UNIVERSITY OF CALIFORNIA, RIVERSIDE
INVITES APPLICATIONS FOR THE POSITION OF
HR PROJECT LEAD

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 University of California has launched a significant initiative to deploy a common HR/payroll system and shared business processes utilizing Oracle PeopleSoft across ten campuses and five medical centers for all of UC’s nearly 200,000 employees.

The HR Project Lead is responsible for managing the conversion and deployment phases for the HR deliverables to support the Riverside campus implementation of PeopleSoft’s Human Capital Management (HCM) and Payroll applications.

The incumbent will serve as a project lead for Human Resources (HR) deliverables for the Riverside campus, which will include monitoring the quality of project deliverables and the timely resolution of identified issues.

The position will coordinate closely with the campus governance structure (i.e., Steering Committee, Working Group, Project Management Office, Teams, etc.) on specifics related to the approach and work plan. It will lead change management and training activities, ensure completion of project milestones, appropriate communication between work teams, identification of change management issues, and overall project management on a day to day basis. Participate or lead discussions as needed (status meetings, problem solving sessions, etc.), develop/deliver training for users, and assist in identifying the tools and methodologies required for executing on the established project approach and work plan. The effort assigned to the job responsibilities may shift in response to changing goals and objectives and the demands of the project. This is a 2 year contract position which is eligible for vacation and sick accruals, holiday pay, and medical, dental and other benefits.

Key Responsibilities Include:

- Serve as the point of contact within Human Resources for the Riverside campus implementation of the Oracle PeopleSoft HR system. Interact closely with the campus governance structure, HR subject matter experts and campus management concerning the HR deliverables, including the development and management of the HR project work plan, milestones, and issues tracking. Coordinate the organization of resources (i.e., project teams, functional area leads, subject matter experts, etc.) to meet the needs of HR milestones in conformance to the UC system implementation plan.

- Take the lead in troubleshooting new and known problems that arise in carrying out HR implementation activities. Identify the tools and methodologies required for executing on the established project approach and work plan.

- In collaboration with the campus governance structure and UCOP Project Management Office, develop local process maps that define and reflect future business processes and workflows for the campus on HR-related actions.

- Develop, establish and maintain appropriate documentation concerning project decision points, milestones, project status and issues tracking, and local deployment activities.

- Identify change management issues in conjunction with business process and workflow changes; collaborate with central campus offices and key stakeholders to identify change management concerns and develop an appropriate change management training program; and coordinate appropriate follow-up activities.
Key Responsibilities Continued:

- Collaborate with central campus offices and key stakeholders to identify an effective campus communication strategy and manage the communication channels for HR deliverables. Between the steering committee, work group, teams, project management offices, campus management, and the campus community. Maintain strong internal communications concerning project goals and status, transition planning, expectation setting, and project decision points. Augment system wide communications as necessary. Develop local materials including special briefings, talking points for leadership, fact sheets, FAQs, etc.

- Utilize available technology to effectively and efficiently communicate with project participants and the campus community. Develop document sharing resources and electronic distribution channels. Establish and maintain an integrated project website that incorporates the themes of the UCPath initiative.

- Other duties as assigned to support the campus mission and the Human Resources division.

Minimum Requirements:

Bachelor's Degree with a major in a related field, and two years of experience in the field of human resources at a senior analyst level or higher; or an equivalent combination of education and experience.

Demonstrated experience managing human resources-related projects and/or demonstrated experience as an HR/payroll member on complex, diverse system implementations.

Strong project management skills; demonstrated skills to execute on a project plan and meet key objectives, organize resources, lead discussions, assimilate input from others, provide input on solutions, and advise on tools and methodologies for executing project goals.

Ability to collaborate with members of the HR UCPath project group to facilitate change management, training and communication efforts.

Demonstrated ability to function in a team leadership role; ability to take broad direction and meet deliverable requirements; demonstrated excellent judgment and decision-making skills within a complex organizational setting; and demonstrated ability to work effectively and collaboratively in teams, and with a diverse population of faculty, staff, community partners and vendors.

Strong problem solving skills; demonstrated skills in data gathering, investigation, review and analysis to define the problem, locate its source, and develop/implement solutions.

Strong communication and public speaking skills; skills to effectively and professionally communicate using tact and diplomacy with internal and external campus community; demonstrated skill in identifying the correct issues to be communicated, the appropriate audience, the method of communication, and the timing of the communication. Ability to maintain confidentiality.

Demonstrated ability to develop professional reports using enterprise systems and data retrieval queries; advanced skills in creating and editing documents and spreadsheets using Microsoft Word, Excel, PowerPoint or other software applications with moderately advanced features; and demonstrated skill in preparing professional narrative reports and analytical studies.

Preferred Qualifications:

Master's degree in relevant field, and five years of experience in the field of human resources at a senior analyst level or higher.

Recent, progressively responsible experience as an HR professional.

Experience in business process analysis and redesign, and change management processes.

Experience with HRIS conversions and implementations (i.e., PeopleSoft); experience leading system implementations, preferably in higher education or public sector.

Professional in Human Resources (PHR), Senior Professional in Human Resources (SPHR) and/or Project Management Profession (PMP) certification.

Conditions of Employment: This is a full-time, 2 year contract 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 - $109,538. 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 HR Project Lead position number is 201506246063.

Filing Date: Open until filled.