Human Resources Job Function

HR Work Life Analyst V
Grade: 59
Job Code: H1059P
Job Family: HR Work Life
Job Family Matrix: HR Work Life Matrix

Summary
Lead advanced work life program services.

Core Duties
• Actively lead and define strategy; engage and work with stakeholders
• Project manage a distinct portfolio of work/life programs to ensure program quality, smooth operations, and customer satisfaction
• Serve as subject matter expert on family-support services broadly, and key child care issues specifically
• Conduct research and synthesize knowledge on work/family best practices
• Lead RFP process; negotiate with and oversee external work/life vendors and affiliated partners
• Identify and address risk management concerns
• Design data-gathering, analysis and reporting approaches and tools
• Participate in both ad-hoc and ongoing, high-profile groups including task forces, committees, graduate student groups and labor contract negotiation teams
• Independently develop and deliver communications
• Ensure compliance with University Human Resources policies, procedures, and requirements and applicable legal regulations

Basic Qualifications
• Bachelor’s degree or equivalent work experience required
• Minimum of 8 years’ relevant work experience

Additional Qualifications and Skills
• Master’s preferred
• Demonstrated progressive project-management experience in the family-supporting and work/life arena
• Intermediate to advanced Microsoft Office Suite

Certificates and Licenses

Physical Requirements

Working Conditions
• Work is performed in an office setting