UNIVERSITY OF CALIFORNIA, RIVERSIDE
INVITES APPLICATIONS FOR THE POSITION OF

PRINCIPAL HR POLICY & COMMUNICATION 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:
Under the general direction of the Associate Vice Chancellor, Human Resources, manage the overall administration, analysis and implementation of new and existing systemwide and local policies/procedures and guidelines. Provide consultation and clarity regarding policy provisions to management and staff. Serve as a campus liaison with the Office of the President. Oversee the department communications function and collaborate with the Senior HR Data, Program & Communication Analyst in the overall development and publishing of professional HR/LR communications for the campus and beyond. Participate in researching content and developing PowerPoint/Visio presentations/resource documents designed to effectively inform management and the campus on HR initiatives.

Key Responsibilities Include:
- Conducts highly complex and varied analyses of issues or concepts and develops resulting recommendations employing political acumen and integrating information to determine appropriate courses of action and their implications.
- Applies advanced HR concepts to counsel senior managers on HR issues, employee and labor policies, procedures, and appropriate practices.
- Provides support to units or departments in administering policies and programs in the areas of employment, labor relations, wage and salary administration, training, and other areas of HR.
- Influences others on matters of importance.
- Regularly serves of the organization-wide HR committees to counsel on new HR initiatives and to help determine appropriate organization HR strategies, policies, and practices.
- Develop, implement, and manage new and revised HR policies; develop local procedures and guidelines.
- Develop communication strategies to ensure employees, supervisors and managers are aware of and understand external regulations, as well as University policies and procedures.
- Design, coordinate, and produce a wide range of sophisticated designs to be used on integrated marketing materials including, but not limited to, brochures, posters, postcards, direct mailers, and HTML emails. Ensure consistent and appropriate branding of all department communications.
- Propose & implement progressive communication strategies based on topic and audience, including timelines.
- Lead or collaborate with the Senior HR Data, Program & Communication Analyst to enhance the department communication strategy with a focus on clear, concise and professional content. Common communication vehicles include Scotmails, Listservs, websites, portals, SharePoint, and newsletters.
- Lead and oversee new and revised HR website content, design and navigation.
Minimum Requirements:
- Bachelor's degree in related area and/or equivalent experience/training.
- Possesses well developed active listening and critical thinking skills.
- Has advanced knowledge of human resources concepts, policies and procedures including employment practices, labor relations, salary administration, training and other areas of human resources as well as organizational initiatives relating to and/or impacting human resources.
- Has in-depth knowledge of the university's Human Resources Management System (HRMS) and other related business software programs and systems.
- Demonstrated ability to handle extremely difficult or volatile situations/individuals effectively.
- Is highly skilled in communicating clearly and effectively verbally and in writing.
- Demonstrates advanced knowledge of organizational policies and procedures; advanced knowledge of functional area and understands how work impacts other areas in Human Resources and the organization.
- Possesses advanced analytical skills to conduct analysis and develop recommendations, demonstrating organization and problem-solving skills.
- Demonstrated progressively responsible experience in one or more functional areas of human resources.
- Successful experience supervising one or more professional-level staff.
- Demonstrated experience in HR policy development, coordination and implementation.
- Extensive PC skills to prepare analytical and narrative reports and professional presentations, including advanced knowledge and skill in Microsoft Outlook, Word, Excel and PowerPoint, Adobe and Visio.
- Demonstrated knowledge and experience with web applications (e.g., SharePoint) and content management systems (e.g., OmniUpdate).
- Advanced skill in presentation development, including innovative techniques such as embedded charts, graphs, graphics, audio, video, etc.
- Strong initiative and follow-through, self-motivated and results-oriented.
- Work effectively with all levels in the organization and develop informal, cooperative relationships.

Preferred Qualifications:
- Graduate degree in related field.
- Several years of experience in HR policy development and communication strategies.
- Knowledge and experience in UCR specific culture and organizational structure.
- PHR or SPHR designation.

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. Travel outside of normal business hours, and evening and weekend work maybe required. The budgeted annual starting salary range for this position is $64,400 - $111,200. 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 Policy & Communication Analyst position number is 201510099361.

Filing Date: Open until filled.