

From: [UCSF Academic Business Officers Group](#) on behalf of [Yang, Katti](#)
To: ABOG-L@LISTSRV.UCSF.EDU
Subject: Re: One Job Opportunity
Date: Friday, May 06, 2016 8:02:49 AM

Job Opportunity #1 -

Job ID: 44743 BR

Analyst IV- Personnel and Operations Analyst

DIVISION OF HIV, INFECTIOUS DISEASES, AND GLOBAL MEDICINE

Location: Zuckerberg San Francisco General

The Personnel and Operations Analyst ensures human resource management, facilities, purchasing, and administrative support functions of the Division are completed with efficiency, accuracy and in compliance with University policies and regulations. The individual will serve as the central point of contact for division HR actions. The Personnel and Operations Analyst assesses risk in day-to-day operations and makes recommendations to the Division Manager and Finance Manager for process improvements that reduce risk to the Division and Department.

Interested Party:

Please contact Jennifer Fowler, Jennifer.Fowler@ucsf.edu, for additional information and/or apply on-line via <http://www.ucsfhr.ucsf.edu/careers/>.

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