

Future-state HR Service Delivery Model

IMPACT and Decision Support Position Descriptions



Note: Position descriptions are *draft* and not yet final. Position descriptions are subject to change.

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HR Analyst, IMPACT & Decision Support

Position Summary

The HR Analyst, IMPACT & Decision Support position is a vital role designed to provide best in class HR programs and policies, HR data and technology, and HR financing and business operations to support the University of Virginia. This Analyst-level position is responsible for assisting with a variety of key activities within IMPACT, mainly project management, analytics and data, compensation and decision support (finance, budget and business operations). The HR Analyst will exhibit a level of independence and autonomy in a majority of the work done, operating under the guidance of the unit leadership. The incumbent will report to the HR Manager, Business Operation and will not have direct reports.

Responsibilities and Duties

- Manage projects and governance
- Identify and help manage potential HR issues and risks
- Solve complex challenges using a practical/business-driven approach
- Perform ad hoc analysis, calculations and design reports
- Research leading practices, apply HR knowledge and synthesize relevant data to support key activities, deliverables and decisions
- Support key activities related to HR initiatives through the implementation life cycle

Functional Area Outcomes

- Align HR projects / activities with other University projects to minimize disruption
- Deliver HR projects on time, within scope, and within budget
- Increase efficiency and effectiveness in HR project management
- Improve HR culture
- Manage education and guidance to reduce risk
- Provide compliant, transparent, and easily accessible policies
- Respond to requests and inquiries in a timely and comprehensive manner

Knowledge, Skills and Abilities

- Apply lean and leading practice concepts to current HR and University activities
- Work in higher education demonstrated by relevant course work, interest, or industry experience

- Learn and work independently with minimal supervision, demonstrating integrity, maturity, dependability, and a positive attitude
- Demonstrate analytical and problem-solving skills
- Use effective organization and time management skills and work under pressure to adhere to project deadlines
- Take full responsibility for tasks including consistently reviewing own work to identify and improve an approach for producing high quality work products
- Uphold integrity within a professional environment
- Perform quantitative and analytical analysis and reports
- Organize complicated tasks, prioritize work, and manage time against deadlines
- Present via written and oral communication, making and delivering presentations

Minimum and Preferred Qualifications

Required Experience: 2 years of relevant experience

Preferred Experience:

- Familiarity with HR
- Familiarity or hands on experience with an HRIS or HRMS
- Knowledge of financial reporting (QuickBooks, other tools) and financial terms
- Development of budgets and reporting actual and variance reports

Required Education: Bachelor's degree

HR Manager, Business Operations

Position Summary

The Manager, HR Business Operations position is a vital role designed to provide best in class HR programs and policies to support the University of Virginia. This Manger-Level position is responsible for leading and overseeing all HR strategic initiatives and prioritizing initiatives. The incumbent will support HR financial planning and budget management, as well as oversee HR compliance programs and initiatives including the promotion of consistent policy interpretation and application. The incumbent will report to the AVP, HR IMPACT and Decision Support and manage a team of Business Operations professionals.

Responsibilities and Duties

- Oversee the annual HR budget planning process and present options analysis in the event of budget constraints, using financial models to support key decisions
- Partner with HR colleagues to develop business case and relevant financial support for key HR initiatives, and liaise with Facilities Management to coordinate necessary repairs or improvements
- Oversee financial dashboards and other financial reporting mechanisms to track HR financial activity across divisions, business units, cost center and planned vs. actuals, and use projection tools to ensure planned activities do not exceed budget
- Articulate expectations internally and with third-parties regarding budget expectations and regularly monitor delivery vs. projected actuals, reconcile all HR departmental accounts, and monitor expenditures
- Prepare detailed annual budget of salaries and OTPS expenditures, and provide monthly statements of expenses and reserves
- Assign funding sources for all transactions in accordance with UVA, State of Virginia, and Federal guidelines
- Review all accounts on a regular basis, resolve deficit problems as needed, identify ways to spend HR funds more efficiently, and prepare departmental budget projections
- In a timely fashion, ensure that funds are properly accounted for, documented, and expended accordingly to University accounting procedures
- Ensure all training related to annual Accounting P-card usage are taken and documented to ensure compliance
- Support financial reporting related efforts regarding University financial reporting and disclosure, HR Financial Transactions, HR reconciliation of state reporting requests, and CAS reporting

Functional Area Outcomes

- Align HR projects / activities with other University projects to minimize disruption
- Deliver HR projects on time, within scope, and within budget
- Increase efficiency and effectiveness in HR project management
- Improve HR culture
- Manage education and guidance to reduce risk
- Provide compliant, transparent, and easily accessible policies
- Respond to requests and inquiries in a timely and comprehensive manner

Knowledge, Skills and Abilities

- Research, analyze, balance and/or reconcile financial data
- Understand and apply University policies and procedures
- Use strong interpersonal skills and communicate effectively, both orally and in writing
- Demonstrate strong knowledge in financial reconciliation and sources of funds.
- Demonstrate attention to detail
- Prepare financial reports, and/or update financial statements and/or projections
- Manage costs associated with third party vendors
- Construct and make recommendations of cost/benefits analysis
- Work in HR systems, financial planning, and business analysis/statistics technology
- Establish credibility and influence key stakeholders at all organizational levels
- Create timely, practical, and tangible solutions with limited information, and make decisions during times of uncertainty
- Use excellent management skills to plan effectively and maximize results to meet both short and long range goals and objectives
- Apply strong and innovative problem solving and analytical skills to thoughtfully and tactfully navigate barriers to progress while working under pressure to meet deadlines
- Encourage idea generation across teams and develop people
- Manage confidential data

Minimum and Preferred Qualifications

Required Experience: 5 years of relevant experience

Preferred Experience:

- Legal and/or audit background
- Financial reporting and budgeting, including conditional modelling and determining return on investment
- Interpreting and operationalizing compliance with relevant statutory legislation and regulations
- Overseeing project management, including knowledge of project management concepts and methodologies
- Presenting complex finance and budgeting information to non-financial staff
- Working in a team environment that requires quick turnaround and quality output

Required Education: Bachelor's degree

Preferred Certifications: PHR, SHRM-CP, SHRM-SCP, SPHR, Certified Internal Auditor (CIA), certified compliance professional designation or an equivalent professional qualification

Required Computer Applications: MS Office skills (Outlook, Word, Excel, and PowerPoint)

Preferred Computer Applications:

- Advanced Excel skills
- MS Project
- Policy authoring and/or tracking software

HR Senior Specialist, Immigration Services

Position Summary

The HR Sr. Specialist, Immigration Services is a vital role designed to provide best in class immigration services to support the University of Virginia. This Sr. Specialist-level position is responsible for providing counsel regarding US immigration processes and policies, consulting with legal and finance on complex immigration issues, and ensuring proper processing of the University's immigration caseload. The position also works closely across University groups, units and/or people (including, but not limited to, Internal Audit, Enterprise Risk Management, policy review committees, and Organizational Excellence) to ensure proper immigration compliance. The incumbent will report to the HR Manager, Business Operation and will not have direct reports.

Responsibilities and Duties

- Partner with internal and external legal counsel to ensure immigration policies and procedures are compliant
- Support HR Manager, Business Operations in responding to claims for EEOC, Code of Conduct, discrimination, harassment and other legal/policy issues
- Provide policy interpretation and perspectives and make referrals to relevant University and HR contacts
- Oversee the management of the immigrant Visa process
- Develop the strategy for U.S. immigration framework training
- Maintain quality service by establishing and enforcing organization standards
- Complete and submit any state and federal required immigration compliance documents
- Keeps other departments abreast of requirements by researching regulatory and filing information; writing and communicating guidelines
- Determines appropriate taxability of various payments made to foreign nationals
- Coordinate contacts with federal agencies (Department of State, Labor, Homeland Security)
- Direct I-9 verification process as it pertains to foreign nationals; consult with departments on I-9 process; provide education/training on I-9 process to departments/schools
- Monitor all payments to foreign nationals (employee wages, scholarship/fellowship payments, honoraria, etc.) for tax implications, and monitor and ensure completion of all 1042 tax related activity

Functional Area Outcomes

- Align HR projects / activities with other University projects to minimize disruption
- Deliver HR projects on time, within scope, and within budget
- Increase efficiency and effectiveness in HR project management
- Improve HR culture
- Manage education and guidance to reduce risk
- Provide compliant, transparent, and easily accessible policies
- Respond to requests and inquiries in a timely and comprehensive manner

Knowledge, Skills and Abilities

- Practice the principles, methods, and techniques pertinent to the IMPACT function
- Comply with all pertinent federal and state regulations, filing and compliance requirements, both adopted and pending, affecting compliance, compensation, and business operations
- Establish credibility and influence key stakeholders at all organizational levels
- Use excellent management skills to plan effectively and maximize results to meet both short and long range goals and objectives
- Adapt to new ideas and situations of ambiguity and integrate relevant information to achieve results
- Demonstrate strong organizational skills and attention to detail
- Lead and manage projects simultaneously while working under pressure to meet deadlines, including the use of tools to track, monitor and report project status
- Present and advocate, both in writing and orally
- Lead through influencing rather than authority
- Use strong organizational skills and attention to detail

Minimum and Preferred Qualifications

Required Experience: 3 years of relevant experience

Preferred Experience:

- Experience working for a four-year higher education institution and/or an affiliated health system
- Familiarity with Lean, Project Management, Program Management, Cloud Technology, Vendor Management, and HR domain

Required Education: Bachelor's degree

Preferred Computer Applications: I-9 and Immigration Management Software

Required Computer Applications: MS Office

HR Senior Specialist, IMPACT & Decision Support

Position Summary

The HR Sr. Specialist, IMPACT & Decision Support position is a vital role designed to provide best in class HR Programs and Policy project management to support the University of Virginia. This Sr. Specialist-level position is responsible for assisting with a variety of project management-related activities, such as helping project management to ensure that projects are delivered on time, within scope and within budget. This position advances leading practices in project management and oversees education and outreach about such practices. The incumbent will report to the HR Manager, Business Operation and will not have direct reports.

Responsibilities and Duties

- Develop project scopes and objectives, and ensure that all assigned projects are delivered on time, within scope and within budget
- Develop project plan(s) to track progress, and use appropriate verification techniques to manage changes in project scope, schedule and costs
- Measure project performance using appropriate systems, tools and techniques, and report and escalate issues to HR Manager, Business Operation as needed
- Manage customer and stakeholders relationships
- Perform risk management to minimize project risks
- Establish and maintain relationships with third parties/vendors
- Create and maintain comprehensive project documentation
- Strategically evaluate timing of initiatives to identify interdependencies and create value across initiatives
- Facilitate cross-functional communication both within and outside HR during key initiatives
- Evaluate tools in the marketplace to maximize project planning and documentation, and attend training

Functional Area Outcomes

- Align HR projects / activities with other University projects to minimize disruption
- Deliver HR projects on time, within scope, and within budget
- Increase efficiency and effectiveness in HR project management
- Improve HR culture
- Manage education and guidance to reduce risk
- Provide compliant, transparent, and easily accessible policies
- Respond to requests and inquiries in a timely and comprehensive manner

Knowledge, Skills and Abilities

- Practice the principles, methods, and techniques pertinent to the IMPACT function
- Establish credibility and influence key stakeholders at all organizational levels
- Use excellent management skills to plan effectively and maximize results to meet both short and long range goals and objectives
- Adapt to new ideas and situations of ambiguity and integrate relevant information to achieve results
- Demonstrate strong organizational skills and attention to detail

- Lead and manage projects simultaneously while working under pressure to meet deadlines
- Oversee projects where coordination across activities and multiple teams is necessary, including the use of tools to track, monitor and report project status
- Present and advocate, both in writing and orally
- Lead through influencing rather than authority

Minimum and Preferred Qualifications

Required Experience: 4 years of relevant experience

Preferred Experience:

- Participation in a large transformation, particularly where coordination across activities and workstreams is necessary
- Proven capability to scope, manage and deliver projects/initiatives on time and on/under budget.
- Demonstrated ability to work in a team environment that requires quick turnaround and quality output

Required Education: Bachelor's degree

Preferred Certifications: PHR, SHRM-CP, SHRM-SCP, SPHR, PMP / PRINCE II certification or an equivalent professional qualification

Preferred Computer Applications: Workday and/or other SaaS-based HRIS software

Required Computer Applications: MS Office

HR Senior Specialist, Policy, Risk Management and Compliance

Position Summary

The HR Sr. Specialist, Policy, Risk Management and Compliance position is a vital role designed to provide best in class policy-related services to support the University of Virginia. This Sr. Specialist-level position is responsible for assisting with a variety of policy governance, risk management and compliance activities. This position supports HR policy creation, modification, interpretation, and application, and also ensures that HR complies with regulatory requirements. The incumbent will report to the HR Manager, Business Operations and will not have direct reports.

Responsibilities and Duties

- Provide considerations to the HR Manager, Business Operations related to risk management and compliance to support executive discussions and decisions
- Partner with internal and external legal counsel to ensure policies and procedures are compliant
- Support HR Manager, Business Operations in responding to claims for EEOC, Code of Conduct, discrimination, harassment and other legal/policy issues
- Drive compliance with University policies, federal, state and local laws, and keep other departments abreast of requirements
- Identify risks associated with current and proposed changes to system infrastructure and HR processes/policies for all impacted stakeholders
- Integrate with University risk management teams and initiatives to represent HR risk considerations, provide policy interpretation and perspectives, make referrals, and deliver added value
- Research regulations by reviewing regulatory bulletins and other sources of information, and maintain professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, benchmarking state-of-the-art practices, and participating in professional societies
- Compile information by coordinating rate deviation filings, maintaining updated rate matrices, and providing overviews of product disclosures
- Complete disclosures and required reporting timely and accurately by collecting, analyzing, and summarizing information
- Maintain rapport with regulatory personnel by arranging continuing contacts and resolving concerns

Functional Area Outcomes

- Align HR projects / activities with other University projects to minimize disruption
- Deliver HR projects on time, within scope, and within budget
- Increase efficiency and effectiveness in HR project management

- Improve HR culture
- Manage education and guidance to reduce risk
- Provide compliant, transparent, and easily accessible policies
- Respond to requests and inquiries in a timely and comprehensive manner

Knowledge, Skills and Abilities

- Team with colleagues to avoid delay in key activities, while ensuring compliance is a priority
- Comply with all pertinent federal and state regulations, filing and compliance requirements, both adopted and pending, affecting compliance, compensation, and business operations
- Apply principles, methods, and techniques pertinent to the IMPACT function
- Work with HR systems and controls
- Use strong organizational skills and attention to detail
- Apply innovative problem solving and analytical skills to thoughtfully and tactfully navigate barriers to progress
- Lead and manage complex projects simultaneously while working under pressure to meet deadlines
- Research and write policies, and write persuasively about statute, regulation, and policy implementation, impact and interpretation
- Track and report about policies, enterprise risk, and compliance
- Work in a team environment that requires quick turnaround and quality output

Minimum and Preferred Qualifications

Required Experience: 4 years of relevant experience

Preferred Experience: Experience as a paraprofessional (legal and/or audit)

Required Education: Bachelor's degree

Preferred Certifications: Certification as an audit, HR or compliance professional

Required Computer Applications: MS Word

Preferred Computer Applications: Policy tracking / authoring software

HR Specialist, Policy, Risk Management and Compliance

Position Summary

The HR Specialist, Policy, Risk Management and Compliance position is a vital role designed to provide best in class HR policy-related services to support the University of Virginia. This Specialist-level position is responsible for assisting with HR policy creation, modification, interpretation, and application, as well as identifying and mitigating people risks and ensuring HR complies with regulatory requirements. The incumbent will report to the HR Manager, Business Operations and will not have direct reports.

Responsibilities and Duties

- Provide considerations to the HR Manager, Business Operations related to risk management and compliance to support executive discussions and decisions
- Partner with internal and external legal counsel to ensure policies and procedures are compliant
- Support the HR Manager, Business Operations in responding to claims for EEOC, Code of Conduct, discrimination, harassment and other legal/policy issues
- Drive compliance with University policies, federal, state and local laws, and complete disclosures and required reporting timely and accurately
- Provide policy interpretation and perspectives and make referrals to relevant University and HR contacts
- Identify risks associated with current and proposed changes to system infrastructure and HR processes/policies for all impacted stakeholders
- Periodically assess HR risk, identify control gaps and identify opportunities to improve consistency of risk management across the HR organization
- Integrate with University risk management teams and initiatives to represent HR risk considerations and deliver added value

Functional Area Outcomes

- Align HR projects / activities with other University projects to minimize disruption
- Deliver HR projects on time, within scope, and within budget
- Increase efficiency and effectiveness in HR project management
- Improve HR culture
- Manage education and guidance to reduce risk
- Provide compliant, transparent, and easily accessible policies
- Respond to requests and inquiries in a timely and comprehensive manner

Knowledge, Skills and Abilities

- Team with colleagues to avoid delay in key activities, while ensuring compliance is a priority
- Comply with all pertinent federal and state regulations, filing and compliance requirements, both adopted and pending, affecting compliance, compensation, and business operations
- Apply principles, methods, and techniques pertinent to the IMPACT function, including project management, governance and risk management, HR analytics and technology, compensation, and finance
- Work with HR systems and controls
- Use strong organizational skills and attention to detail
- Apply innovative problem solving and analytical skills to thoughtfully and tactfully navigate barriers to progress
- Lead and manage complex projects simultaneously while working under pressure to meet deadlines
- Conduct research related to statute, regulation, policy and write persuasively (e.g., having authored position papers)
- Demonstrate communication skills and ability to work in a team environment that requires quick turnaround and quality output

Minimum and Preferred Qualifications

Required Experience: 3 years of relevant experience

Preferred Experience:

- Experience working with HR policies, regulations, statutes, ordinances, etc.
- Experience as a paraprofessional (legal and/or audit).

Required Education: Bachelor's degree

Preferred Certifications: Certification as an audit, HR or compliance professional

Preferred Computer Applications: MS Office

Director, HR People Data and Technology

Position Summary

The Director, HR People Data and Technology position is a strategic role designed to manage best in class HR data and technology capabilities and technology support services to support the HR function. This Director-level position is responsible for leading and overseeing all strategic HR technology initiatives at the University. This position directs a team of technology resources to manage existing and new HR technology assets. The incumbent will report to the AVP, HR IMPACT and Decision Support and manage a team of HR Specialists and Business Analysts.

Responsibilities and Duties

- Provide guidance, review of work outputs and oversight to People Data and Analytics Specialist, Functional Analysts, Technology Analysts and Data Engineers
- Collaborate with subject matter experts across HR service areas (learning and development, staffing, talent management, diversity, compliance) to promote data governance and stewardship, data quality and advancement of HR technology capabilities
- Support the HR IMPACT team, the HR function and HR customers to identify challenges and opportunities; translate to data insights
- Oversee data integration and availability across the University's HR technology along with inbound and outbound data integrations
- Strategically consider University and HR improvement efforts and align technology investment to serve as an enabler
- Oversee system administration and tenant management
- Oversee implementation of Workday releases to identify impact and enhancement opportunities
- Oversee Workday system security including creating and updating user roles and monitor dashboards to support decision making within the organization

Functional Area Outcomes

- Provide real-time reporting, analytics, and people insights, coordinated among multiple sources, to enable informed and accelerated decision making
- Promote data consistency, accuracy, and completeness with articulated data standards
- Support HR forecasting and predictive modeling
- Enhance automation and access across multiple devices
- Foster continuous innovation
- Practice and support agility to accommodate organizational changes and higher education dynamics

Knowledge, Skills and Abilities

- Manage third party vendors
- Create timely, practical, and tangible solutions with limited information, and make decisions during times of uncertainty

- Use excellent management skills to plan effectively and maximize results to meet both short and long range goals and objectives
- Lead teams and motivate others to maximize input and accomplish goals, especially after experiencing setbacks
- Demonstrate strong leadership capabilities with a passion to encourage idea generation across teams and develop people
- Lead and manage complex projects simultaneously while working under pressure to meet deadlines
- Build both organizational and individual capabilities
- Deliver value-add project outputs on time and on budget

Minimum and Preferred Qualifications

Required Experience: 7 years including 5 years of experience managing teams

Preferred Experience:

- Experience in the human resources field
- Strong familiarity with lean, project and program management, cloud technology (particularly in the HR domain), and vendor negotiations.
- Experience working for a four-year higher education institution and/or an affiliated health system

Required Education: Bachelor's degree

Preferred Certifications: PHR, SHRM-CP, SHRM-SCP, SPHR, project management (by PMI), or an equivalent, related professional qualification

Required Computer Applications: MS Office

Preferred Computer Applications: Workday and/or other SaaS-based HRIS software

HR Analyst, Business Analyst

Position Summary

The HR Analyst, Business Analyst position is a vital role designed to provide best in class business analysis services to support the University of Virginia. This Analyst-level position is responsible for assisting with a variety of business analysis activities, such as ensuring the successful completion of analytical, building, testing and deployment tasks of the University's HR software, collaborating with the HR team to understand business needs and advise on changes to system configuration. The HR Analyst, Business Analyst also identifies business requirements for system solutions or improved processes that will increase efficiency and overall productivity, recommends potential solutions that provide the most effective University-wide results, and recommends changes in procedures in the spirit of continuous improvement. The incumbent will report to the Sr. Director, HR People Data and Technology and have no direct reports.

Responsibilities and Duties

- Manage system configuration for HR information system
- Interface with HR representatives across the organization to manage workflow and system enhancements
- Contribute in testing and quality assurance process, including executing regression testing
- Manage development of design documents by collaborating with process owners, gathering business requirements, creating functional specifications, and identifying, documenting, and resolving design issues
- Determine gaps between business needs and current offerings and work with the team to recommend efficient and effective long-term solutions
- Collaborate with developers and end-users to insure that application functionality meets client needs
- Test solutions, problem-solve issues, and coordinate enhancements

Functional Area Outcomes

- Provide real-time reporting, analytics, and people insights, coordinated among multiple sources, to enable informed and accelerated decision making
- Promote data consistency, accuracy, and completeness with articulated data standards
- Support HR forecasting and predictive modeling
- Enhance automation and access across multiple devices
- Foster continuous innovation
- Practice and support agility to accommodate organizational changes and higher education dynamics

Knowledge, Skills and Abilities

- Create timely, practical, and tangible solutions with limited information, and make decisions during times of uncertainty
- Work with HR systems, computer science, systems configuration, and testing

- Use excellent management skills to plan effectively and maximize results to meet both short and long range goals and objectives
- Lead teams and motivate others to maximize input and accomplish goals, especially after experiencing setbacks
- Manage complex projects simultaneously while working under pressure to meet deadlines
- Elicit requirements and testing
- Analyze data to draw business-relevant conclusions and data visualization techniques and tools
- Generate process documentation
- Demonstrate strong written and verbal communication skills including technical writing skills
- Use strong attention to detail, analytical acumen, intellectual curiosity, creativity, and practice good work ethic

Minimum and Preferred Qualifications

Required Experience: Up to 4 years of relevant experience

Required Education: Bachelor's degree

Preferred Qualifications: Experience with Workday's Human Capital Management (HCM) and Payroll functionality or a similar HRIS SaaS system

Preferred Certifications: PPHR, SHRM-CP, SHRM-SCP, SPHR, or an equivalent professional qualification

Required Computer Applications: MS Office

Preferred Computer Applications: Workday and/or other SaaS-based HRIS software

HR Senior Specialist, People Data and Analytics

Position Summary

The HR Sr. Specialist, People Data and Analytics position is a vital role designed to provide best in class people data and analytics services to support the University of Virginia. This Sr. Specialist-level position is responsible for identifying risks and opportunities through data, advising on data improvement initiatives and executing data analysis activities focused on generating usable insights for HR practitioners. This position is responsible for distributing leading data and analytic practices such as people analytic needs, data literacy, and analytical thinking throughout the HR organization. The HR Sr. Specialist will report to the Director, HR People Data and Technology and will not have direct reports.

Responsibilities and Duties

- Use technology and analytical tools to identify risks and opportunities through data, develop and analyze enterprise-wide people and other cross-functional data, and create visualizations for effectively presenting data (e.g. dashboards)
- Create, maintain, and ensure quality assurance of key HR data sets, reports, and metrics while interpreting complex organizational needs into reports and analytics to meet UVA's strategic and operational goals and objectives
- Conduct predictive data modeling and analytics, projections, and forecasting to identify trends, patterns, areas of risk, and opportunity
- Partner with other functions to understand and deliver on their people data needs from standard reporting and workforce planning support to executive level analysis and recommendations
- Provide support in the areas of people metrics, reporting, and advanced and predictive analytics
- Support HR leaders' access to self-service reporting functionality with ad hoc data / reporting needs and escalate issues and risks to the department leadership
- Establish, monitor, and adapt mechanisms that measure the impact of people and HR programs
- Translate and communicate insights to key stakeholders through presentations, data visualization, and storytelling

Functional Area Outcomes

- Provide real-time reporting, analytics, and people insights, coordinated among multiple sources, to enable informed and accelerated decision making
- Promote data consistency, accuracy, and completeness with articulated data standards
- Support HR forecasting and predictive modeling
- Enhance automation and access across multiple devices
- Foster continuous innovation
- Practice and support agility to accommodate organizational changes and higher education dynamics

Knowledge, Skills and Abilities

- Manage third party vendors
- Create timely, practical, and tangible solutions with limited information, making decisions during times of uncertainty
- Show expertise with HR systems, business analysis / statistics technology, and project management
- Plan effectively and maximize results to meet both short and long range goals and objectives
- Lead teams and motivate others to maximize input and accomplish goals, especially after experiencing setbacks
- Manage complex projects simultaneously while working under pressure to meet deadlines
- Analyze and present information and provide advice
- Communicate in daily interactions and clearly articulate specific information in associated area
- Work independently or as part of a team requiring quick turnaround and quality output
- Complete tasks without immediate supervision
- Use computer applications with a working knowledge of various database and software programs
- Scope, manage projects / initiatives, and successfully deliver outcomes

Minimum and Preferred Qualifications

Required Experience: 4 years of relevant experience

Preferred Experience: Solid background in human resources (HR) with understanding of HR service delivery, technical HR concepts and ability to identify interdependencies with other functions outside of HR such as finance and technology

Required Education: Bachelor's degree

Preferred Certifications: Analytics for Talent Management (ATM); PHR, SHRM-CP, SHRM-SCP, SPHR or project management (by PMI), or an equivalent professional qualification

Required Computer Applications: Microsoft Office

Preferred Computer Applications:

- Microsoft SharePoint
- Data visualization tools (Tableau, Qlik, etc.)
- Experience with cloud-based analytics platforms (e.g., Visier)
- Microsoft Project or other project management tools
- Workday and / or other SaaS-based HR software

HR Senior Specialist, People Data Governance and Standards

Position Summary

The HR Sr. Specialist, People Data Governance & Standards position is a vital role designed to provide best in class data governance and standards to support the University of Virginia. This Sr. Specialist-level position is responsible for establishing data standards covering data consistency across active and historical HR data sets and creating advanced reporting through enhanced metadata and data mapping activities. The HR Sr. Specialist will maintain the University-wide HR data strategy and governance protocols including field definitions, access rights and storage mechanisms. The incumbent will report to the Director, HR People Data and Technology and will not have direct reports.

Responsibilities and Duties

- Determine access rights to all data fields, data storage requirements, data transfer protocols, and document and communicate to the HR and University communities
- Maintain data quality through regular assessment and improvement through enrichment, cleansing and standardization
- Escalate potential issues and risks to the Director, HR People Data and Technology
- Monitor data collection procedures to drive consistency and accuracy across the University
- Identify data variances across systems and works with appropriate colleagues and system owners to standardize data fields
- Assesses data and maps, as needed, to support reporting and analytics efforts
- Execute leading-practice data mining techniques/practices and extend data to and from third party sources of information, as needed
- Perform ad-hoc analyses and queries, and is able to present results in a clear manner
- Create automated data anomaly detection systems and constantly monitor performance

Functional Area Outcomes

- Provide real-time reporting, analytics, and people insights, coordinated among multiple sources, to enable informed and accelerated decision making
- Promote data consistency, accuracy, and completeness with articulated data standards
- Support HR forecasting and predictive modeling
- Enhance automation and access across multiple devices
- Foster continuous innovation
- Practice and support agility to accommodate organizational changes and higher education dynamics

Knowledge, Skills and Abilities

- Create timely, practical, and tangible solutions with limited supervision, and prioritize, multi-task and respond with a sense of urgency to immediate needs, especially during times of uncertainty
- Work with HR systems and business analysis technology

- Facilitate interactions across disciplines in a manner that makes disparate topics understandable to all parties, and foster collaboration
- Adapt to new ideas and situations of ambiguity and integrate relevant information to achieve results
- Use excellent management skills to plan effectively and maximize results to meet both short and long range goals and objectives
- Apply strong organizational skills and attention to detail
- Demonstrate strong and innovative problem solving and analytical skills to frame recommendations to leadership and thoughtfully and tactfully navigate barriers to progress
- Embrace entrepreneurial spirit and challenge the status quo through recognizing and capitalizing on opportunities to improve the organization
- Provide thought leadership and domain expertise in the area of data quality and conversion support
- Have high attention to detail with innate need to investigate complex issues and thoroughly test solutions

Minimum and Preferred Qualifications

Required Experience: 4 years of relevant experience

Preferred Experience: Affiliated academic medical center HRIS implementation experience

Required Education: Bachelor's degree

Preferred Education: Master's degree

Preferred Qualifications:

- Academic and/or employment concentration in Information Systems, Data Science, or Technology
- PHR, SHRM-CP, SHRM-SCP, SPHR or an equivalent professional qualification

Required Computer Applications: MS Office

Preferred Computer Applications: Workday or other SaaS-based HRIS software

HR Specialist, People Data and Analytics

Position Summary

The HR Specialist, People Data and Analytics position is a vital role designed to provide best in class people data and analytics services to support the University of Virginia. This Specialist-level position is responsible for assisting with a variety of data and analytics activities, such as building, maintaining and interpreting reports and data so that HR professionals can make and recommend decisions and predict outcomes based on data. The incumbent will report to the Director, HR People Data and Technology and will not have direct reports.

Responsibilities and Duties

- Use technology and analytical tools to identify risks and opportunities through data, develop and analyze enterprise-wide people and other cross-functional data, and create visualizations for effectively presenting data (e.g. dashboards)
- Create, maintain, and ensure quality assurance of key HR data sets, reports, and metrics, while interpreting complex organizational needs into reports and analytics to meet UVA's strategic and operational goals and objectives
- Conduct predictive data modeling and analytics, projections and forecasting to identify trends, patterns, areas of risk and opportunity
- Partner with other functions to understand and deliver on their people data needs: from standard reporting and workforce planning support, to executive level analysis and recommendations
- Provide support in the areas of people metrics, reporting, and advanced and predictive analytics
- Support HR leaders' access to self-service reporting functionality with ad hoc data / reporting needs, and escalate issues and risks to the department leadership
- Establish, monitor, and adapt mechanisms that measure the impact of people and HR programs
- Translate and communicate insights to key stakeholders through presentations, data visualization, and storytelling

Functional Area Outcomes

- Provide real-time reporting, analytics, and people insights, coordinated among multiple sources, to enable informed and accelerated decision making
- Promote data consistency, accuracy, and completeness with articulated data standards
- Support HR forecasting and predictive modeling
- Enhance automation and access across multiple devices
- Foster continuous innovation
- Practice and support agility to accommodate organizational changes and higher education dynamics

Knowledge, Skills and Abilities

- Manage third party vendors
- Create timely, practical, and tangible solutions with limited information, make decisions, and provide advice during times of uncertainty
- Work with HR systems, PMO, and business analysis/statistics technology

- Use excellent management skills to plan effectively and maximize results to meet both short and long range goals and objectives
- Lead teams and motivate others to maximize input and accomplish goals, especially after experiencing setbacks
- Scope and manage complex projects simultaneously while working under pressure to meet deadlines
- Clearly articulate specific information in associated area
- Complete tasks without immediate supervision

Minimum and Preferred Qualifications

Required Experience: 3 years of relevant experience

Preferred Experience: HR background with understanding of HR service delivery, technical HR concepts and ability to identify interdependencies with other functions outside of HR such as finance and IT

Required Education: Bachelor's degree

Preferred Certifications: Analytics for Talent Management (ATM); Professional certification in human resources (by SHRM and/or PHR) or project management (by PMI), or an equivalent, related professional qualification

Required Computer Applications: MS Office

Preferred Computer Applications:

- Microsoft SharePoint
- Data visualization tools (e.g., Tableau, Qlik, etc.)
- Experience with cloud-based analytics platforms (e.g., Visier, etc.)
- Microsoft Project or other project management tools Workday and/or other SaaS-based HRIS software

Senior HR Business Analyst

Position Summary

The Sr. HR Business Analyst position is a vital role designed to provide best in class business analysis services to support the University of Virginia. This Sr. Analyst-level position supports testing and deployment tasks of the University's HR software, and collaborates with the HR team to understand business needs and advise on changes to system configuration. This position is responsible for identifying new and changing business requirements for HR systems and for supporting software enhancements and proactively planning to integrate changes supporting documentation. The incumbent will report to the Director, HR People Data and Technology and will not have direct reports.

Responsibilities and Duties

- Manage Workday system configuration
- Interface with HR representatives across the organization to manage workflow and system enhancements
- Contribute in testing and quality assurance process, including executing regression testing
- Manage development of design documents by collaborating with process owners, gathering business requirements, creating functional specifications, and identifying, documenting, and resolving design issues
- Determine gaps between business needs and current offerings and work with the team to recommend efficient and effective long-term solutions
- Collaborate with developers and end-users to insure that application functionality meets client needs
- Test solutions, problem-solve issues, and coordinate enhancements

Functional Area Outcomes

- Provide real-time reporting, analytics, and people insights, coordinated among multiple sources, to enable informed and accelerated decision making
- Promote data consistency, accuracy, and completeness with articulated data standards
- Support HR forecasting and predictive modeling
- Enhance automation and access across multiple devices
- Foster continuous innovation
- Practice and support agility to accommodate organizational changes and higher education dynamics

Knowledge, Skills and Abilities

- Create timely, practical, and tangible solutions with limited information, and making decisions during times of uncertainty
- Work in HR systems, computer science, systems configuration, and testing
- Utilize excellent management skills to plan effectively and maximize results to meet both short and long range goals and objectives
- Lead teams and motivate others to maximize input and accomplish goals, especially after experiencing setbacks
- Manage complex projects simultaneously while working under pressure to meet deadlines

- Elicit requirements and testing
- Analyze data to draw business-relevant conclusions and data visualization techniques and tools
- Generate process documentation
- Use strong written and verbal communication skills including technical writing skills
- Use strong attention to detail, analytical acumen, intellectual curiosity, and creativity, and practice good work ethic

Minimum and Preferred Qualifications

Required Experience: 4 years of relevant experience

Preferred Experience: Experience as a BA configuring Workday's Human Capital Management (HCM) and Payroll functionality, or a similar HRIS SaaS system

Required Education: Bachelor's degree

Preferred Certifications: PPHR, SHRM-CP, SHRM-SCP, SPHR, or an equivalent professional qualification

Required Computer Applications: Microsoft Office

Preferred Computer Applications: Workday and/or other SaaS-based HRIS software

HR Analyst, Compensation

Position Summary

The HR Analyst, Compensation position is a vital role designed to provide best in class compensation-related services to support UVA. This Analyst-level position is responsible for assisting with a variety of HR compensation activities, such as development, implementation and administration of compensation programs. This position may be aligned to a major entity (Academic/Administration divisions or Health System). The incumbent will report to the Director, Total Rewards and will not have direct reports.

Responsibilities and Duties

- Assist with the analysis and evaluation of external market data and internal data about the current and projected employee population to develop salary budgets and forecasts
- Provide inputs for the compensation framework within the HR technology solution
- Complete market survey(s) and other data collection/aggregation activities
- Review and research exceptions and deviations from policies
- Gather data for response to external market surveys, execute response to surveys and summarize outputs
- Coordinate closely with HR technology for required system changes
- Participate in the resolution of wage and hour issues
- Review new and changed job descriptions to ensure consistency of information and recommend placement with existing compensation structures
- Assist as requested with compensation-related issues affecting organizational redesigns
- Work collaboratively with HR Solution Center to respond to requests and questions

Functional Area Outcomes

- Provide transparent, compliant and clearly articulated compensation philosophy and governance
- Market competitive salary structures and practices
- Deliver leadership education and guidance on pay practices
- Prepare consistent classification and titling of positions
- Ensure internal equity and external pay competitiveness practices

Knowledge, Skills and Abilities

- Work with third party compensation surveys
- Solve mathematical and analytical problems
- Work with HR systems and compensation planning technology
- Pay meticulous attention to detail

Minimum and Preferred Qualifications

Required Experience: 3 years of relevant experience

Preferred Experience: Working for a 4-year higher education institution and/or an affiliated health system. Familiarity with lean, project management, cloud technology, and HR domain

Required Education: Bachelor's degree

Preferred Certifications: CCP

Preferred Computer Applications: Microsoft Office

HR Senior Specialist, Benefits

Position Summary

The HR Sr. Specialist, Benefits position is a vital role designed to provide best in class benefits-related services to support the University of Virginia. This Sr. Specialist-level position is responsible for assisting with a variety of benefits-related HR activities, such as developing and conducting analyses, interpreting results and making recommendations that support the development and maintenance of effective benefits programs. The HR Sr. Specialist, Benefits is responsible for the administration of the benefits programs in accordance with established policies. The incumbent will report to the Director, Total Rewards and will not have direct reports.

Responsibilities and Duties

- Develop and execute of employee benefits guiding principles, strategy and administration
- Prepare supporting budgets and program measurement for the University's benefits program based on national best practices
- Identify key strategic partnerships with appropriate and relevant internal and external organizations supporting the University's benefits programs
- Provide content expertise for benefits promotion and awareness initiatives; lead and support program development and diversification (new products and markets) in recommending and/or implementing new benefits, as appropriate
- Evaluate programs for cost effectiveness and optimal outcomes
- Ensure benefits program alignment with the University of Virginia's Strategic Plans
- Facilitate key presentations both nationally and within the community
- Partner with HR Solution Center
- Conduct needs assessments and analyses to ensure that benefits services address customer demands

Functional Area Outcomes

- Competitive and affordable benefit plans
- Strategically focused plan development to foster a healthy workforce, while managing financial investment
- Demonstrated value of wellness and other health programming
- Increased participation in supplemental retirement savings programs
- Improved benefit decision support tools
- Effective management of regulatory compliance risk
- Optimized benefit administration efficiency

Knowledge, Skills and Abilities

- Apply knowledge of current benefits trends
- Forge relationships with partners and providers in the benefits arena
- Apply, as appropriate, knowledge of principles, methods, and techniques pertinent to the HR function of which the Benefits team is a part, including project management, governance and risk management, HR analytics and technology, compensation, and finance

- Demonstrate strong organizational skills and attention to detail

Minimum and Preferred Qualifications

Required Experience: 3 years of relevant experience

Preferred Experience:

- Experience working for a four-year higher education institution and/or an affiliated health system
- Familiarity with Lean, Project Management, Program Management, Cloud Technology, Vendor Management, and HR domain

Required Education: Bachelor's degree

Preferred Education: Master's degree

Preferred Certifications: Certified Employee Benefit Specialist (CEBS) certification

HR Senior Analyst, Compensation

Position Summary

The HR Sr. Analyst, Compensation position is a vital role designed to provide best in class compensation-related services to support the University of Virginia's Academic / Administration Divisions or Health System. This Sr. Specialist-level position is responsible for supporting compensation program and plan design, implementation and ongoing administration. The incumbent will report to the Director, HR Total Rewards and will not have direct reports.

Responsibilities and Duties

- Administer the University's compensation plans
- Conduct systematic audits and maintain knowledge of labor, wage and hour regulations, including but not limited to FLSA and fair pay dictates
- Provide inputs for the compensation framework within the HR technology solution and participate in any surveys or other data collection or aggregation activities
- Gathers data for response to external market surveys, executes response to surveys and summarizes outputs
- Work with managers to develop job profiles and compensation structures
- Coordinate closely with HR technology for required system changes
- Understand employee turnover trends and possible causal compensation connections
- Analyze competitiveness of pay through, for example, the use of third party surveys
- Assist as requested with compensation-related issues affecting organizational redesigns
- Work collaboratively with HR Solution Center to respond to requests and questions

Functional Area Outcomes

- Provide transparent, compliant and clearly articulated compensation philosophy and governance
- Market competitive salary structures and practices
- Deliver leadership education and guidance on pay practices
- Prepare consistent classification and titling of positions
- Ensure internal equity and external pay competitiveness practices

Knowledge, Skills and Abilities

- Work with third party compensation surveys
- Administer compensation programs
- Comply with all pertinent federal and state regulations, filing and compliance requirements, both adopted and pending, affecting compliance, compensation, and business operations

- Apply, as appropriate, knowledge of principles, methods, and techniques pertinent to the HR function of which the Compensation team is a part, including project management, governance and risk management, HR analytics and technology, compensation, and finance
- Work in HR systems and compensation planning technology
- Demonstrate strong organizational skills and attention to detail
- Demonstrate strong and innovative problem solving and analytical skills to thoughtfully and tactfully navigate barriers to progress

Minimum and Preferred Qualifications

Required Experience: 3 years of relevant experience

Preferred Experience: Experience working for a 4-year higher education institution, especially one with an academic medical center

Required Education: Bachelor's degree

Preferred Qualifications: Familiarity with Lean, Project Management, Program Management, Cloud Technology, Vendor Management, and HR domain

Preferred Certifications: CCP

Preferred Computer Applications: Microsoft products, including Word, PowerPoint and Excel

HR Sr. Specialist, Wellness

Position Summary

The HR Sr. Specialist, Wellness position is a vital role designed to provide best in class wellness-related services to support the University of Virginia. This Sr. Specialist-level position is responsible for assisting with a variety of wellness-related HR activities, such as developing and executing employee wellbeing guiding principles, strategy and administration along with supporting budgets and program measurement for the University's wellness program based on national best practices. The HR Sr. Specialist is responsible for the administration of the wellness programs in accordance with established policies. The incumbent will report to the Director, Total Rewards and will not have direct reports.

Responsibilities and Duties

- Develop and execute employee wellbeing guiding principles, strategy and administration
- Prepare supporting budgets and program measurement for the University's wellness program based on national best practices
- Identify key strategic partnerships with internal and external organizations interested in health promotion and wellness to address the changing healthcare environment
- Provide health related content expertise for health promotion and wellness initiatives; lead and support project development and diversification (new products and markets) in recommending and/or implementing new initiatives to enhance health and wellness
- Evaluate programs for cost effectiveness and optimal outcomes
- Ensure program alignment with the University of Virginia's Strategic Plans
- Facilitate key presentations both nationally and within the community
- Partner with Service Team
- Conduct needs assessments and analyses to ensure that services address customer demands

Functional Area Outcomes

- Provide transparent, compliant and clearly articulated compensation philosophy and governance
- Market competitive salary structures and practices
- Deliver leadership education and guidance on pay practices
- Prepare consistent classification and titling of positions
- Ensure internal equity and external pay competitiveness practices

Knowledge, Skills and Abilities

- Apply knowledge of current health and wellness trends
- Forge relationships with partners in the health promotion and wellness arenas
- Apply, as appropriate, knowledge of principles, methods, and techniques pertinent to the HR function of which the Benefits team is a part, including project management, governance and risk management, HR analytics and technology, compensation, and finance
- Demonstrate strong organizational skills and attention to detail

Minimum and Preferred Qualifications

Required Experience: 3 years of relevant experience

Preferred Experience:

- Experience working for a four-year higher education institution and/or an affiliated health system
- Familiarity with Lean, Project Management, Program Management, Cloud Technology, Vendor Management, and HR domain

Required Education: Bachelor's degree

Preferred Certifications: Certified Employee Benefit Specialist (CEBS) certification

HR Specialist, Benefits

Position Summary

The HR Specialist, Benefits position is a vital role designed to provide best in class benefits-related services to support the University of Virginia. This Specialist-level position is responsible for assisting with a variety of benefits activities, such as collecting and analyzing data to prepare reports and budgets, recommending changes to policies, and participating in benefits surveys. The HR Specialist, Benefits also provides input into the decisions about the University's benefits programs. The incumbent will report to the Director, HR Total Rewards and will not have direct reports.

Responsibilities and Duties

- Administer benefits programming in partnership with key internal and external wellness vendors according to established policies
- Administer benefits programs' programming and delivery according to established policies
- Evaluate benefits programs and provide recommendations based on the results
- Assist with the collection of benefits data
- Partner with HR Solution Center
- Conduct needs assessments and analyses to ensure that services address customer demands

Functional Area Outcomes

- Competitive and affordable benefit plans
- Strategically focused plan development to foster a healthy workforce, while managing financial investment
- Demonstrated value of wellness and other health programming
- Increased participation in supplemental retirement savings programs
- Improved benefit decision support tools
- Effective management of regulatory compliance risk
- Optimized benefit administration efficiency

Knowledge, Skills and Abilities

- Apply knowledge of current benefits trends
- Forge relationships with partners and providers in the benefits arena
- Apply, as appropriate, knowledge of principles, methods, and techniques pertinent to the HR function of which the Benefits team is a part, including project management, governance and risk management, HR analytics and technology, compensation, and finance
- Demonstrate strong organizational skills and attention to detail.

Minimum and Preferred Qualifications

Required Experience: 3 years of relevant experience

Preferred Experience:

- Experience working for a four-year higher education institution and/or an affiliated health system
- Familiarity with Lean, Project Management, Program Management, Cloud Technology, Vendor Management, and HR domain

Required Education: Bachelor's degree

Preferred Certifications: Certified Employee Benefit Specialist (CEBS) certification

HR Specialist, Wellness

Position Summary

The HR Specialist, Wellness position is a vital role designed to provide best in class wellness-related services to support the University of Virginia. This Specialist-level position is responsible for assisting with a variety of wellness activities, such as supporting the administration of the University's wellness programs in accordance with established policies, support development of effectiveness measures for existing programs, and providing input into the decisions about the University's wellness programs. The incumbent will report to the Director, Total Rewards and will not have direct reports.

Responsibilities and Duties

- Administer wellness programming in partnership with key internal and external wellness vendors according to established policies
- Administer the wellness programs' programming and delivery according to established policies
- Evaluate wellness program and provide recommendations for program evaluations
- Assist with the collection of data
- Partner with Service Team
- Conduct needs assessments and analyses to ensure that services address customer demands

Functional Area Outcomes

- Provide transparent, compliant and clearly articulated compensation philosophy and governance
- Market competitive salary structures and practices
- Deliver leadership education and guidance on pay practices
- Prepare consistent classification and titling of positions
- Ensure internal equity and external pay competitiveness practices

Knowledge, Skills and Abilities

- Apply knowledge of current health and wellness trends
- Forge relationships with partners in the health promotion and wellness arenas
- Apply, as appropriate, knowledge of principles, methods, and techniques pertinent to the HR function of which the Benefits team is a part, including project management, governance and risk management, HR analytics and technology, compensation, and finance
- Demonstrate strong organizational skills and attention to detail

Minimum and Preferred Qualifications

Required Experience: 3 years of relevant experience

Preferred Experience:

- Experience working for a four-year higher education institution and/or an affiliated health system
- Familiarity with Lean, Project Management, Program Management, Cloud Technology, Vendor Management, and HR domain

Required Education: Bachelor's degree

Benefits and Wellness Manager

Position Summary

The Benefits and Wellness Manager position is a strategic role designed to manage best in class Benefits and Wellness services to support the University of Virginia. This position is responsible for leading a team assigned to manage and administer the Benefits services, which include health, wellness, retirement and other related programs and the related compliance. The Manager ensures the provision of best in class Benefits-related services to support the University of Virginia's Academic / Administration Divisions or Health System. This position is responsible for developing the Benefits program and plan design, overseeing implementation and ongoing administration. The incumbent will report to the Senior Director, HR Total Rewards and lead a team of Benefits professionals.

Responsibilities and Duties

- Stay current with relevant industry trends, participate in best practice discussions with national peer groups, and position UVA as a leader in Benefits practices. Relates applicable best practices back to team
- Interact and develop key relationships with customer leaders and schools, units, and organizations within assigned service area to understand market forces and business needs
- Administer the University's Benefits plans to ensure competitive offerings, efficient management, and compliance with applicable laws and regulations
- Provide inputs for the Benefits framework within the HR technology solution
- Coordinate closely with HR technology for required system changes
- Assist as requested with Benefits-related issues affecting organizational redesigns
- Model and encourage cross team collaboration
- Evaluate assigned customer satisfaction and manage relationships with business partners
- Develop and manage a diverse team
- Collaborate directly with the Senior Directors of Service and HR Business Partners to address school/unit concerns

Functional Area Outcomes

- Provide transparent, compliant and clearly articulated Benefits philosophy and governance
- Market competitive benefits and wellness offerings
- Deliver leadership education and guidance on benefits strategy
- Manage and measure benefits and wellness key performance indicators (KPI)
- Ensure employer cost sharing remains aligned to Total Rewards goals

Knowledge, Skills and Abilities

- Establish credibility and influence key stakeholders
- Demonstrate exceptional customer service and the ability to navigate complex customer related situations
- Manage, plan effectively and maximize results to meet both short and long range goals and objectives
- Demonstrate excellent communication and presentation skills
- Organize and pay attention to detail

- Analyze and solve problems to thoughtfully and tactfully navigate barriers to progress
- Encourage idea generation and develop people
- Lead and manage projects simultaneously while working under pressure to meet deadlines
- Work effectively with diverse stakeholders within a complex organization
- Demonstrate strong organizational skills and attention to detail
- Demonstrate strong and innovative problem solving and analytical skills to thoughtfully and tactfully navigate barriers to progress

Required and Preferred Qualifications

Required Experience: 5 years of relevant experience

Preferred Experience: Experience working in higher education and self-funded insurance plans. Management experience

Required Education: Bachelor's degree

Preferred Certifications: CEBS, PHR, SHRM-CP, SHRM-SCP, SPHR, or an equivalent professional qualification

Required Computer Applications: MS Office and HR systems

Compensation Manager

Position Summary

The Compensation Manager position is a strategic role designed to manage best in class compensation and rewards services to support the University of Virginia. This position is responsible for leading a team assigned to manage and administer the compensation services, which include market analysis, job evaluation, wage and hour and other related compliance. The Manager ensures the provision of best in class compensation-related services to support the University of Virginia's Academic / Administration Divisions or Health System. This position is responsible for developing the compensation program and plan design, overseeing implementation and ongoing administration. The incumbent will report to the Senior Director, HR Total Rewards and lead a team of compensation professionals.

Responsibilities and Duties

- Stay current with relevant industry trends, participate in best practice discussions with national peer groups, and position UVA as a leader in compensation practices. Relates applicable best practices back to team
- Interact and develop key relationships with customer leaders and schools, units, and organizations within assigned service area to understand market forces and business needs
- Administer the University's compensation plans
- Oversees systematic audits and maintain knowledge of labor, wage and hour regulations, including but not limited to FLSA and fair pay dictates
- Provide inputs for the compensation framework within the HR technology solution and oversees participation in surveys or other data collection or aggregation activities. Analyze competitiveness of pay through a variety of methods such as the use of third party surveys.
- Oversees the gathering of data in response to external market surveys, responses to surveys and summaries of outputs
- Oversees the development of job profiles and compensation structures
- Coordinate closely with HR technology for required system changes
- Understand employee turnover trends and possible causal compensation connections
- Assist as requested with compensation-related issues affecting organizational redesigns
- Model and encourage cross team collaboration
- Evaluate assigned customer satisfaction and manage relationships with business partners
- Develop and manage a diverse team
- Collaborate directly with the Senior Directors of Service and HR Business Partners to address school/unit concerns.

Functional Area Outcomes

- Provide transparent, compliant and clearly articulated compensation philosophy and governance
- Market competitive salary structures and practices
- Deliver leadership education and guidance on pay practices
- Prepare consistent classification and titling of positions
- Ensure internal equity and external pay competitiveness practices

Knowledge, Skills and Abilities

- Establish credibility and influence key stakeholders
- Demonstrate exceptional customer service and the ability to navigate complex customer related situations
- Manage, plan effectively and maximize results to meet both short and long range goals and objectives
- Demonstrate excellent communication and presentation skills
- Organize and pay attention to detail
- Analyze and solve problems to thoughtfully and tactfully navigate barriers to progress
- Encourage idea generation and develop people
- Lead and manage projects simultaneously while working under pressure to meet deadlines
- Work effectively with diverse stakeholders within a complex organization
- Demonstrate strong organizational skills and attention to detail
- Demonstrate strong and innovative problem solving and analytical skills to thoughtfully and tactfully navigate barriers to progress

Required and Preferred Qualifications

Required Experience: 5 years of relevant experience

Preferred Experience: Experience working in higher education. Management experience

Required Education: Bachelor's degree

Preferred Certifications: PHR, SHRM-CP, SHRM-SCP, SPHR, or an equivalent professional qualification

Required Computer Applications: MS Office and HR systems

Senior Director, HR Total Rewards

Position Summary

The Sr. Director, HR Total Rewards position is a strategic role designed to manage best in class compensation, benefits and wellness programs to support the University of Virginia. This Sr. Director-level position is responsible for leading and overseeing all strategic initiatives across the Total Rewards team. Functions within the team include health plan oversight, development of guiding principles for total rewards, the strategy for designing and implementing all total rewards programs, program design, and administration, including communication and compliance. The incumbent will report to the Assistant Vice President, HR IMPACT & Decision Support and lead a team of Total Rewards program professionals.

Responsibilities and Duties

- Develop and execute strategic plans for total rewards, to include compensation, benefits, and wellness
- Design, administer and oversee all total rewards programs, to include compensation, benefits and wellness, and manage the total rewards team
- Develop annual budget projections for all rewards programs
- Manage all third party vendors for compensation, benefits & wellness, including those responsible for market surveys or compensation software and market pricing tools
- Oversee programs related to total rewards whether run by third party vendors or internal resources
- Ensure and oversee systematic audits for compliance including but not limited to FLSA, ACA, GINA, EEOC, and ADA
- Direct the appropriate compensation, benefits & wellness inputs for the HR technology solution and participate in technology programming and upgrades
- Convene the Benefits Oversight Committee and support other related committees such as the Medical Center Compensation Committee, as needed
- Work collaboratively with HR Solution Center to respond to requests and questions
- Oversee the University's HIPAA privacy compliance obligations (including serving as, or designating a, HIPAA privacy officer) and partner with the University's HIPAA security officer

Functional Area Outcomes

- Competitive and affordable benefit plans
- Strategically focused plan development to foster a healthy workforce, while managing financial investment
- Demonstrated value of wellness and other health programming
- Increased participation in supplemental retirement savings programs
- Improved benefit decision support tools
- Effective management of regulatory compliance risk
- Optimized benefit administration efficiency

Knowledge, Skills and Abilities

- Work with senior level management and gain support for ideas
- Set competitive compensation, benefits, and wellness design and strategy
- Confidently make decisions in times of uncertainty
- Comply with all pertinent federal and state regulations, filing and compliance requirements, both adopted and pending, affecting compliance, compensation, and business operations
- Apply, as appropriate, knowledge of principles, methods, and techniques pertinent to the HR function of which the total rewards team is a part, including project management, governance and risk management, HR analytics and technology, compensation, and finance
- Incorporate knowledge of HR systems, compensation planning and benefits/wellness-related technologies
- Use strong organizational and presentation skills
- Use and innovative problem solving and analytical skills to thoughtfully and tactfully navigate barriers to progress

Minimum and Preferred Qualifications

Required Experience: 7 years of relevant experience

Preferred Experience:

- Oversight of self-funded group health plan(s) and/or experience in either an academic or healthcare environment
- Experience working for a four-year higher education institution and/or an affiliated health system
- Familiarity with lean methodology, project management, program management, cloud technology, vendor management, and HR domain

Required Education: Bachelor's degree

Preferred Education: Master's degree

Preferred Certifications: CCP or CEBS

Preferred Computer Applications: Microsoft Office

