

Position Description

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Report Run Date	Apr 17 2019 4:22PM
Position Number:	02011307
Dept:	VICE CHANCELLOR - RESEARCH - 061800
Position:	ACADEMIC & STAFF PERSONNEL SPECIALIST
Approved Payroll Title Code:	7715
Approved Payroll Title:	ACAD HR ANL 3
Approved MSP Salary Grade:	
Approved PSS Salary Grade:	PSS22
POSITION DETAILS	
Job Summary:	<p>Under general direction of the Human Resources Manager, provide high-level professional analysis, consultation, advice, and interpretation, on organizational and human resources planning, policies, procedures and internal protocols for staff personnel and academic management in the Office of Research. Provide advice and direct support to the E/AVCs, directors, associate directors, managers, supervisors and staff in their efforts to meet the overall research mission of OR.</p> <p>Coordinate, research, perform analysis, and provide advice and recommendations for academic personnel matters, including complex issues specific to personnel problems regarding recruitments, salary administration, appointments, merits & promotions, training and development, performance management, and exceptions to policies and procedures.</p> <p>Provide strategic and analytical support to HR Manager. Assist HR manager with and/or develop strategies for managing sensitive staff and academic personnel matters. Advise and counsel managers and employees on complex issues and provide clarifying goals and objectives. Offer balanced support to managers and employees to defend their respective rights ensuring compliance with staff & academic policy, bargaining agreements, internal protocols and employment laws. Act on behalf of Human Resources Manager in his/her absence on matters related to academic and staff human resources operations with a complete grasp of the complex situations and ability to move between intuitive and analytical approaches with ease to implement alternative approaches. Takes responsibility for going beyond existing standards and creating own analyses to resolve issues. Assumes responsibility that actions are in compliance with policies and employment laws. Serve as mandatory reviewer for personnel actions.</p>
Campus Job Scope:	
Department Specific Job Scope:	One of two high-level expert analytical HR positions within Office of Research. Charged with envisioning the overall picture and providing strategic and professional human resources support for staff and academic personnel actions to executive leadership, managers, supervisors and staff within the organization.
Positions Supervised:	

N/A

35% ACADEMIC PERSONNEL (AP) ? RESEARCH, ANALYSIS & POLICY INTERPRETATION

Analyze AP activities at campus level for executive leadership to determine impact to organization. Conduct in-depth research & analysis on complex policy /procedures issues &problematic cases providing interpretation & recommending appropriate solutions. Serve as academic analytical support for AVC IRSI providing advice & analysis on policy. Participate in development and review of policies and advise leadership of impact of changes; draft policies &procedures or recommend changes to existing policies/procedures. Research and evaluate information from personnel committees for reports, policy reviews, etc., compile data &prepare analysis of AP activities for AVC. Research policy and procedure and provide advice, guidance &interpretation to management on AP issues and best practices to complete requests. Participate in analysis, development and implementation of new OR, campus &UC policies.

35% ACADEMIC PERSONNEL - PROGRAM ADMINISTRATION

Review & analyze all academic federation actions: recruitments, appointments, leaves &changes in status. Compose recommendations and other documents pertaining to academic actions for Vice Chancellor's review, signature &approval. Provide advice for recruitment and appointment process for academic faculty (Directors). Facilitate & coordinate recruitments, participate in meetings with VC/AVC; counsel & guide search committees on recruitment process &strategies for best practices. Draft, review or evaluate position descriptions, search plans and all recruitment reports ensuring compliance with campus/UC policies. Advise management on various academic salary administration policy and procedures including off-scale & retention issues &submit necessary documentation. Monitor progress of recruitments, maintain and disseminate statistical data and ensure compliance with affirmative action guidelines. Maintain academic databases &retrieval of records. Serve as SME for MIV, develop web-based tools, provide training and guidance &respond to queries.

30% STAFF PERSONNEL

Guide executive management on staff personnel actions. Provide analysis of impact of organizational HR decisions and make recommendations to prevent, mitigate & respond to problems. Manage personnel matters relating to E&LR, recruitments, compensation, merits & promotions, training and development and leaves. Manage E&LR requests ensuring compliance with UC's staff personnel policies, collective bargaining agreements & employment laws. Identify HR issues & work with managers to develop strategies to mitigate or respond to concerns. Provide advice to managers regarding performance management and disciplinary actions. Counsel managers &staff on worker's comp issues and FM L requests.

Coordinate staff recruitments. Consult, advice & support leadership &staff with developing accurate position descriptions. Submit staffing actions in online system & track to final results. Serve on selection committees &advise hiring authorities on best practices to ensure standards are met & fair equitable treatment is applied. Identify issues/exceptions to policy and address appropriately. Collaborate with managers to develop standard methodologies for determining salary offers & maintain internal equity. Advise management on retention issues. Manage vacancies in People Admin & close-out recruitments. Evaluate internal recruitment process & recommend improvements.

Lead or facilitate training to OR staff on HR procedures &best practices. Assist with coordination of annual employee performance appraisal & merit process. Review & dispense communications from Office, VP & Central HR to campus community maintaining awareness &sensitivity of impact. Provide backup as required.

Essential Responsibilities:

Physical Demands:	<p>Move/lift boxes and material weighing approximately 15- 20 lbs with the use of hand cart/dolly.</p> <p>Prolonged sitting and use of computer and keyboard.</p>
Work Environment:	<p>Travel between campus locations and off-campus locations, at times with short notice utilizing own vehicle and/or fleet vehicle.</p> <p>Work occasional overtime with varied lunches to meet business needs.</p> <p>Restricted vacation during peak such as merit and promotions cycles and heavy recruitment periods.</p> <p>Work in a busy office with constant interruptions, traffic and noise from computers, printers, ringing telephones and conversations.</p> <p>UC Davis is a smoke and tobacco free campus effective January 1, 2014. Smoking, the use of smokeless tobacco products, and the use of unregulated nicotine products (e-cigarettes) will be strictly prohibited on any UC Davis owned or leased property, indoors and outdoors, including parking lots and residential space.</p>
Background Check:	Yes
QUALIFICATIONS	
Minimum Qualifications:	<p>Experience interpreting and applying academic and staff personnel policies and procedures, regulations, bargaining units, and MOU's in a university setting.</p> <p>Knowledge of principles of human resource management and the processes related to the management of staff actions including recruitment, classification administration, and employee and labor relations.</p> <p>Experience using analytical skills to research and interpret data and policy, contribute to solutions, forecast the impact of potential actions, develop logical conclusions and/or recommend solutions.</p> <p>Experience handling senate and non-senate academic processes as well as those for professional researchers, academic coordinators and academic administrators.</p> <p>Interpersonal and communication skills to effectively, professionally and collaboratively convey information to a diverse clientele (faculty, staff, students and public); handle sensitive or difficult situations diplomatically, and work effectively and sensitively with individuals from diverse cultural and professional backgrounds</p> <p>Oral and written communication skills to give individual, group or formal presentations; write reports, proposals, protocols, correspondence, policies and procedures, and other projects; and edit copy for correct grammar, spelling, and punctuation.</p> <p>Proficiency with application, computing and information technology systems (internet, word processing, spreadsheet, database, email, presentation, personnel and information management and automated personnel/payroll systems).</p> <p>Skills to train new administrators and staff with regard to both academic and staff personnel processes</p> <p>Critical thinking and applied problem-solving skills to research and analyze complex information and/or problems related to academic personnel in an objective and efficient manner.</p>

	Organization skills to evaluate and prioritize workload, coordinate large volumes of work, establish and meet deadlines.
Preferred Qualifications for Selection:	<p>Experience preparing academic federation personnel actions.</p> <p>Knowledge of University Personnel Policies for Staff Members and labor contracts.</p> <p>Knowledge of payroll/personnel system, including on-line systems.</p> <p>Experience with California labor law, policies and practices.</p> <p>Experience using PPS and PPS Decision-Support.</p> <p>Knowledge of Office of Research programmatic and academic disciplines to compose evaluative comments for advancement letters and to contribute to the Vice Chancellor's overall evaluation of academic personnel reviews.</p>

SIGNATURES

Employee

I have read this position description and understand its contents.

Date

Supervisor

This position description accurately describes the essential responsibilities assigned to this position..

Date

Department Head

This position description accurately describes the essential responsibilities assigned to this position..

Date