

October 30, 2008

To: HR and Benefits staff

This week's HRB restructuring update includes new information about staffing, a new Customer Service training opportunity, HRB Communications, and office space.

Staffing

Two appointments have been made in the past week:

- ERPPS Executive Director Lynn Boland has selected Linda Glasscock as the Director of the Programs and Policies Resources unit. Linda currently serves as the interim director of Employee and Labor Relations for UCOP HR and has been associate director of Labor Relations Administration. During the transition of UCOP HR to UCSF, Linda will also continue in her role as Interim Director of UCOP Employee and Labor Relations.
- Lily Pang, Director of Vendor Management in Quality Assurance and Compliance, has appointed Kris Lange to the position of Health and Welfare Manager in the Vendor Management unit.

Also, the job description for the HR Policy Director position is being rewritten to incorporate some additional functions. Once the revised position description has been developed, the position will be reposted.

The application period for the Principal Analyst position (PSS 5) in the Analytical Resources Pool in ERPPS has been extended to November 13 to continue the opportunity for staff to apply.

Customer Service Training

The Customer Service unit plans to offer a training program for interested HRB employees in late 2008. Designed for new Customer Service personnel, the program provides an opportunity for you to see if Customer Service work fits your skills and interests. It also provides a way to enhance your overall skill set including improved interpersonal skills and increased knowledge of UC benefits. Participants could be candidates for future job openings in the Customer Service unit, but participation does not guarantee a position. Watch for more information or contact [Joe Lewis](#) or [Robert Pettit](#).

HRB Communications

If you participated in last week's UCOP Restructuring brown bag with Alan Hoffman, Senior Vice President of External Relations, you know that the work currently being performed by the HRB Communications unit eventually will become part of the new consolidated Communications unit reporting to the Director of Internal Communications. To facilitate that move, HRB Communications will begin reporting to Strategic Communications immediately. In the interim, the unit, directed by Andy Evangelista, will report to Paul Schwartz, but will continue a dotted-line reporting

relationship to Joe Lewis in HRB. No changes are expected in either the work or the organization at this time.

Office Space

As restructuring continues throughout OP and new units are formed, office space naturally becomes the next issue to tackle. As a result, our department has been approached about our space needs, and the restructuring leadership will be working with Facilities Administration to outline our needs and how they fit with the needs of other OP departments. We will be looking at space in the Franklin building first, and will keep you informed as we learn more.

Reminders

The [HRB restructuring website](#) has been updated with new questions and answers and the organization chart has been updated to reflect the most recent changes. You can also submit your questions about the restructuring on the website.

Remember to check the [UCOP jobs website](#) regularly for new job postings and for closing dates for open jobs.

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