

# R'FBO

## Insights

University of California Riverside  
June 2011 Issue / Volume I

UCRIVERSIDE UNIVERSITY OF CALIFORNIA  
Finance & Business  
Operations

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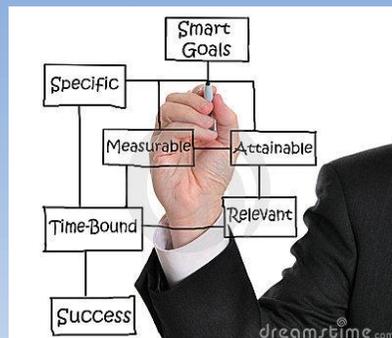
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## Finance and Business Operations Spotlight on *Working Smarter*

### *Identifying, Developing, Implementing, & Measuring Administrative Efficiencies in a Leaner Environment*

In the summer of 2009 the University of California Office of the President (UCOP), in response to the bleak financial circumstances facing the entire UC system, realized that a reinvigorated commitment to administrative effectiveness must be a key tenet of long-term viability. In recognizing the need for promoting ongoing administrative efficiencies in a leaner environment that bring together system-wide, regional, and campus-level efforts under one umbrella, UCOP introduced the *Working Smarter* initiative.



One of the first steps the University of California-Riverside (UCR) took, in *Working Smarter*, was to consolidate and substantially redesign its administrative structure. With the formation of the UCR [Finance and Business Operations](#) (FBO) Organization, there has been an increase in administrative efficiencies, as well as much-needed budgetary savings. Under the leadership

and direction of the Office of the Vice Chancellor-FBO, there continues to be a strong commitment within each FBO unit to work smarter and transform the way business is conducted on campus. By focusing on ways to streamline processes in order to address cuts in State funding, identify and implement administrative efficiencies that enhance the quality of services provided to the campus community, and build a sustainable financial model to carry the campus forward, each FBO unit continues to transform the way it does business.

*R'FBO Insights* is published to apprise the campus community of how each FBO unit is transforming the way it conducts business. In this environment of continuous change, each FBO unit will communicate, through this e-publication, the continuous improvements being made in identifying, developing, implementing, and measuring the means to maximize administrative efficiencies in a leaner environment. In sharing the successes of each *Working Smarter* initiative through *R'FBO Insights*, it is expected that the other campus units will follow suit in pursuit of operational excellence, progressing from a strategy for overcoming adversity to a lasting pillar of UC culture.

## Human Resources Division Announces Realignment with the Deployment of iRecruit

As the [Human Resources](#) (HR) Division addresses a continuously changing environment, the commitment to continuously improve the way business is done remains at the forefront. This is especially true now in light of the latest reductions in State funding and the impact this reduced funding is having on the entire campus.

With the recent deployment of [iRecruit](#) and the upcoming implementation of a system wide Human Resources Information System (HRIS), campus units are experiencing the transformation of a new and leaner operating environment. Duties for and the accountability of many HR-related functions and activities, including those involving recruitment, will transition out of the HR Division and in to each individual campus unit.

The immediate impact of these changes, hastened by cuts in State funds, is the elimination of the Recruitment Services unit and the functions it performed within the HR Division. The reduction of 2.5 FTE, in the elimination of the aforementioned unit, will also impact other functional areas of the HR Division. As these changes unfold, significant shifts in how the HR Division serves and supports the campus will be realized. In this leaner environment of increased administrative efficiencies, there will be a new focus on the development of management tools. These resources will be necessary to assist each Chief Financial Administrative Officer (CFAO) in the managing of these HR functions.

In the short-term, beginning 07/01/11, the Education and Development unit will assume responsibility for employment concerns, including the administration of ad placement for open positions and the management of iRecruit. The newly consolidated Staff Employment and Education unit will develop its new operating framework, over the summer. The objectives of the unit will be announced to the campus in the fall.

During the transition period, the following changes in how HR conducts business will go into effect on 07/05/11.

### Employment Walk-In Hours

The HR lobby will be staffed every Tuesday and Thursday (10:00 a.m. to 2:00 p.m.). During those periods when the HR lobby is not staffed, signs will be posted to direct visitors to the appropriate contact information and computer kiosks will be available for job applicants.

### Questions or Issues

Regarding departmental general employment should be referred to the organizational unit of the department.

### Contacts

Each organizational unit or CFAO should contact:

#### *Sue Anderson*

Email [sue.anderson@ucr.edu](mailto:sue.anderson@ucr.edu) or phone (951) 827-3145, for consultation on recruitment, selection and employment strategies, or compliance and policy matters.

#### *Mela Fezzey*

Email [mela.fezzey@ucr.edu](mailto:mela.fezzey@ucr.edu) or phone (951) 827-4721 for iRecruit functionality and advertising matters

#### *Seana Nunez*

Email [seana.nunez@ucr.edu](mailto:seana.nunez@ucr.edu) or phone (951) 827-1442 for iRecruit functionality and advertising matters.

### Advice and Counseling

In the short-term, employment-related advising for any employee facing layoff or another type of employment change will be provided by Mela Fezzey and Sue Anderson. The capacity to provide one-on-one career counseling to an employee is not and will not be feasible. However, benefits counseling, policy advising, and the provisions of online resources, referrals, and workshops will continue to be provided by the HR Division.

### Workshops

To overcome the challenges that come from being laid off, the HR Division will launch a series of outplacement workshops entitled *Transitioning Life and Career* to assist any employee laid off. These workshops will be scheduled beginning in July.



The entire FBO Organization and especially the HR Division appreciate the understanding and support provided by all campus units as the HR Division embarks on transforming the way we at UCR do business. The transition in the conduct of HR activities to a new operating framework will provide for greater administrative efficiencies in a leaner environment. Should you have any questions or concerns regarding this transformation or in the way the HR Division and the campus will be doing business, please contact Associate Vice Chancellor Marilyn Voce, by email at [marilyn.voce@ucr.edu](mailto:marilyn.voce@ucr.edu) or by phone at (951) 827-4659.

As FBO continues to communicate its focused efforts to transform the way business is done and seeks to maximize administrative efficiencies in a leaner environment, feedback from the campus community is encouraged.

For questions, concerns, or comments regarding these HR *Working Smarter* initiatives, please contact Associate Vice Chancellor Marilyn Voce, by email at [marilyn.voce@ucr.edu](mailto:marilyn.voce@ucr.edu) or by phone at (951) 827-4659. For general questions, concerns, or comments regarding *R'FBO Insights* feel free to email Tim Willette, at [tim.willette@ucr.edu](mailto:tim.willette@ucr.edu) or call (951) 827-7321.

## R'FBO Insights

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Your questions and suggestions are welcome. Please email comments to [tim.willette@ucr.edu](mailto:tim.willette@ucr.edu).

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