

Academic HR Analyst (7714U), Haas School of Business
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=125713>

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Posted Jul. 16, 2019, set to expire Nov. 12, 2019

Job Title	Academic HR Analyst (7714U), Haas School of Business
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jul. 16, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Human Resources
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Job Description

Academic HR Analyst (7714U), Haas School of Business

About Berkeley

The University of California, Berkeley, is one of the world's most iconic teaching and research institutions. Since 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world. Berkeley's culture of openness, freedom and acceptanceacademic and artistic, political and culturalmake it a very special place for students, faculty and staff.

Berkeley is committed to hiring and developing staff who want to work in a high performing culture that supports the outstanding work of our faculty and students. In deciding whether to apply for a staff position at Berkeley, candidates are strongly encouraged to consider the alignment of the Berkeley Workplace Culture with their potential for success at

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[url=https://apptrkr.com/get_redirect.php?id=1534176&targetURL=http://jobs.berkeley.edu/why-berkeley.html]http://jobs.berkeley.edu/why-berkeley.html.

Application Review Date

The First Review Date for this job is: July 26, 2019

Departmental Overview

UC Berkeley's Haas School of Business offers a unique opportunity to champion new ideas, collaborate across boundaries, and continually learn in a workplace committed to increasing diversity and creating a welcoming environment for all.

Our distinctive culture is captured within our four Defining Leadership Principles: Question the Status Quo, Confidence Without Attitude, Students Always, and Beyond Yourself. These principles distinguish Berkeley Haas as a unique environment, conducive to teamwork, collaboration, and career growth.

For more information about the Haas School of Business visit:

[url=https://apptrkr.com/get_redirect.php?id=1534176&targetURL=https://haas.berkeley.edu/about/]https://haas.berkeley.edu/about/

Responsibilities

- * Provide policy and procedural guidance to associate deans, senior assistant dean, group chairs, faculty, and senior staff as appropriate on matters involving academic appointees (Unit 18, non-senate, visiting, etc.).
- * Coordinate and perform diverse academic personnel and payroll activities.
- * Interpret the UC-AFT collective bargaining agreement, and campus and local policies and procedures pertaining to personnel actions and compensation.
- * Ensure that departmental practices are in compliance with campus and local policies and procedures, including those that pertain to employees covered by collective bargaining agreements.
- * Calculate appointment percentages and compensation of non-senate academic appointees (Continuing Lecturer, adjunct professor, academic coordinator/administrator) in coordination with the departmental course scheduler, degree program directors, and the Sr. Assistant Dean of Instruction, ensuring accuracy of appointment terms (e.g., percentage, salary rate, etc.).
- * Prepare appointment letters for Continuing Lecturers, adjunct professors, and academic coordinators/administrators, taking into account complicating factors such as unique academic calendars for individual Haas degree programs, compensation terms that vary by degree program (e.g., MFE has a pre-determined per unit rate, etc.), employment conditions and terms of different payroll titles, and the historical context of individual agreements.
- * Ensure that letters include terms and conditions mandated by the UC-AFT contract.

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- * Monitor instructional workloads of Continuing Lecturers to ensure that base appointment terms are met.
- * Take appropriate action if a temporary or permanent augmentation, or layoff, is necessary.
- * Prepare requests for exception to policy and recall to active duty.
- * Determine/confirm the semester count of pre-six Lecturers towards eligibility for the excellence review; determine and maintain eligibility lists for advancement reviews of Continuing Lecturers and non-senate faculty.
- * Manage the Berkeley Regional Services (BRS) and UCPath interface for Unit 18, non-senate, and visiting appointments, ensuring accuracy and timeliness of compensation and retroactive payments.
- * Update and maintain data in BRS, Smartsheet, and internal database(s).
- * Maintain the annual roster of professional and non-ladder faculty for posting on the AAI website.
- * Enter and update internal mailing lists and databases.
- * Prepare reports, reviewing for accuracy, identifying discrepancies, and correcting data entries when necessary.

Under general supervision, prepare, coordinate, and process Unit 18 and non-senate faculty reviews:

- * Prepare materials for pre-six Lecturer excellence reviews, Continuing Lecturer merit reviews, and merit, promotion, and reappointment reviews of non-senate faculty (adjunct professor, academic coordinator/administrator, etc.)
- * Collect, organize, and prepare data and information for teaching tables and other documentation needed for the review file.
- * Coordinate the review process and activities: collaborate with associate deans and the Sr. Assistant Dean of Instruction to compose review committees; track committee membership and roles; serve as liaison among deans, the review committee, group chairs, faculty, and the candidate, as necessary to ensure timely progression of cases.
- * Process cases: perform data entry in APBears and departmental database(s), verifying information for accuracy and completeness; track and shepherd cases throughout the review process, ensuring case submission to the campus Academic Personnel Office in a timely manner. Announce case outcomes.
- * Serve as a resource to faculty regarding the review process and/or procedures, the use of campus academic personnel systems (e.g., AP Bears, OATS, etc.), and academic personnel policies.
- * Provide support for other administrative activities involving Unit 18 and non-senate faculty:
 - * Gather and provide data to senior analyst(s) for the annual AACSB salary survey of non-senate and professional faculty.
 - * Assist with APM-025 reporting per university policy.

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- * Assist with special projects as needed.

Develop and Participate in a Staff Development or Career Plan:

- * Attend classes that will enhance expertise in job functions.
- * Serve on departmental and campus-wide committees as appropriate.
- * Participate in activities that enhance the campus community and/or larger community to further University Service.
- * Seek out and acquire knowledge of diverse Academic Affairs business processes in order to provide backup to other staff in the unit.

Required Qualifications

- * Critical thinking skills to compile and analyze complex information.
- * Mathematical skills to determine averages, percentages, and perform other calculations.
- * Ability to understand, interpret, apply, and communicate complex policies and procedures, including collective bargaining agreements, to diverse populations.
- * Administrative, organizational, and problem solving skills.
- * Skill in coordinating diverse academic personnel activities by determining the sequence of events in accordance with policies and procedures to meet deadlines in a timely fashion.
- * Ability to work independently and exercise sound judgment.
- * Ability to make informed decisions, provide guidance, and make recommendations to others.
- * Ability to work with sensitive information and exercise confidentiality.
- * Communication skills to interact professionally with faculty and staff, maintain cooperative working relationships, and work as a team player.
- * Ability to compose, edit, and proofread reports, memos and correspondence; knowledge of Standard English grammar, punctuation, and style.
- * Knowledge of relevant business software programs and databases.
- * Computer skills in WORD and Excel, and demonstrated ability to learn and become proficient with campus, School, and external databases, web-based applications, software, and tools.

Education/Training:

- * Bachelor's degree in related area and/or equivalent experience/training desired.

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Preferred Qualifications

- * Knowledge of university procedures in academic personnel, particularly those involving Unit 18 and other non-senate academic titles.
- * Familiarity with UC human resources, personnel, and payroll policies and procedures.
- * Familiarity with UC reporting systems and databases such as AP Bears, OATS, and UCPath.
- * Working knowledge of the UC system-wide and local Academic Personnel Manual (APM), the UC-AFT Agreement, and Haas Bylaws and Policies
- * Experience working in higher education.
- * Experience working in a university setting, academic department, and/or dean's office.

Salary & Benefits

This position is a non-exempt, bi-weekly paid position. Hourly pay for this role is commensurate with experience within the range of \$23.99 - \$36.54.

For information on the comprehensive benefits package offered by the University visit:

[url=https://apptrkr.com/get_redirect.php?id=1534176&targetURL=http://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html]http://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html

How to Apply

Please submit your cover letter and resume as a single attachment when applying.

Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

Equal Employment Opportunity

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant see:

[url=https://apptrkr.com/get_redirect.php?id=1534176&targetURL=http://www.eeoc.gov/employers/upload/pos

For the complete University of California nondiscrimination and affirmative action policy see:

[url=https://apptrkr.com/get_redirect.php?id=1534176&targetURL=http://policy.ucop.edu/doc/4000376/Nondis



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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

University of California, Berkeley

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