JOB OPPORTUNITY #1

Analyst II - Operations Analyst
Department of Clinical Pharmacy
University of California, San Francisco
Req. #: 40501BR

Under the general supervision of the Operation Manager, the Operations Analyst serves as the liaison between the department and 1) Campus Information Technology Field Services (ITFS) teams, 2) HR Service Center team, 3) Facilities Coordinator, and work cross functionally to ensure IT, HR, and Facility processes are successfully coordinated and implemented with cohesive structure in policy and procedures.

A Operations Analyst supports the implementation of system-wide campus policies governing IT security, standards, and support by managing and overseeing the process of tracking and monitoring IT hardware and software and documenting IT Policy & Procedures, user training guides, and other documentation. The candidate will facilitate and oversee the departmental new hire onboarding and off boarding processes which involves technical assistance such as computer access and IT set up. As the HR liaison, the Operations Analyst is responsible for reviewing drafts of HR and Facility documentation and independently make edits so they comply with department templates, language and structure. The candidate will also support implementations and dissemination of information about system-wide and campus policies governing academic, postdoc and staff recruitment, merits, promotions, leaves, grievances, equity reviews, visas, compensation, benefits, layoffs and terminations. Partnering with Facilities Coordinator in yearly space planning and audits, the Operations Analyst is to ensure emergency action plans and business continuity plans are updated and consistent meeting asset management compliance policies and guidelines. The candidate will perform other related duties as assigned.

For the full job description, go to http://www.ucsfhr.ucsf.edu/careers/

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