

Legal Operations Analyst

UCLA Legal Affairs

Requisition 25485

As one of America's finest universities, UCLA has a tradition of advancing higher education and the common good through excellence in scholarship, research and public service. UCLA is California's largest university and a model for public institutions of higher education. Academic excellence, faculty distinction and a comprehensive curriculum are hallmarks of the UCLA experience. The university is an educational and architectural landmark in Los Angeles, attracting thousands of visitors and scholars each year. UCLA presents an attractive benefits package, as well as a diverse, culturally rich, and politically charged campus environment.

The Legal Operations Analyst is responsible for developing and implementing processes and initiatives that drive efficiencies across the Office of Legal Affairs, a unit within the Chancellor's Office. This is a new position that will apply business analytics, process management and strong project management skills to support the department's ability to provide world class legal services in the face of an increasing volume of demand. Responsibilities include budget management, vendor management, department operations and supervision of department administrative analysts. Advise and assist the Managing Counsel and Vice Chancellor in strategic planning including workload assessment and resource prioritization, knowledge management, and ways to leverage technology. Manage the process of designated officials' conflict of interest disclosures and serve as the Campus' Conflict of Interest Coordinator. Provide analytical and process support on legal matters such as use of name compliance, review and guidance on investigative reports, public records and subpoenas. Communicate and interact with university administration and other departments at UCLA, and the Office of the General Counsel and the University of California Office of the President.

Required:

- Demonstrated skills in management of staff, including defining staffing needs and position requirements, hiring, training, and delegating work assignments, fostering teamwork and good morale, evaluating performance, and tracking corrective action.
- Skill in compiling and organizing information and statistics for reports/reviews.
- Demonstrated ability to handle highly confidential matters discreetly and maintain strict confidentiality of sensitive information.
- Ability to use independent judgment, having awareness and insight into problems as they occur, being able to respond in an expeditious manner.
- Ability to establish and maintain cooperative working relationships with individuals at various levels of the organization to create a harmonious and productive work environment.
- Skill in written and oral communication to effectively and clearly convey information to individuals at various organization levels and to groups of different sizes.
- Ability to independently perform a variety of duties with frequent interruptions and conflicting deadlines with minimal direction.
- Demonstrated ability to maintain equanimity when faced with individuals reacting with emotion, resistance or hostility relating to legal requirements.
- Ability to analyze disparate information and formulate effective solutions to problems as they arise.
- Ability to thoroughly understand departmental priorities and to develop plans that will achieve these goals, anticipate problems, and develop innovative solutions to correct or prevent obstacles.
- Demonstrated working knowledge of accounting and business practices and skill in financial analysis, long and short range planning and ability to forecast and control income and expenses and manage budget.

Preferred:

- Bachelor's Degree or a minimum of five years demonstrated experience in business administration.
- Understanding of University-wide and Campus policies and procedures, University Business and Finance Bulletins, campus departments, schools, programs, organizations, and services.
- Working knowledge of various University and Business programs including, but not limited to, QDB, OASIS, PAC, BruinBuy, TOF, NPEAR, EDB, and Microsoft Office programs.

Benefits

UCLA offers a comprehensive benefits package, including an average of three weeks' vacation per year; an average of 12 days per year sick leave; 12 paid holidays per year; health, dental and optical benefits; life insurance; disability insurance; the University of California Retirement Plan with 5 year vesting and various voluntary UC Savings Plans. There are also special programs and privileges available, such as accessibility to cultural and recreational programs, athletic events, and the University Credit Union.

Application Instructions

Qualified applicants may apply for this position using the UCLA Career Opportunities website. Go to <https://hr.mycareer.ucla.edu> and search for **Requisition 25485**. Alternatively, you may click or copy/paste the following link into your browsers address bar:

<http://ucla.in/2IF6GT0>

The University of California is an Equal Opportunity/Affirmative Action Employer advancing inclusive excellence. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected categories covered by the UC nondiscrimination policy - <http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct>