JOB OPPORTUNITY #1

MSP II – HBS Processing Center Manager
Controller’s Office - Operations
University of California, San Francisco
Req. #: 40587BR

Under the general direction of the Director, UCSF Payroll Services, the HBS Processing Center Manager position manages the timekeeping services for the entire UCSF Campus and Medical Center. There are 20,000 employees who utilize the Huntington Business Solutions (HBS) Timekeeping System, including 8,000 UCSF Medical Center employees, all of whom are paid on a bi-weekly cycle through HBS, 6,000 campus bi-weekly employees and 6,000 campus monthly employees. The HBS Processing Center Manager has a very visible role across the UCSF campus. In that regard, he/she should promote a positive image of the HBS Processing Center to employees and other departments. He/she must be able to identify and implement short-term and long-term plans to improve timekeeping functions, and must develop and commit to service level standards. This person will represent the Center on various task forces and will coordinate with Campus and Medical Center Human Resources (HR), Labor Relations (LR) and Campus Payroll on payroll-related personnel issues. He/she will coordinate with HR on policy changes impacting payroll operations/timekeeping and implement all new pay plans and contract changes. The individual will also coordinate with Campus IT on changes to the Payroll System which impact the HBS Timekeeping System. The Manager will participate in and play an important role in the HBS Timekeeping System Governance Committee. This person will work on a daily basis with Campus payroll to coordinate paydays, special payments, and manual/termination checks. Internal contacts will also include Medical Center and Campus directors, department managers, supervisors and employees. External contacts are various agencies doing daily business with UCSF.

The HBS Processing Center Manager supports the Payroll Director with daily operations, long range planning and provides direction to the staff. The HBS Processing Center Manager supervises eleven payroll analysts including two supervisors. The candidate will also perform other related duties.

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

JOB OPPORTUNITY #2

Analyst III – Education Manager
The Education Manager orchestrates all clinical assignments and programmatic aspects of three (3) complex ACGME accredited fellowship programs, each with unique clinical, research, and curriculum components as well as coordinates program requirements, enrollment and scheduling for residents and medical students in five (5) clinical elective rotations and ten (10) outpatient clinics at four (4) locations (VA, SFGH, Parnassus, Mount Zion).

The Education Manager is responsible for strategic planning and development, compliance and accreditation, and oversight of these programs’ application, interview, orientation, and reporting processes. The Education Manager is the key contact and ongoing resource for program participants and represents the program with officers of the Department of Medicine, relevant University departments, and outside agencies. The Education Manager also coordinates the staffing needs and expectations of the clinics with the changing educational needs and requirements of the trainees. Because funding and fringe benefits of the trainees must follow the trainees through three payroll systems (UCSF, stipend desk and SFGH), a successful candidate should have a thorough understanding how changes in trainees’ scheduling effects their compensations and communicate this coordination to the Division Administrator and the Program Director to assure trainees understand how schedule changes effects their personal compensation and related paperwork be completed in advance to ensure trainees are compensated accurately. Working with a high degree of independence with superior communication skills, the Education Manager’s success in meeting these objectives is critical to the success of the Division’s education mission. The candidate will also perform other related duties.

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

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**JOB OPPORTUNITY #3**

**Administrative Assistant III**
Department of Medicine, Rheumatology Division
University of California, San Francisco
Req. #: 40636BR

The Administrative Assistant 3 provides administrative support for all facets of the Division of Rheumatology’s clinical, research and training activities at Parnassus. The Rheumatology/ Parnassus Division has an operating budget of over $7 million, 20 faculty members, 7 volunteer faculty, 11 postdocs, 10 clinical fellows and 20+ staff at various sites including Parnassus, SFGH, VAMC and Laurel Heights. The Administrative Assistant 3 reports to the Division Administrator for Rheumatology. Job scope of this position includes 1). Financial (35%): Assist in monitoring funds and identifying and resolving incorrect financial transactions. Using Weblinks and PeopleSoft, generate cost transfers, financial journals, and payroll transfers. Submit
travel and other reimbursements for numerous Rheum faculty members via My Expense. Submit invoices and check requests to Accounts Payable for payment, 2). Clinic Support (15%): Liaise with Med Staff Office, Billing Credentials Office and Meaningful Use Office to provide all new faculty and fellows with privileges and billing credentials, 3). Ordering via Bear Buy (15%): Order office supplies, lab supplies, and equipment using Bear Buy, and 4). General Administrative support for the Rheumatology Division (35%): Reception, contact person for building & maintenance services and outside service providers. Make room reservations and order food for various and sundry meetings. The position will also provide administrative support to the Division of Genomic Medicine and perform other duties as assigned. For more information, please contact Tony.Barlow@ucsf.edu

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

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