UNIVERSITY OF CALIFORNIA, RIVERSIDE
INVITES APPLICATIONS FOR THE POSITION OF
SENIOR HR PROGRAM 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 #4 ranking among the nation for most diverse universities (US News and World Report 2011). 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 41st among top public universities (US News and World Report 2011) and is an affirmative action and equal opportunity employer, with a commitment to workforce diversity.

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 HR Policy, Program and Project Manager, the Senior HR Program Analyst is responsible for providing a full range of functions relating to key HR programs and projects in support of HR's strategic objective to deliver progressive HR programs, information and services to build and sustain an engaged, diverse, and highly competent workforce.

Key Responsibilities Include:
- Develop, maintain and conduct effective benefits orientation and open enrollment workshops and/or online tutorials, online resources, as needed
- Provide the Retirement Administrative Service Center (RASC) with requested information/data
- Respond to Family Member Verification Project (FMVP) information requests, cancellation and reinstatement of benefits (Secova, UCOP)
- Assist with the facilitation of disability benefit issues and provide status updates to Labor Relations, UCOP, etc.
- Consult with UCOP, Payroll, and campus experts to gather the information required to provide benefits-impact options to Labor Relations in situations involving corrective actions, terminations, and medical separations
- Provide guidance on survivor benefits
- Act as backup for the Healthcare Facilitator
- Respond to ad hoc project requests, including the generation and analysis of relevant data and organized presentation of conclusions
- Participate in planning and communication efforts
- Generate and analyze data in support of program/project satisfaction and compliance
- Serve on workgroups and committees, as needed
- Create, disseminate, analyze and summarize HR program/project campus surveys
- Develop and maintain an efficient processing, tracking and recordkeeping system to ensure accurate and timely reporting for HR programs and projects, as needed
- Manage the Lactation Accommodation program by:
  - Assisting in the annual budget process
  - Participant room access tracking
  - Marketing the program
  - Ensuring rooms are in proper condition, pumps are working, supplies are replenished
- Leads the development of and participate in work/life balance workshops (e.g., Expectant and New Parent)
Minimum Requirements:

- Education and experience equivalent to a Bachelor's degree in human resources, or a related field and four years demonstrated experience as an HR generalist or specialist.
- Knowledge and experience in employee benefits program administration.
- Demonstrated experience in program/project administration.
- Ability to use discretion, exercise good judgment and resourcefulness, tact, diplomacy and maintain strict confidentiality.
- Ability to establish and maintain effective working relationships with individuals at all levels of the university and outside agencies.
- Demonstrated research, analytical and problem-solving skills.
- Demonstrated ability to develop and present educational workshops.
- Strong initiative and follow-through, self-motivated and results-oriented to set and meet aggressive commitments.
- Excellent written and oral communication skills.
- Extensive PC skills to prepare analytical and narrative reports and professional presentations.

Preferred Qualifications:

- Bilingual - English/Spanish.
- Demonstrated experience with short/long-term disability related issues.
- Experience with UC and/or UCR applications and systems.
- 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 budgeted annual starting salary range for this position is $48,678 - $74,144. 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: 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 Finance and Business Operations website. You may also apply for this position by visiting our website http://jobs.ucr.edu and selecting the browse jobs link. The Senior HR Program Analyst position number is 201303257708.

Filing Date: Open until 04/16/2013.