JOB OPPORTUNITY #1

Division Administrator – Analyst V, Supervisor
Department of Psychiatry
San Francisco General Hospital
Req. #: 41670BR

The position of Division Administrator (DA) for Infant, Child and Adolescent Psychiatry (ICAP) is within the Department of Psychiatry at SFGH. The main objective of this position is to develop, implement, and oversee the administrative and financial operations of the ICAP Division, working closely with faculty, program directors, and administrative staff to establish an integrated organizational unit.

The Division Administrator is responsible for overall program management, fiscal management, contracts and grants administration, personnel and faculty management, facilities management and other duties as required. The Division Administrator provides leadership, support and an administrative infrastructure for the Division and its programs; develops and implements strategic planning to further its mission in research, teaching and patient care. The DA supervises the administrative operations unit that handles fiscal, personnel, contract, purchasing, information systems and data oversight for all ICAP programs.

The Division Administrator (DA) takes an active role in long-term strategic planning to develop innovative solutions for systemic funding and program administration problems. A primary goal of this Division Administrator is to stabilize and increase funding throughout the Division.

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

JOB OPPORTUNITY #2

Academic Personnel Specialist – Recruitment (PSS4/Grade 4)
Department of Academic Affairs
San Francisco General Hospital
Req. #: 41730BR

Under the direction of the Recruitment Manager, the Academic Affairs Recruitment Analyst will be responsible for developing search strategies and providing recommendations to department chairs and faculty search committee chairs to ensure the academic recruitment needs of the organization are met. This position will be the key Academic Affairs contact for all academic recruitments, and will be responsible for management of the recruitment process in the system-wide AP Recruit application which will include posting, monitoring, closing of recruitments and system-wide reporting. The Academic Affairs Recruitment Analyst will act as a consultant for search committees and department chairs to ensure policy compliance
and improve hiring outcomes.

The individual will interpret and apply policies and procedures related to recruitment and provide training to academic search committee on AP recruit applicant management. The individual will participate in AP Recruit related projects, and serve as a campus representative/working group member on AP Recruit, as well as perform other duties as assigned.

AP/HR Job Family: Involves providing the highest level of customer service to all campus departments and units through a shared service Academic Personnel and Staff Human Resources organization. Work involves recommending, developing, implementing, administering, coordinating, and/or evaluating Academic Personnel and Staff Human Resources policies, contracts, statutes, programs and procedures covering several of the following in both the staff and academic areas: recruitment, appointment and advancement; compensation, salary administration and equity; faculty and staff welfare programs; employee relations, labor relations, payroll, benefits, training and development, visa procurement, intercampus transfers, and employee services.

Custom Scope: As a seasoned, experienced professional with a comprehensive understanding of UC system-wide and campus academic personnel practices, policies and procedures, resolves the full-range of moderate to complex academic personnel issues affecting a broad range of academic titles. As a member of the Deans’ Office/VPAA Academic Personnel service center, works on diverse and complex problems, analyzes a variety of factors to recommend and implement solutions. Normally receives minimal instruction on day-to-day assignments with some guidance on new projects.

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

**JOB OPPORTUNITY #3**  
Fiscal Operations Manager – Analyst IV, Supervisor  
Department of Psychiatry  
San Francisco General Hospital  
Req. #: 41716BR

The Department of Psychiatry is the second largest of 19 departments at San Francisco General Hospital (SFGH) with an annual FY14 budget of approximately $50 million. The mission of the Department is patient care, teaching, public service, and research. The Department operates a large, dynamic set of clinical programs including the city and county's primary psychiatric emergency service, 4 inpatient psychiatric units, consultation services, neuropsychology services, traumatic brain injury services, a hospital based and mobile methadone programs, trauma recovery program, child and adolescent services, a parent enhancement program targeting infants and their parents, and a broad range of community-based case management...
services for the chronically mentally ill throughout the City and County of San Francisco.

Reporting directly to the Finance Director, the Fiscal Operations Manager will manage all aspects of day-to-day financial administration and fiscal operations in addition to providing direct supervision and professional development for four (1.0 FTE) Finance Analyst IIs. The candidate will also provide pre- and post-award fund management for the Chief’s accounts, Alliance Health Project (AHP); Infant, Child and Adolescent Psychiatry (ICAP); Behavioral Health Integration (BHI), Psychosocial Medicine (PSM), and Research. A successful candidate serves as an advisor to the Finance Director on compliance issues and provide recommendation/resolution with effective internal controls audits ensuring compliance with UCSF and sponsor requirements. The candidate will also serve as a liaison between UCSF/SFGH Deans Office, UCSF account and financial services, CCSF Community Behavioral Health Services and other key contacts.

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

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