UNIVERSITY OF CALIFORNIA, RIVERSIDE
INVITES APPLICATIONS FOR THE POSITION OF

PRINCIPAL HR BUSINESS 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 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:
In support of the UCPath initiative, this position will support for the development and implementation of the current Payroll Personnel System (PPS) to a new systemwide combined Human Resource Information System (HRIS) and payroll system. An additional outcome of the UCPath Initiative is the creation of a systemwide shared service center, called the UCPath Center. The UCPath Center will process selected payroll, benefits, academic personnel, leave management and workforce administration transactions. The Principal HR Business Analyst will report directly to the HR Project Lead and will have primary responsibility for translating current HR business processes into efficient future state business process designs, including documenting and mapping workforce administration, absence management, compensation, and related payroll requirements, processes, functions, and best practices as the campus transitions to PeopleSoft and a shared services model.

Key Responsibilities Include:
- Assesses medium to complex situations or problems, identifies desired improvements, works with clients to address identified issues and implement improvements in alignment with organizational strategy.
- Addresses questions, concerns and consulting engagements for large or more complex units.
- Assist in identifying opportunities for improving business processes through information systems and/or non-system driver changes; assists in the preparation of proposals to develop operational changes.
- Translate new and existing business processes into detailed universally understood documentation and workflow mapping.
- Participate in analytical project management activities, including the development and maintenance of timelines with tasks and project milestones. Populate and maintain a SharePoint issue tracking log to provide issue clarity and to facilitate the timely resolution of all issues.
- Independently selects methods and techniques for obtaining appropriate resolution.
- Applies organizational development concepts to perform complex analysis to understand past performance and determine present and future performance and/or resource allocations.
- Consult with subject matter experts to identify, define and document current human resources business processes. Conduct & facilitate fit/gap analysis and design sessions, as needed.
- Research and prepare statistical reports using available data and consolidate information into cohesive and understandable correspondence or other written form for use in management decision-making.
Minimum Requirements:
- Bachelor's degree in related area and/or equivalent experience/training.
- Five (5) years business analyst or project management experience.
- Ability to focus on priorities, strategies, and vision.
- Ability to coach, facilitate, and influence.
- Demonstrates analytical, problem-solving, project planning and implementation skills.
- Has thorough knowledge of the organizational development and effectiveness field, theories, models to assess, design and implement customized organizational interventions.
- Possesses effective verbal and written communication skills.
- Skilled in facilitation, consulting and relationship building.
- Demonstrates ability to learn quickly, reason, synthesize and generalize based on information obtained.
- Knowledge and experience in UCR specific culture and organizational structure.
- Working knowledge of PeopleSoft HCM implementation.
- Demonstrated analytical, statistical and research skills with experience in preparing analytical and narrative reports and proposals.
- Highly self-motivated with strong initiative and follow-through.
- Thorough knowledge and proficiency in Microsoft Project, Excel, Visio, and Word.
- Thorough knowledge and proficiency in SharePoint. Required
- Work effectively with all levels in the organization and develop informal, cooperative relationships.

Preferred Qualifications:
- Graduate degree in a related field.
- Ten (10) years of progressively responsible experience in HR business analytics, PeopleSoft HCM implementation or other HCM/HRIS implementation.
- Business Analyst, HCM, and/or HRIS implementation experience in a higher education environment.
- Experience with shared service center practices and technologies.

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. Evening and weekend work maybe required. The budgeted annual starting salary range for this position is $57,400 - $99,200. 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 Principal HR Business Analyst position number is 201510028921.

Filing Date: Open until filled.