UNIVERSITY OF CALIFORNIA, OFFICE OF THE PRESIDENT
Director-Employee Relations
$97,400 - $136,000 (Minimum to Midpoint of salary range)
Job Number: 20100312
Close Date: 11-5-10

Job Summary:
Create a systemwide strategy and guiding principles to attract, engage and retain policy-covered (non-represented) staff. Collaborate with others, e.g., HR functional groups, Campus leadership, OGC, internal and external entities to amend existing or to create new programs, policies, and processes to support the strategy. - Establish methodology for analyzing trends to support development of new programs to align with or lead industry best practices. Anticipate employee relations issues and proactively develop solutions and programs. Respond to petitions, working in consultation with the campuses, OGC, other HR groups and other UC entities in developing the University's response. Work directly with PERB. Establish protocol and amend/create policies for managing sensitive investigations and disciplinary actions for non-represented staff. Establish new programs and policies to address issues pertaining to Work Life Balance, corporate culture. Develop and maintain appropriate metrics to measure effectiveness of initiatives. Adjust programs, as necessary, to achieve desired outcomes. Build and maintain systemwide collaborative partnerships with Campus HR and other leadership, including outside entities.

Job Requirements:
Bachelor's degree or higher in Human Resources, Business, Public Policy or a related field and ten (10) years experience providing Human Resources and/or Employee Relations leadership at the Director level in a complex setting, or an equivalent combination of education and experience. At least seven (7) years management experience. Demonstrated political acumen. Demonstrated broad knowledge base and a successful history when dealing with a variety of employee relations issues, employment laws, and regulations. Ability to effectively manage multiple priorities and complex tasks, ability to meet deadlines producing quality outcomes. Proficiency with all Microsoft Office products and ability to create and analyze data/metrics related to projects and initiatives.

Skilled communicator, effective listener, with excellent interpersonal skills in dealing with all levels of staff and management and ability to synthesize input and develop creative, broad, recommendations to address emerging priorities, proven ability to defuse problems, facilitate group discussions, and integrate varying points of view. Demonstrated ability to effectively lead in new directions, create vision, influence and motivate a variety of stakeholders for change.

Demonstrated ability to incorporate University/Division strategic goals and initiatives, and HR best practices, into a successful and effective Employment Relations program. Demonstrated
ability to inspire others, set program direction and consistently model desired behaviors. Understands and balances staff needs with those of the organization, communicates highest expectations to consistently achieve high morale and productivity. Embraces collaboration, client centered, non-adversarial approaches to fulfilling the UC vision for employment by building strategies, policies, programs and labor contracts to effectively recruit and retain high quality, professional talent. Consistently encourages employee professional growth and develops succession planning program. Understands and consistently uses strategic approach to problem solving and clearly sees alternatives in their broadest consequences.

Intimate understanding of politics, shared governance, organizational culture and processes related to high-level decision making. Decisions consistent with the University's long-term organizational thinking.

**Preferred:**
Graduate degree or additional professional certifications strongly.

For a complete job description or to apply for this position, please visit: [jobs.ucop.edu/applicants/Central?quickFind= 53843](http://jobs.ucop.edu/applicants/Central?quickFind= 53843)

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