

Posting Preview

Job Requisition	
Requisition Number:	03024397
Recruitment Open To:	UCD/UCDHS Employees and General Public
For Full Consideration Apply By:	08-07-2019
Closing Date:	
Position:	RESEARCH UNIT STRATEGIC HR LIAISON
Payroll Title	HR GENERALIST 3
Number of Positions:	1
Salary:	\$4,883.33-\$9,983.33/MO
Appointment Type:	Career
Appointment Description:	100% FTE, Fixed, Monday-Friday; 8:00am-5:00pm
Overtime Eligible: (FLSA)	Exempt
Union/HEERA Representation:	
Department:	VICE CHANCELLOR - RESEARCH - 061800
Department Description:	The Office of Research (OR) serves as the catalyst for advancing the research mission at UC Davis. The OR currently oversees 21 research units, special research programs and projects, and central facilities with over 1,100 employees and annual expenditure and recharge income in excess of \$155 Million. In addition, OR oversees 15 administrative units, the campus-wide Research Core Facilities Program, the Animal Use & Care Program, and campus-wide research funding programs with \$3.2 Million in annual funding.
Location:	Davis
Position Details	
Job Summary:	<p>Under the delegated authority of the Director, Human Resources (Director) and acting as the Vice Chancellor's Human Resources representative to the research units provide independent high-level analysis, leadership, consultation, and planning in support of HR business process, policies, practices, organizational and resources needs, and special comprehensive analytical support to new and existing research units, special programs and/or centers under the Office of Research. Provide strategic guidance to research unit managers (RUMs) on academic and staff HR procedures and policy interpretation. Ensure compliance with applicable federal and state laws, UC policy and procedures, and best practices related to recruitment, fiscal responsibility, performance management, merit and promotion, salary management, E&LR, diversity and inclusion, and EEO.</p> <p>Provide independent analytical support to RUMs on personnel matters relating to Academic Federation members, Compensation for unit directors (Academic Senate members) and staff across various personnel programs (PSS, MSP, represented). Analyze large quantities of data and</p>

	<p>draft correspondence and reports to assist RUMs with meeting organizational goals.</p> <p>Ensure research unit staff and academic personnel actions are accurate and in adherence</p>
Physical Demands:	<p>Sit at workstation and work at computer monitor for extended periods of time.</p> <p>Lift materials, files and miscellaneous items weighing up to 25 lbs, utility cart available for use.</p>
Work Environment:	<p>Work in an environment that has heavy in-person, email and telephone traffic.</p> <p>Work in a shared office environment with overhead lights, background conversations and standard office noise (phones, copiers, printers, movement, etc.)</p> <p>Provide own transportation to and from remote and on-campus units.</p> <p>Limited vacation during peak periods.</p> <p>Work flexible schedule including occasional evenings/nights and weekends to meet operational needs.</p> <p>Attend off-site events and meetings.</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>
Qualifications	
Minimum Qualifications:	<p>Experience interpreting, applying and providing professional advice and guidance on academic and staff personnel policies and procedures, regulations, bargaining units, and MOU's in a university setting.</p> <p>Working knowledge of principles of human resource management and processes related to the management of staff actions including recruitment, classification administration, and employee and labor relations.</p> <p>Experience in strategic planning and administrative best practices to understand strategic plans and resource needs, to provide sound recommendations, and to assist units in developing, managing and executing short and long term goals/plans.</p> <p>Experience applying governmental employment requirements and regulations related to California labor laws, ADA, FMLA, Affirmative Action, and workers compensation.</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>Experience researching and analyzing complex issues and problems, and developing and applying recommendations and solutions.</p> <p>Experience working in an environment of strict confidentiality with sensitive information, materials and/or client interactions.</p>

	<p>Training and presentation skills to develop, evaluate and revise training and presentation materials and presentation to deliver training or complex information to a diverse audience including but not limited to staff and supervisors, faculty and students.</p> <p>Organizational and time management skills to evaluate and prioritize workload, coordinate large volumes of work, establish and meet deadlines.</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>
Preferred Qualifications:	<p>Experience preparing academic federation personnel actions.</p> <p>Knowledge and understanding of the University's and Office of Research's missions, organizational structures, operations and policies, programs and projects.</p> <p>Experience working with faculty, department chairs and senior administrators.</p> <p>Analytical and problem solving skills to understand organizational and interpersonal dynamics to perceive conflict in business settings and develop strategies to avoid and/or deal with it.</p> <p>Knowledge of OPTRS, PPS, PPS Decision Support, People Admin, MIV and RECRUIT systems as well as other campus systems.</p> <p>Experience preparing position descriptions and facilitating recruitments (developing plans, designing and conducting interview and selection processes in a University setting).</p>
Search Category:	All Jobs
Background Check:	Yes