

## UCOP Update for Week of May 11

- **An Up-Close Look at Working in the New OP**
- **Building Services**
- **Job Postings**
- **Job Announcements**
- **Upcoming Events**

This week's message includes an update on the OP budget and information on building services. It also includes information on job postings, job announcements and upcoming events.

### **An Up-Close Look at Working in the New OP**

In recent weeks I've been writing about the need to work differently in the new OP. This week you have the opportunity to learn how one of our consolidated units is redefining the way we work. I encourage you to attend or call in to one of the two brown bags with Institutional Research Director **Kathleen Dettman** and Associate Vice President of Policy and Analysis **Marsha Kelman**. I think you will find this interesting and informative.

Tuesday, May 12, noon to 1 p.m., Kaiser 612

Friday, May 15, noon to 1 p.m., Franklin 9204

Call in: 866-740-1260; access code: 9870031

### **Building Services**

The latest department redesign has been completed: Building Services, responsible for the operations of the Franklin and Kaiser buildings, as well as 20 other leased and owned properties, has undergone a thoroughly functional and organizational review over the last several months since it was officially moved from Facilities Administration to my Immediate Office. The result is a new organization that will put more focus on long-term strategic initiatives while improving day-to-day operations, including security and fiscal management. Four new jobs have been created: Executive Director (MSP V), Asset Management Director (MSP III), Lease and Space Administration (MSP 1), and Business Operations Manager (MSP 1). Watch for these new job postings sometime this week.

### **Job Postings**

There are also a large number of other new positions throughout the Office of the President -- Academic Affairs alone expects to post more than 80 jobs. I think staff members who have already been through the hiring process would offer this advice to those of you now applying for jobs:

- Keep looking at the postings;
- Don't limit yourself—think about how your skills might apply beyond your current department
- Don't wait until the last minute to apply

I want to particularly emphasize that last point. I encourage you to set up an account in the [UCOP Jobs website](#) as soon as possible. You'll be asked to provide information from previous jobs that you may have to search for, so setting up your account can take some time. Once you have an account, you will be able to use your stored information for each application you submit. You'll also need an updated resume and a cover letter.

The latest postings for positions in Academic Affairs include:

In Education Partnerships:

- Coordinator—Teaching, Learning & Leadership
- Executive Director—Education Partnerships

In Student Affairs:

- Associate Director, Undergraduate Admissions, Articulation/Eligibility

In Office of Research and Graduate Studies (ORGS):

- Executive Director—Research Policy, Analysis & Coordination
- Research Policy Manager
- Intellectual Property and Prosecution Manager
- Also, the senior operations support analyst position has been extended to May 19

In Academic Affairs Immediate Office:

- University Diversity Coordinator

Remember that new jobs are opening each week, including jobs from other units not currently in reorganization. Employees interested in these opportunities are strongly encouraged to check the [UCOP Jobs website](#) regularly for new job postings and application deadlines

### **Job Announcements**

As I announced last week, **Dwaine Duckett** has been appointed Vice President—Human Resources. Dwaine brings to the University of California a strong background in performance management, labor relations and succession planning. Most recently he served as vice president of human resources at Heinz North America, where he was responsible for, among other things, building a new leadership development and training department and creating a comprehensive labor relations strategy.

**Nathan Caffee** is joining UC Communications as Production Manager. He previously served as a print producer for Saatchi & Saatchi in Los Angeles.

**Rebecca Landes** has been named Planning Analyst within Academic Planning, Programs and Coordination (APPC). Rebecca comes to APPC from the Office of Research and Graduate Studies, where she served as Research Policy Coordinator for more than eight years.

### **Upcoming Events**

#### **Dealing with Stress Workshops**

It is important that you take care of yourselves, and so we are offering two new workshops to help you consider strategies for finding balance and taking care of yourself during this time. Jude Sharp, EAP Coordinator, and Kate Powers will lead the workshops this week:

Tuesday, May 12, from 2 to 3:30 in Kaiser 512

Thursday, May 14, from 10 to 11:30 p.m. in Franklin 5320

For more information, call or e-mail Jude at 987-0839 or [Jude.Sharp@ucop.edu](mailto:Jude.Sharp@ucop.edu).

### **ORGS Update**

Vice President **Steve Beckwith** will give an update on the ORGS restructuring, including a discussion of the new [organization chart](#) and an update on job postings.

Friday, May 15, 2:00 to 3:30 p.m., Franklin 11326

### **Brown Bag Series**

Diversity: **Jan Corlett** will describe the new Diversity Accountability Framework and plans for coordinating diversity efforts at UCOP and across the campuses.

Wednesday, May 20, noon to 1 p.m., Franklin 10325

Thursday, May 21, noon to 1 p.m., Kaiser 1217

### **Process Mapping Workshops**

Process Mapping reviews the steps and the people and departments who touch a process in order to identify ways to streamline processes. **Karla Campbell** from the Office of Change and Project Management and **Jennifer Damico** of Human Resources are repeating this workshop which supports our efforts to improve efficiencies.

Monday, May 18, noon to 1 p.m., Franklin 10325

I encourage you to take advantage of these opportunities.

Katie

Katherine N. Lapp  
Executive Vice President, Business Operations