

Records Lead (4722C)
University of California Berkeley

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| Job Title | Records Lead (4722C) |
| Department | |
| Institution | University of California Berkeley Berkeley, California |
| Date Posted | Oct. 3, 2019 |
| Application Deadline | Open until filled |
| Position Start Date | Available immediately |
| Job Categories | Professional Staff |
| Academic Field(s) | Administrative Support/Services Human Resources |
| Apply Online Here | https://apptrkr.com/1643872 |
| Apply By Email | |
| Job Description | |

Records Lead (4722C)
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 acceptance academic and artistic, political and cultural make 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=1643872&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: August 20, 2019

Departmental Overview

Berkeley Regional Services (BRS) is comprised of six (6) "service regions" that provide local high-quality administrative support to their groupings of schools, colleges and departments. Central Berkeley Regional Services (BRS) provides centrally supported services to the Berkeley campus and to the Regions in the area of On-boarding activities for new campus employees. Visas support and Records Management. BRS is committed to developing a culture in which employees are actively engaged in the work, mission, and vision of the organization and of UC Berkeley.

Responsibilities

- * Monitor, respond and close out ServiceNow task and/or case.
- * Ensure Timely response to ServiceNow Tickets
- * Create personnel files - audit hiring documents for accuracy and completeness to ensure UC policy, State and Federal regulations are met.
- * Print and file miscellaneous personnel documents.
- * Respond to requests from internal clients and external UC campuses.
- * Coordinate and Manage New Hire, Rehire, Form I-9 and Miscellaneous

Documents.

- * Ensure new hire and rehire folders are in a secure file system
- * File miscellaneous documents from file cabinet into personnel file
- * Maintain and periodically audit file system for accurate alpha sort.
- * Manage annual Purge of Form I-9 files in separate filing system in accordance with Federal regulations and UCOP Records Retention requirements.
- * Coordinate and manage shifting of Files and Form I-9 for incoming transfers/ departments.
- * Develop and maintain a purge schedule for all separated employees personnel files for destruction

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according to UCOP Retention Manual requirement.

Lead Records Management Team:

- * Lead the UHS accreditation
- * Manage and respond to Subpoena request.
- * Process E-Verify.
- * Lead the annual purge process.
- * Assist mass onboarding sessions.
- * Lead the Purge for separated employee personnel files.
- * Lead the Purge for Form I-9.
- * Store and schedule for destruction according to UCOP.
- * Retention Manual requirement.

Required Qualifications

- * Clear understanding and experience working with Form I-9 regulations.
- * Familiarity and experience working with USCIS Everify.
- * Clear written and verbal communications.
- * Attention to detail.
- * Ability to accurately alphabetize and file.
- * Superb organizational and time management skills.
- * Proficiency in MS Office.
- * Ability to lift 30lbs.
- * Applies knowledge of confidentiality and record retention policies to employment files and

data.

- * Basic computer skills.
- * Easily adaptable to work environment.

Preferred Qualifications

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- * Familiar with records maintenance programs.
- * Ticketing systems experience.
- * Higher education experience.

Salary & Benefits

This position is a non-exempt, bi-weekly paid position. Hourly pay for this role is commensurate with experience.

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

[url=https://apptrkr.com/get_redirect.php?id=1643872&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.

Other Information

This position is governed by the terms and conditions in the agreement for the Clerical & Allied Services Unit (CX) between the University of California and Teamsters Local 2010. The current bargaining agreement manual can be found at:

[url=https://apptrkr.com/get_redirect.php?id=1643872&targetURL=http://ucnet.universityofcalifornia.edu/labor/bargaining-units/cx/index.html]http://ucnet.universityofcalifornia.edu/labor/bargaining-units/cx/index.html

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

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about your rights as an applicant see:

[url=https://apptrkr.com/get_redirect.php?id=1643872&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=1643872&targetURL=http://policy.ucop.edu/doc/4000376/Nondis

To apply, visit

[url=https://apptrkr.com/1643872]https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/H

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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