

**From:** [UCSF Academic Business Officers Group](#) on behalf of [Yang, Katti](#)  
**To:** [ABOG-L@LISTSRV.UCSF.EDU](mailto:ABOG-L@LISTSRV.UCSF.EDU)  
**Subject:** Re: Two Job Opportunities  
**Date:** Thursday, October 27, 2016 11:14:57 AM

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**Job ID: 45821 BR**

Analyst II – HR Analyst

Department: Bioengineering and Therapeutic Sciences

Location: Mission Bay and Parnassus

The HR Analyst will liaise with the HR Service Center on all aspects of faculty, non-faculty academic, post-doctoral, and staff recruitment and advancement. The individual will coordinate with the HR Service Center on personnel searches, staff recruitment, merits and promotions for all academic and staff positions. The HR Analyst reports directly to the Department Manager.

**BIOENGINEERING AND THERAPEUTIC SCIENCES**

The Department of Bioengineering and Therapeutic Sciences (BTS) is the first department that reports to both the Schools of Pharmacy and Medicine. Under the overall direction of the Dean, the Chair lead their faculty in the conduct of independent and joint teaching, research and service activities.

Please contact Lisa Cabahug @ (415) 476-0208 for additional information and/or apply on-line via <http://www.ucsfhr.ucsf.edu/careers/>.

Job Opportunity #2 -

**Job ID: 45890 BR**

Analyst IV – Academic Personnel Analyst

Department: School of Nursing/Dean's Office

Location: Parnassus

The Academic Personnel Analyst reports directly to the school's Associate Dean of Academic Affairs, and has a dotted line reporting relationship to the Assistant Vice Provost of Academic Affairs. The position within each School is critical to ensuring that issues specific to each School are identified and appropriately addressed.

The individual is responsible for providing oversight on school-wide compliance with Academic Affairs policy regarding recruitment and the search process; providing advice and consultation on matters relating to appointment and advancement

actions; ensuring school-wide compliance of the Health Science Compensation plan, particularly as related to compensation, benefits and outside professional activities; liaising with Academic Personnel (AP) staff to monitor departmental compliance; providing the school's Vice/Associate Deans with high level policy interpretation, consultation and information regarding appointments and advancement and supporting the identification and resolution of exceptions and other problematic actions; ensuring that all decisions are consistent with policy; working with Department Chairs, Department Administrative Directors and Associate Deans to proactively resolve academic employment issues; work closely with Office of the Vice Provost–Academic Affairs (VPAA) and legal affairs as needed on complex personnel issues including those related to non-renewal appointments, layoffs, performance management and broad labor relations issues regarding faculty and non-faculty academics; developing and delivering “on demand” information and facilitating the transfer of knowledge on academics topics to leadership and decision-makers; implementing school-wide policies and processes.

Please contact Shari Dworkin, [shari.dworkin@ucsf.edu](mailto:shari.dworkin@ucsf.edu) or Lynda Jacobsen, [Lynda.jacobsen@ucsf.edu](mailto:Lynda.jacobsen@ucsf.edu) for additional information and/or apply on-line via <http://www.ucsfhr.ucsf.edu/careers/>.

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