifications:
- JD or Master's degree in related area.
- SHRM-CP
- CLRM
- Professional experience performing employee and/or labor relations activities in higher education and/or public sector.

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. A valid CA driver’s license is required, and you may be required to drive to and from business related meetings/conferences/functions. Travel within or outside of normal business hours may be required. The budgeted annual starting salary range for this position is commensurate with experience. 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 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 flyer 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 Employee & Labor Relations Analyst position number is 201512011641.

Filing Date: Open until filled.