

Systems and Reporting Analyst (0657U) - 8759
University of California Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=143654>

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Posted Jul. 2, 2020, removed Sep. 12, 2020

Job Title	Systems and Reporting Analyst (0657U) - 8759
Department	
Institution	University of California Berkeley Berkeley, California
Date Posted	Jul. 2, 2020
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administrative Support/Services Information Technology
Apply Online Here	https://apptrkr.com/1942308
Apply By Email	
Job Description	

Systems and Reporting Analyst (0657U) - 8759
About Berkeley

At the University of California, Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

The University of California, Berkeley, is one of the world's leading institutions of higher education, distinguished by its combination of internationally recognized academic and research excellence; the transformative opportunity it provides to a large and diverse student body; its public mission and commitment to equity and social justice; and its roots in the California experience, animated by such values as innovation, questioning the status quo, and respect for the environment and nature. Since its

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founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, students and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our [\[url=https://apptrkr.com/get_redirect.php?id=1942308&targetURL=https://strategicplan.berkeley.edu/guiding-values-and-principles/\]](https://apptrkr.com/get_redirect.php?id=1942308&targetURL=https://strategicplan.berkeley.edu/guiding-values-and-principles/)Guiding Values and Principles, our [\[url=https://apptrkr.com/get_redirect.php?id=1942308&targetURL=https://diversity.berkeley.edu/principles-community\]](https://apptrkr.com/get_redirect.php?id=1942308&targetURL=https://diversity.berkeley.edu/principles-community)Principles of Community, and [\[url=https://apptrkr.com/get_redirect.php?id=1942308&targetURL=https://strategicplan.berkeley.edu/our-strategic-plan\]](https://apptrkr.com/get_redirect.php?id=1942308&targetURL=https://strategicplan.berkeley.edu/our-strategic-plan)our Strategic Plan[\[url=https://apptrkr.com/get_redirect.php?id=1942308&targetURL=https://strategicplan.berkeley.edu\]](https://apptrkr.com/get_redirect.php?id=1942308&targetURL=https://strategicplan.berkeley.edu).

Departmental Overview

The mission of the Academic Personnel Office is to ensure the continued excellence of Berkeley's entire academic staff so that our campus can fulfill its core missions: offering broad access to a superb education, pushing forward the frontiers of knowledge, and serving the public good.

We work closely with the [\[url=https://apptrkr.com/get_redirect.php?id=1942308&targetURL=https://vpf.berkeley.edu/\]](https://apptrkr.com/get_redirect.php?id=1942308&targetURL=https://vpf.berkeley.edu/)Vice Provost for the Faculty to maintain high standards and fair processes in academic appointments, promotions, and merit increases. We help academic HR staff, faculty, chairs, and deans to stay up-to-date about the University's policies and practices so that we can sustain a broadly shared understanding across our campus.

In partnership with the [\[url=https://apptrkr.com/get_redirect.php?id=1942308&targetURL=https://ofew.berkeley.edu/\]](https://apptrkr.com/get_redirect.php?id=1942308&targetURL=https://ofew.berkeley.edu/)Office of Faculty Equity and Welfare, we classify non-senate appointments into the appropriate title series and approve appointments at non-delegated levels.

We administer APBears, the Academic Personnel at Berkeley Electronic Achievements and Review System, for the campus and also collect and analyze data to assess the effectiveness of our current

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academic personnel practices and to identify areas in which the campus may improve.

We implement OATS, Outside Activity Tracking System, for the campus.

We also manage a CalNet authenticated site,

[url=https://apptrkr.com/get_redirect.php?id=1942308&targetURL=https://bmap.berkeley.edu/home]BMAP, Berkeley Manual of Academic Personnel, that focuses on policies, processes, and practices concerning ladder-rank faculty.

Responsibilities

- * Develops and presents strategic plans for APBears, academic policies requiring system changes, and academic reporting needs.
- * Makes business system recommendations to the Assistant Vice Provost that affect the strategic direction of the organization.
- * Works with the Assistant Vice Provost, APO analysts, and deans' offices to develop strategies for addressing sensitive situations involving academic appointees (e.g. display of legal names versus preferred names in downstream systems).
- * Initiates, designs, or modifies procedures to solve complex problems considering staff resources, system limitations, and the implementation timeframe to meet campus needs and expectations.
- * Performs highly complex analysis of business and user needs, documentation of requirements, and translation into proper system requirement specifications.
- * Creates highly technical specifications for systems with broad impact on campus.
- * Develops communication strategy for implementing changes to business systems.
- * Tests and validates system changes.
- * May lead cross-functional teams to solve complex business or systems issues.
- * Guides and advises other academic HR professionals on academic personnel business systems.
- * Works at the highest technical level of most phases of systems analysis while considering the business implications of the application of technology to the current and future business environment.
- * Provide user support and training on new applications.
- * Develops and maintains three Open Berkeley websites for the Academic Personnel Office.

Required Qualifications

- * Requires advanced knowledge of business analysis functions. This includes broad and deep knowledge of academic personnel, academic units' personnel and general business practices, and ability to learn campus data needs about academic appointments.
- * Strong understanding of or ability to quickly learn campus and system-wide policies, practices, and

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procedures.

- * Understanding of or ability to learn how HR data is used within the campus, at a system-wide level, and at the state and federal levels.
- * Solid experience of Oracle PeopleSoft or other enterprise applications.
- * Solid experience with or ability to quickly learn an online review system such as APBears and an understanding of the academic review process.
- * Complex understanding of or ability to quickly learn reporting tools such as Cal Answers, reporting pivots, and analyzing academic data.
- * Complex understanding of how academic data is collected, categorized, and reported on across multiple systems.
- * Detailed understanding of or ability to quickly learn the variety and complexity of academic compensation and appointment structures; how these are reflected in relevant applications across the campus and how to translate compensation policy into the UCPath system.
- * Must have knowledge of or ability to quickly learn the design of applications programs across the campus.
- * Requires knowledge of other related areas of IT.
- * Knowledge of or ability to quickly learn department processes and procedures.
- * Requires advanced skills associated with programming design, modification and implementation.
- * Requires interpersonal and communications skills in order to work with both technical and non-technical personnel at various levels in the organization.
- * Has skills needed to develop conversion and system implementation plans.
- * Bachelor's degree in related area and/or equivalent experience/training.

Salary & Benefits

This is an exempt, monthly paid position. Annual salary is commensurate with experience.

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

[url=https://apptrkr.com/get_redirect.php?id=1942308&targetURL=https://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html]https://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

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This is a full-time (40-hours per week), Career position.

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=1942308&targetURL=https://www.eeoc.gov/sites/default/files/mig

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

[url=https://apptrkr.com/get_redirect.php?id=1942308&targetURL=http://policy.ucop.edu/doc/4000376/Nondis

To apply, visit

[url=https://apptrkr.com/1942308]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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