As the University of California’s first law school, UC Hastings College of the Law boasts a rich history of achievement in the field of legal education. Established in 1878 and located in San Francisco's Civic Center district, our vibrant institution provides outstanding instruction for nearly 1,200 students from more than 120 universities and colleges across the country. We also provide an innovative, fun and rewarding work environment for our valued employees. As a member of our team, you will enjoy a warm-hearted, deeply committed group of co-workers, a dynamic community of faculty and students, as well an excellent benefits package.

HUMAN RESOURCES ANALYST

Human Resources

Classification: Level 3/Class Code 2250/Principal Administrative Analyst/Full Time/Exempt/Confidential/Non-Represented

Hiring Salary Range: $65,000 -- $75,000

Posting Date: March 14, 2013

THE ROLE

Under the general supervision of the Executive Director of Human Resources, the HR Analyst is responsible for an eclectic variety of middle to higher level responsibilities that include, but are not limited to, benefits & leave management, data management, development and maintenance of HR standard operating procedures, health, safety & business continuity planning and special projects.

DUTIES and RESPONSIBILITIES

Typical duties and responsibilities will include, but will not necessarily be limited to, the following:

- **Benefits:** Counsel employees on health & welfare benefits; serve as dependent eligibility liaison to Secova; retirement counseling; and manage workers’ compensation;
- **Leave Administration:** Disability management; FMLA; Partial Year Career Furloughs
- **Compensation/Budgetary:** College wide salary cost projections; faculty salary schedule; leave accrual system; overtime & LWOP; maintain staff title & pay plan;
- **Faculty Liaison for Employment & Orientation:** Manage onboarding of all faculty; manage all adjunct contract process for prompt and accurate payment of wages;
- **Health & Safety:** Manage ergonomic program; emergency preparedness; business continuity planning; OSHA Logs; IIPP;
• **Data Management & HR Operations:** Surveys (IPEDS, CUPA, etc); HRIS/Payroll Super User; union information requests; vacation liability, reverse liability, CMS match, ad hoc reporting; develop & maintain HR standard operating procedures

• **Employee/Labor Relations:** Oversee performance appraisal process; manage grievance process; respond to questions and concerns regarding all collective bargaining agreements;

• **Assistant to Executive Director:** Manage Executive Director’s calendar; oversee Human Resources in the absence of the Executive Director; assist the Executive Director with special projects.

• **Miscellaneous:** Share responsibility of the mail; maintain the College organizational charts; other duties as assigned

**REQUIREMENTS**

**EDUCATION AND EXPERIENCE**

- Bachelor’s degree required with preference given to a degree in Human Resources or related field;
- 3 to 5 years work experience in a Human Resources function with progressively higher levels of responsibility;
- Experience counseling employees on retirement and health & welfare benefits;
- Experience with the administration of the University of California Health & Welfare benefits; package and/or the University of California Retirement System a strong preference;
- Experience working in a union environment and interpreting contract language.

**KNOWLEDGE, SKILLS & ABILITIES**

- Excellent oral and written communication skills. **A writing sample will be required;**
- Strong background working with HRIS/Payroll systems such as ADP, PeopleSoft, Ceridian, etc.;
- Excellent organizational skills;
- Strong attention to detail;
- Demonstrated ability to prioritize in a fast paced and multi-faceted work environment;
- Ability to interact diplomatically with diverse groups;
- Work effectively as a team player;
- Must have strong working knowledge and experience with Microsoft Office Suite including Word, Excel, and Outlook;
- Political acumen a must;
- Strong customer service orientation and a sense of humor a must;
- Good project management skills;
- Ability to problem solve and make sound judgments.
BENEFITS
- Health, Dental and Vision Care Insurance Plans
- Life Insurance
- UCRP Retirement Plan
- Disability Insurance
- Legal Insurance
- Vacation
- Sick Leave
- Paid Holidays
- Credit Union
- Pre-Tax Transport Program

THE HIRING PROCESS
To apply, go to:
http://hrnetlogin.net/uchastings/app/app.cgi?positionsdesiredtext=
Human%20Resources%20Analyst%20-%20Human%20Resources

Failure to provide the information as required on the application form including attaching a cover letter, a resume, and a writing sample may immediately disqualify an applicant from employment consideration.

**This position has been designated as “sensitive” and requires a pre-employment background check.**

**A skills assessment will be conducted to determine if the minimum requirements are met.**

WHAT TO EXPECT
Applicants who meet the position requirements will be competitively evaluated to identify the individuals whose breadth and depth of experience and education most closely relate to the stated requirements and the needs of the College. Depending on the quality and number of the applications received, only the better qualified applicants may be contacted for an interview. **The position is open until filled.**

UC Hastings College of the Law is an Equal Opportunity Employer