

# UVA HR LEADERSHIP

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# UVA HR LEADERSHIP ORGANIZATION

## Position Descriptions/Areas of Responsibility

### OFFICE OF THE CHIEF HR OFFICER

#### Change Management

The use of consistent change management methodologies and practices improves and encourages successful outcomes of initiatives in HR and across the University. By practicing these methodologies within HR, the investments in time and resources will deliver desired outcomes and value to those we serve.

#### Communications

Helps employees by delivering best practice communication techniques, providing effective ways for faculty, staff, and team members to receive important HR information. Outcomes for customers include a clear understanding of HR programs, delivered how and where customers wish to receive information, and resulting in increased engagement and a positive employee experience.

#### Business Operations

Provides financial and operational services to the HR team including: accounting and transactional support; procurement services; budgeting for HR operations; and facility operations and IT liaison.

### SERVICE

#### Business Partners - Senior Directors of Service

The Senior Directors of Service lead HR Business Partners (HRBPs) teams who support schools, units, and entities across the organization. The HRBPs and Senior Directors of Service represent your on-site HR support for leaders, managers, and team members. HRBPs coordinate HR services and connect you to subject matter experts across UVA HR.

#### Solutions Center

Serves as the resource hub for Human Resource needs across UVA. It is a one-stop, comprehensive location with a team committed to providing HR support, and consistent information and solutions.

#### Benefits, Leave, and Payroll

Includes the benefit counselors and leave administration partners, who assist UVA managers and employees with issues and questions concerning benefits, retirement, PTO, and all forms of leave including FMLA and short- and long-term disability.

#### Talent Support

Provides candidate services such as: background checks and health screenings; ensuring payroll deadlines are met for any transactions that are pay impacting; and compliance issues such as I-9s. The team supports managers, student hiring roles, and delegates once a transaction has been initiated.

### IMPACT

#### Total Rewards

A comprehensive program to attract and retain faculty, staff, and team members through competitive pay, benefits, and wellness programs. Includes benefits, compensation, Hoos Well, FEAP (Faculty & Employee Assistance Program), and the Employee Community Resource Program.

#### People, Data, Technology & Workday

Provides up-to-date and accurate data, accessible in multiple ways, with configuration access and issue resolution. Functional areas and services include: reporting, operations, analytics and data governance, and Workday configuration, processes, and reports.

#### Continuous Improvement, Project Mgmt, Compliance

Helps UVA HR and the University achieve better results and further UVA's impact by growing and sustaining a culture of continuous improvement to increase efficiency and work satisfaction; establishing and implementing project management best practices that encourage collaboration, standardization and improvement in project results; and ensuring compliance and managing regulatory reporting.

### TALENT

#### Recruiting

Responsible for candidate recruiting, sourcing, job posting, and screening. Provide recruitment services for Academic faculty and staff, Medical Center team members, and all temp, wage, and students.

#### Talent Planning & Performance Management

- » **Talent Planning** – Oversees workforce planning and new employee orientation. Workforce planning helps with strategic planning, data and analytics, business continuity/succession planning. New employee orientation executes the Grounds for Success and UVA Health orientations, and consults with leaders on their local onboarding process.
- » **Performance Management and Rewards & Recognition** - Performance Management (PM) consultants help leaders with the PM process and launch the goal-setting and year-end appraisal processes. The Rewards & Recognition (R&R) team consults with leaders on how to use R&R programs to drive engagement.

#### Career Learning & Development (L&D)

Includes initiatives surrounding career development and training such as Workday, Netlearning, Mico-learning, and more. Services include: L&D consultants with course materials; technical trainers with development of instructional videos; instructional designers with media development; and eLearning courses.

#### Employee Relations

Provides training and counseling on employee matters, managing the progressive discipline process, conducting investigations, responding to grievances, processing unemployment claims, managing ADA requests and the reemployment process, policy development and interruption, and managing the involuntary offboarding process.

#### Immigration Services

Offers immigration-related assistance and resources; oversees, facilitates, and monitors foreign national immigration petition filing; and guides foreign nationals and hiring units for the duration of the immigration process.