UNIVERSITY OF CALIFORNIA, RIVERSIDE
INVITES APPLICATIONS FOR THE POSITION OF
PRINCIPAL HR TRAINING AND ORGANIZATIONAL DEVELOPMENT 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 AVC-HR, the Principal HR Training and Organizational Development Analyst will be responsible for incorporating key principles of adult education to effectively identify, design and implement practical and impactful learning initiatives, programs, and materials. The Principal HR Training and Organizational Development Analyst formulates, develops and implements a comprehensive staff training and organizational development program in close collaboration with central HR managers. Researches, designs and develops programs using instructional design theory, expands e-learning, conducts a variety of organizational development services, and coordinates campus implementation of systemwide employee development programs such as the Management Skills Assessment Program. The position will act as lead for training and organizational development staff.

Key Responsibilities Include:
- Provide leadership and expertise in the design, development and implementation of integrated employee development programs to meet organizational needs and to support key divisional and campus initiatives in the areas of employee development, strategic and long range planning, diversity, technology advancements, and new administrative systems.
- Work closely with HR managers to jointly develop a comprehensive employee development curriculum for all levels of the workforce.
- Identify, plan and implement relevant and effective in-person and e-learning training and development programs that align with and support the organization's mission, vision and goals and priorities.
- Consult with campus departments, committees, and all levels of employees to identify current and anticipate future knowledge and skill development needs.
- Utilize analytic techniques to determine skill gaps based on assessments.
- Partner with the Offices of Diversity, Excellence and Equity and Affirmative Action to ensure employee development programs integrate and advance diversity and inclusion principles; to design and develop programming and assessments to further campus diversity goals and principles.
- Design and implement methods to measure program effectiveness.
- Develop assessment instruments for survey needs.
- Oversee instructional delivery conducted by others.
- Develop effective marketing tools for programs and services.
- Provide organizational development services, including consultation, assessment, problem solving, design and implementation of interventions. Initiate and advise management of educational opportunities, team strategies, individual approaches to enhance organizational effectiveness and resolution of issues in close collaboration with HR managers.
- Analyze results of surveys and assessments, and work closely with HR and campus managers to identify strategies to address outcomes.
- Facilitates change management activities for major initiatives.
Key Responsibilities continued:

- Supervises the activities of the Training and Development unit staff.
- Participates and/or makes recommendations in the hiring, performance evaluation, merit increase, promotion, reclassification and disciplinary processes.
- Responsible for the work assignments and oversight of instructional delivery conducted by directly supervised staff.
- Develops, encourages, promotes and monitors professional growth and staff development.
- Ensure compliance with university personnel policies, procedures, guidelines and regulations.
- Provide campus oversight of local installation of the systemwide Learning Management System (LMS), coordinating closely with UCOP on activities such as planning and analysis of data migration, data loading of course information, development and delivery of training related to LMS functionality, maintaining the integrity of the data housed in the LMS and troubleshooting system issues as required.
- Oversee, monitor and report on compliance related training required and developed by the UC Office of the President that are housed in the LMS such as Sexual Harassment Prevention, Ethics, Conflict of Interest, NSF research regulations and Violence Against Women.
- Represent UCR in systemwide forums that include staff development, training compliance, the LMS and the Management Skills Assessment Program.
- Other duties as assigned.

❖ Minimum Requirements:

- Education and experience equivalent to a Bachelor's degree.
- Six years' experience in staff learning and development and two years' of supervisory experience.
- Demonstrated knowledge of instructional design principles and experience in the design and implementation of in-person and web-based training and development programs to address specific needs.
- Knowledge of organizational development theory and practices. Demonstrated ability to translate knowledge of organizational behavior into practical training and development.
- Outstanding project management skills with demonstrated ability to develop implement and manage large, complex learning development projects. Ability to conduct needs analysis and present results.
- Excellent training, facilitation and internal consultation skills in the areas of leadership, management and professional skills. Strong collaborative, interpersonal skills and relationship management skills, and the ability to achieve results with a diverse population.
- Ability to measure impact of training and development activities on individual and organization performance. Demonstrated research, analytical and problem-solving skills, including the development and maintenance of meaningful metrics.
- Ability to use discretion, exercise good judgment and resourcefulness, tact, diplomacy and maintain strict confidentiality.
- Extensive PC skills to prepare analytical and narrative reports and professional presentations, including advanced knowledge and skill in Microsoft Outlook, Word, Excel and PowerPoint.
- Excellent written and oral communication skills.

❖ Preferred Qualifications:

- Master's degree in a relevant field.
- Experience in public sector or higher education.
- PHR/SPHR certification.

❖ Conditions of Employment: This is a full-time career position. The standard work schedule is Monday - Friday, 8:00 a.m. to 5:00 p.m. The full-time annualized 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 At Your Service:

❖ 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 http://jobs.ucr.edu and selecting the browse jobs link. The Principal HR Training and Organizational Development Analyst position number is 201411070422.

❖ Filing Date: Open until filled.