
From: UCSF Academic Business Officers Group <ABOG-L@LISTSRV.UCSF.EDU> on behalf of Yang, Katti <Katti.Yang@UCSF.EDU>
Sent: Thursday, January 19, 2017 8:26 AM
To: ABOG-L@LISTSRV.UCSF.EDU
Subject: Re: One job opportunity

Job Opportunity #1 -

Job ID: 46377 BR
Departmental Operational Lead, Human Resources (Administrative Officer III)
Department: Orthopaedic Surgery

Location: UCSF Parnassus

The Human Resources (HR) Departmental Operational Lead involves managing or performing the administrative services or managing the full general operations of an academic or non-academic organization(s). Administrative services include activities in finance and human resources and may also include Information Technology (IT), facilities, or student services. General management includes long and short range strategic planning in determining the mission and directing all activities of multi-disciplinary departments through subordinate management staff.

The HR Departmental Operational Lead position is responsible for developing and leading internal policies and procedures and managing of a subset of personnel categories. Specifically, this position will focus on managing staff personnel, postdoctoral scholars, and graduate students for full cycle of recruitment through separation.

Key responsibility will be meeting with department managers and supervisors on a quarterly schedule to educate on best practices supporting sound decision making. This includes long and short range strategic planning to ensure their personnel needs are managed in a smooth and sustaining manner. Creation and dissemination of written educational materials related to good practice management for supervisors and managers as well as new hire orientation "how to be a good employee" is expected.

Additional key responsibilities include working with hiring managers and supervisors on all related document creation, ensuring equity in salaries is maintained and taking lead role on central HR projects related to staff, postdoctoral scholars or graduates students.

The HR Departmental Operational Lead uses skills as a seasoned, experienced administrative operations professional to manage, plan and administer the operations of a small to mid-sized academic or non-academic department or organizational unit with limited scope. May report to a Chair, Director, or a higher level administrative operations professional or manager. Perform short and long-term planning for the organization. May supervise staff or students. Demonstrates good judgment in selecting methods and techniques for obtaining solutions.

For additional information and/or apply on-line via <http://www.ucsfhr.ucsf.edu/careers/> .

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