UNIVERSITY OF CALIFORNIA, RIVERSIDE
INVITES APPLICATIONS FOR THE POSITION OF

ERGONOMIC SPECIALIST

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:
The UCR Ergonomics and Injury Prevention program is managed under the Workplace Health & Wellness unit in the Human Resource Division. Under the general supervision of the Manager, Workplace Health & Wellness, the Ergonomics Specialist shall establish essential, well-designed ergonomic intervention efforts targeted at identified high-risk employees and high-impact musculoskeletal injuries and illnesses. Continuously evolve the UCR Ergonomic Program to achieve reduction in exposure risks and injuries (and their associated costs) and outstanding performance that exceeds compliance. Develop and implement goals, objectives, policies, and procedures for the UCR Ergonomics Program to meet the mission, goals and objectives of the Workplace Health & Wellness unit. These efforts will include specific services, program development and consultation for compliance associated with current and anticipated future ergonomic regulatory compliance. Establish best practices that exceed compliance-based services. Perform individual office ergonomic assessments utilizes online software program to case manage ergonomic evaluations and follow up as well as provide ergonomic oversight to the office ergonomics equipment loaner program. Conducts job analyses on an as-needed basis. This position supports the growth and expansion of the current Workplace Health & Wellness initiatives and the development of additional wellness initiatives which will aid in the reduction and cost containment of workplace injuries.

Key Responsibilities Include:
- Administer the online ergonomics self-assessment and training programs as well as training on other ergonomic related topics; conduct individual assessment to employees with medium-and high-risk profiles; conduct follow-up visits to employees who participate in the program. Overseen CX compliance of the Health & Safety clause, manage Ergo Matching Funds program, represent UCR campus in system-wide ergonomic work groups and work group projects. Contribute to and distribute the Well at Work newsletter, and manage the ergonomic equipment loaner program.
- Work collaboratively with Wellness, Worker’ Compensation, Work Strong and Disability Management to promote a healthy campus culture. Co-manage quarterly promotions as part of the WalkingFit program.
- Reviews ergonomic injuries on the campus with the goal of injury prevention. Conducts surveys to determine effectiveness of interventions.
- Provides written reports to department managers, and Human Resources concerning evaluation findings, recommendations and follow-up.
- Provides feedback to the Workers Compensation (WC) Specialist on findings observed during work site evaluations and interventions implemented to remedy problems.
- Maintain, analyze and report data and trends. Maintain and update the mail distribution list, and ergonomics program website.
- Oversee the ergonomics lab to provide and demonstrate ergonomic computer equipment. Provides training and advice in the selection, adjustment, and use of computer equipment and office furniture.
- Establish relationships with equipment vendors as a resource and to maintain current inventory for demo program.
- Other duties as assigned to support the campus mission, Human Resources, and the Ergonomics and Injury Prevention program.
Minimum Requirements:
Bachelor's degree plus a minimum of six years of demonstrated recent professional-level experience in ergonomics, biomechanics, kinesiology, and/or injury prevention or an equivalent combination of education and work experience.

Demonstrated experience in developing and delivering effective ergonomic and injury prevention programs as well as utilization of assessment tools such as surveys and/or audits. Knowledge of laws, codes, regulations, guidelines and current technology concerning ergonomics and occupational health and safety issues.

Demonstrated knowledge of federal and California state regulatory requirements, codes, guidelines, and national consensus standards regarding ergonomic design and intervention.

Demonstrated experience in analyzing information, problems, or practices to identify relevant concerns, identify patterns of tendencies, and formulate logical and objective conclusions.

Demonstrated knowledge of database and spreadsheet management, Microsoft Office products, online training applications, and web-based business practices.

Advanced skill and experience with occupational health and safety principles and applications.

Exceptional interpersonal skills; emphasis on training and public presentation skills, with ability to address a very broad range of audiences. Present an advanced ability to communicate effectively both orally and in writing with all levels of faculty, staff, and students. Demonstrated skill in writing concise and logical analytical/narrative reports, program materials, and correspondence using correct spelling, grammar, composition, and proofreading skills.

Preferred Qualifications:
Graduate degree in a related field.

Professional certification from the Human Factors Society as a Certified Professional Ergonomist (CPE) or Certified Human Factors Professional (CHFP).

Advanced degree in a scientific or engineering discipline.

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. The budgeted annual starting salary range for this position is $67,446 - $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. 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 Ergonomic Specialist position number is 201507237021.

Filing Date: Open until filled.