

TO: HR&B Staff

FROM: HR&B Restructuring Implementation Team

RE: Open positions in Institutional Research closing tomorrow

August 13, 2008

Colleagues:

The postings for open positions in Institutional Research close tomorrow, August 14th. We would like to encourage you one last time to take a look at these positions and to consider applying. The job listings include openings for the Director, five Content Managers, eight IR Analysts and a Data Steward, and these positions will handle some of the same work that is currently done in HR&B. **This means that much of our work related to these positions will move to Institutional Research, and will no longer be done in our department.** When the work moves, we will be asked to cut positions from our department. Therefore it is critical that anyone who currently performs these functions in HR&B apply for these positions if they're interested in continuing their work in these areas.

While final details of the IR unit are awaiting the appointment of the Director, we now know that some of the functions associated with the new positions in Institutional Research will include:

- Data mining
- Statistical analysis
- Routine and ad hoc reporting
- Preparation, maintenance and support of the existing HR Data Warehouse

HR&B staff who might have applicable skills and experience include people who work on mining and analyzing data in our areas of health and welfare, pension, staff and executive compensation in support of new programs or initiatives or who work on reporting in these areas.

If you currently do any of the work mentioned above, or have an interest in doing such work in the future, we strongly encourage you to apply to one or more of the posted positions. While you may not be doing this type of work full time, you still may be a competitive candidate. Remember, neither an application, interview nor even a job offer obligates you in any way—they simply provide you with options.

Thank you.

HRB Implementation Team

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