UNIVERSITY OF CALIFORNIA, RIVERSIDE
INVITES APPLICATIONS FOR THE POSITION OF

CAREER TRACKS PROJECT MANAGER
(1 YEAR CONTRACT)

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:
Reporting to the Compensation Manager, the incumbent is responsible for logistical, operational, and tactical support including facilitating collaborative relationships with the organizational units that will allow for the successful implementation of Career Tracks at UCR in a 18-24 month time horizon. The incumbent will also provide analytical, reporting, and classification support for the Compensation Team during the implementation of Career Tracks.

Key Responsibilities Include:
- Develop, maintain, and/or track milestones and deliverables progress against the Career Tracks master project plan.
- Establish and manage relationships with the organization unit CFAOs and HR Coordinators to facilitate communication, meeting logistics, and project implementation across the life of the Career Tracks project.
- Work collaboratively with the Compensation Manager, develop, and/or reproduce agendas, presentations, meeting notes, action plans, and action item follow-up processes for Career Track meetings, management briefings, and employee presentations.
- Monitor project status, identify issues, concerns and/or constraints that may jeopardize or delay project implementation and report those issues to the Compensation Manager in a timely manner.
- Work collaboratively with other project team members to ensure effective and timely communication to all project stakeholders.
- Maintain databases of position mapping including current and Career Tracks levels.
- Prior to Career Tracks position mapping, work collaboratively with the Compensation team and the Organization Unit to conduct database and paper file searches to locate job descriptions for all UCR employees.
- Conduct data analyses for classification, equity, and wage implementations as requested by Compensation team members.
- Conduct analyses of job descriptions and internal and external salary data to support the job classification, reclassification, and equity reviews by the Compensation Analysts.
- Conduct job description reviews for the purposes of classifying positions for recruitments and reclassifications.
Minimum Requirements:

- Bachelor’s degree in Business Administration, Human Resources, or other related field and 5 years or more of progressive experience in compensation, human resources, project management, or related areas that demonstrates the ability to initiate, plan, execute, and monitor projects in the human resources areas.

- Demonstrated knowledge and understanding of compensation theory, concepts, practices, standards, and processes.

- Demonstrated ability to work calmly and effectively in situations under pressure and to manage time effectively in a changing environment.

- Excellent oral communication skills which demonstrate the ability to effectively convey and explain information and tactfully deal with diverse people.

- Excellent written communication skills which demonstrate the ability to draft clear, concise documentation, meeting minutes, and reports.

- Proficient to advanced level of knowledge with Microsoft Excel, Word, Visio, and other Microsoft.

Preferred Qualifications:

- CCP certification

- Prior compensation experience

Conditions of Employment:
This is a full-time 1 year contract 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 $48,678 - $86,877. 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 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 Career Tracks Project Manager position number is 201201172486.

Filing Date: Open until filled.