

UNIVERSITY OF CALIFORNIA, RIVERSIDE INVITES APPLICATIONS FOR THE POSITION OF PRINCIPAL EMPLOYMENT 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 direction of the Staff Employment and Development Manager, support Human Resources' strategic objective to deliver progressive human resources programs to attract diverse and highly competent applicants. Research, design and develop comprehensive talent acquisition programs in support of EEO and Affirmative Action and the campus strategic vision. Work with Unit Heads in the implementation of these programs. Cultivate relationships with agencies and institutions that will provide diverse, qualified applicants. Provide consultative services to Unit Heads on issues related to talent acquisition strategies, and employment regulatory and policy requirements. Develop and deliver training programs related to employment and outreach. Lead activities related to social media outreach tools and enhancement of the JOBS website.

Key Responsibilities Include:

- Identify and forecast the campus' human resource needs, in conjunction with strategic plans and campus initiatives, to identify needed skill sets and target strategic staffing efforts appropriately.
- Research, design, and develop comprehensive strategic sourcing programs for implementation by campus units such as the Veterans' Non-Paid Work Experience Program, Project Hired, and virtual job fairs.
- Provide high level support to Unit Heads in the implementation of talent acquisition programs.
- Develop metrics and program evaluation methods to determine quantitative and qualitative program value.
- Establish and maintain relationships with agencies and institutions that will provide diverse, qualified applicants.
- Develop action plans to research and identify sources of diverse, qualified applicants that support EEO/Affirmative Action compliance efforts.
- Create and update employment material consistent with campus branding.
- Develop, implement, and maintain strategies for social media outreach.
- Provide policy interpretation and advice as a subject matter expert.
- Oversee and manage the preferential rehire process and, in consultation with Affirmative Action, requests for recruitment waivers and exceptions to recruitment.
- Insure public facing employment websites and systems are 503 compliant.
- Analyze and develop local implementation strategies for systemwide programs such as the employee engagement survey and systemwide job boards.
- Manage and monitor local implementation compliance of systemwide programs
- Create reports related to outcomes of systemwide programs and their relationship to intended objectives.
- Develop and deliver formal and informal educational workshops for campus managers, supervisors and campus human resource staff on topics of talent acquisition and employment.

Key Responsibilities Continued:

- Develop and create webinars and tutorials on topics of talent acquisition and employment.
- Conduct needs assessments to determine future educational activities.
- Oversee the iRecruit applicant tracking system and function as the system expert.
- Maintain and update the Jobs website.
- Other Duties as Assigned.

❖ Minimum Requirements:

- Bachelor's degree in human resources, industrial/organizational psychology, or a related field.
- Six years of demonstrated progressively responsible experience in human resources.
- Demonstrated experience in developing and executing outreach programs to include metrics to determine effectiveness.
- Demonstrated knowledge of applicable federal and state employment laws and regulations.
- Ability to write professional, concise and accurate analytical reports and other communications.
- Demonstrated experience in designing and delivering educational workshops.
- Demonstrated oral communications skills which reflect the ability to effectively convey and explain information, influence outcomes and tactfully deal with diverse people, situations, and ideas.
- Demonstrated abilities in establishing productive, cooperative, and mutually beneficial working relationships with clients, coworkers, peers, and management.
- Strong initiative and follow-through, self-motivated and results-oriented to set and meet aggressive commitments.
- Ability to use discretion, exercise good judgment and resourcefulness, tact, diplomacy and maintain strict confidentiality.
- Demonstrated experience with new media such as LinkedIn, Facebook, and Twitter.
- Proficiency in web-based systems and applications.

❖ Preferred Qualifications:

- Master's degree in related field.
- Minimum of 10 years of recent, progressively responsible, related high-level human resources analyst experience in higher education or similar environment.
- Extensive knowledge of University human resource policy and procedures.
- PHR or SPHR designation.

❖ 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 **\$53,415 - \$81,477**. 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 Principal Employment Analyst position number is **201201112426**.

❖ Filing Date: Open until filled