JOB OPPORTUNITY #1

Req Number: 41437BR
OE Liaison – Analyst III
Department: Obstetrics, Gynecology, & Reproductive Sciences
Location: University of California, San Francisco, Laurel Heights

Working in a matrix structure, under the general direction of the Finance Director and day to day direction of the Strategic Analyst, the OE Liaison will serve two major functions:

The first is departmental liaison to the HR Service Center. In this role, the individual will serve as the operational liaison and facilitator between the Department and the Service Center initiating HR requests. The individual will act as the central coordinator for requests related to the department’s Human Resources needs and obligations; analyze requests to insure that the review and authorization requirements of the department are met; provide background information for personnel actions requested by faculty and unit managers; provide first line analysis of requests, facilitate the receipt of appropriate documentation and departmental approvals and submission of actions to the Service Center; and serve as the point of contact on communications, maintain departmental records, and provide related support as assigned. In addition, the position will undertake streamlining and organization of shared documents related to Human Resources including common job descriptions, performance evaluations, and career development plans. He or she should be well-versed in document sharing and project management tools, to assist line managers across physical sites.

The second is coordinator of the Academic appointment and reappointment process including preparation of letters, searches, and work with HR Cluster academic affairs manager to assure all academic processes are initiated and completed. He or she will also coordinate and support the OB/GYN/RS Committee on Academic Promotions and Merits, and provide support to managers as related to HR related tasks for UCSF Health System and School of Medicine, OB/GYN/RS to include support for HR/FEMLA issues, faculty academics, non-faculty academics, and funding. This includes first draft of Faculty recruitment plans, submittals of materials for all search requests, supporting all department faculty search committees.

For the full job description, go to http://www.ucsfhr.ucsf.edu/careers/
Use this link to unsubscribe from this mailing list.