

UCOP restructuring update for week of August 4, 2008

- **Job openings in Institutional Research unit**
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Dear Colleagues:

This week's update includes reminders of job openings in the new Institutional Research (IR) unit and the Business Resource Center (BRC), and a new schedule of job development workshops from UCOP Human resources. We also have an announcement from Building Services about new service hours, and more answers to your questions.

Job openings in Institutional Research unit

Listings for open positions in the new Institutional Research Unit are now posted on the UCOP Jobs website: <https://jobs.ucop.edu>. The new IR unit is expected to handle data and conduct analysis pertaining to a number of subjects including admissions, personnel and compensation data, research data, contracts and grants, financial aid, graduate students and budget data (for details about this new unit, go to www.universityofcalifornia.edu/future/workunderway.html).

The application deadline is **August 14** for the openings for five Content Managers, eight IR Analysts and the Data Steward position. The application deadline for the IR Director position is **August 21**. The new IR unit will take on functions that are currently performed within various departments around OP. If you perform the functions that will be consolidated in the IR and enjoy this type of work, we encourage you to explore these job opportunities. In addition to the openings related to the restructuring initiatives, a number of other openings are posted regularly on the UCOP jobs website (<https://jobs.ucop.edu>).

New function, and hiring information for Business Resource Center (BRC)

A new function has been added within the Business Resource Center unit, and a team lead position has been posted for recruitment on the UCOP Jobs website (<https://jobs.ucop.edu>). This function was added in response to department requests that BRC expand its scope of service lines to include, among other functions, recharges, post-award contract/grant administration, conference/event contract and payment coordination, travel arrangements, and related financial transactions. The application deadline for the team lead position is **August 4-25**

Additionally, interviews for staff openings in the Business Resource Center are expected to begin this week, and will continue for the next several weeks. Managers and supervisors are asked to support their staff who have applied for these positions, and accommodate their need to be available during the interview process.

More job development workshops scheduled

Last week, UCOP HR announced the schedule for additional workshops on resume writing, interviewing and job searches. You can find the new schedule and other useful career development information at http://hrop.ucop.edu/jobs/career_services.html.

Building Services

Due to this period of transition and reduced staffing, the hours for providing certain Building Services will be modified. Effective immediately, Parking & Transportation operations (including parking requests, transponders, and WageWorks, Zipcar, and OP Van Pool services) will be available to assist OP employees on Monday, Wednesday, and Friday from 9am to 11am. You may contact Linda Furtado (Linda.Furtado@ucop.edu or 987-0678) for assistance. Additionally, services related to office moves and reconfigurations will be addressed based on criticality.

Thank you very much for your understanding and cooperation during this interim period.

Katie

Katherine N. Lapp
Executive Vice President, Business Operations

Questions and Answers

Employees with questions, ideas and suggestions about the UCOP restructuring are encouraged to submit their comments through the feedback page at www.universityofcalifornia.edu/future/feedbackform.html

Q: There appears to be a certain amount of overlap between the new Institutional Research unit and the reconfigured HRB Quality Assurance and Compliance unit, particularly in the collection, reporting and monitoring of employee data. Given the projected sizes of the two units, that could result in a significant number of FTE doing similar work. There's also potential confusion about which unit to contact for employee data. How is this being addressed?

A: The scope of the new IR unit's work and a transition plan for the unit to take on specific functions continue to be developed. This planning process involves close consultation with OP departments that perform these functions today, including Human Resources and Benefits, in order to determine the appropriate location of specific functions. As mentioned above, at this point it is anticipated that the Institutional Research unit will handle data and conduct analysis pertaining to a number of subjects including admissions, personnel and compensation data, research data, contracts and grants, financial aid, graduate students and budget data. Employees who perform this type of work are strongly encouraged to apply for the IR positions to help keep their options open. In addition, the expertise of employees currently doing this work will be vital as it moves to a new unit. More information will be available about the relationship of the IR unit to other departments as the restructuring process moves forward and these kinds of overlap issues are resolved.