

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