JOB OPPORTUNITY #1

- HR Shared Services Center Manager
- Analyst V - Supervisor
- Department of Shared Services Center
- University of California, Davis
- Req. #: 03012812

Application Review Date: First Review Date of this job is 09/15/2014.

Reporting to the Shared Services Director, provide leadership and management for the human resources functions associated with a large complex administrative Shared Services Center (SSC). Provide strategic leadership, planning and analytical support and counsel to the Director on all human resource activities and advising associated with the SSC. Lead, manage, and motivate the staff providing the HR SSC resource services to the campus. Develop, implement, update and maintain standard operating procedures that are streamlined and efficient and that meet customer needs. Act as lead representative to the Office of the President with the UC Path integration of the Campus Shared Services Center. Active partner with colleagues and clients, such as central Human Resources, Administrative and Resource Management's Vice Chancellor's office, Office of Student Affairs, Office of Research, Information and Education Technology, etc. Assume the lead on process improvement. Coordinate and maintain communication with other UC campus' SSC efforts and act as a UC Davis SSC representative with other higher educational institutions. Responsible for overseeing the strategic planning and processing of: Recruitment, Onboarding, Off-boarding, Position Management, and Leave Administration, and provide HR assistance for employee situations such as FMLA, CFRA, etc. Lead the continual review and evaluation of services offered by the SSC. Meet with client(s) to review expectations and gather feedback on services provided. Act on behalf of Director on SSC initiatives relative to HR practices with external higher educational institutions as well as UC system wide campus' and initiatives.

For the full job description, go to www.employment.ucdavis.edu/applicants/Central?quickFind=68979
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