

Academic HR Analyst 2 (7714U) - College of Engineering
Dean's Office
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=238415>

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Posted Jul. 1, 2024, set to expire Sep. 27, 2024

Job Title	Academic HR Analyst 2 (7714U) - College of Engineering Dean's Office
Department	College of Engineering
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jul. 1, 2024
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

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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



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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 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 [Guiding Values and Principles](#), our [Principles of Community](#), and [our Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. To find out more about how you can grow your career at UC Berkeley, visit grow.berkeley.edu.

Departmental Overview

The College of Engineering at UC Berkeley is recognized for its educational and research excellence, consistently ranking among the top three Engineering colleges in the United States. With more than 220 regular faculty members, 1,600 graduate students and 2,700 undergraduate students located in seven academic departments, Engineering is the second largest college on the Berkeley campus. A multiunit Dean's Office provides administrative, student services, development, and capital projects services. COE occupies ten buildings on the Berkeley campus and has extensive facilities at the Richmond Field Station.

The Academic HR Analyst reports directly to the Director of Academic Personnel. Responsibilities include recommending, developing, implementing, administering, coordinating, and/or evaluating Academic Human Resources policies, labor contracts, statutes, programs, and procedures covering the following: academic recruitment, appointment, and advancement; compensation and salary administration; faculty welfare programs; campus-mandated search and recruitment procedures; and payroll issues.

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This is a 100% FTE, 1-year contract appointment with the possibility of extension and/or conversion to career.

Application Review Date

The First Review Date for this job is: July 12, 2024 - Open Until Filled

Responsibilities

40% Academic Case Management Review

- Determines and assembles materials for academic review cases. Reviews submission of Unit 18 and senate academic merit and promotion cases, ensuring completeness, accuracy, and adherence to policy. Drafts initial summary history notes for Dean's AP analysts. Runs reports in BAIRS. Assists with HCM and APBears routing.
- Collects, reviews, analyzes, and generates information regarding administrative, service, and research efforts for non-senate academic appointments. Ensures timely submission of cases and guides the review process to completion. Prepares the appointment memo for non-senate, non-instructional academic positions.

25% Recruitment Support

- Reviews search plans and reports. Communicates with departments to ensure compliance with OFEW search requirements.
- Coordinates the academic search process, including placement of ads, drafting of search plans, and conducting the initial screening of materials submitted.
- Under general supervision provides advice and guidance on documented faculty or other academic staff compensation programs, academic personnel policies and procedures. Applies knowledge of University policies and procedures to counsel department analysts, employees and supervisors on employee and labor policies, procedures, salary administration, and appropriate practices.

25% Leave Processing

- Using knowledge of university policy, reviews, tracks, and submits faculty leave requests.

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Occasionally collaborates with payroll services to request late pays, process overpayments and other payroll needs.

5% General Support and Special Projects

- Other duties as needed, including calendaring, committee meeting staffing, electronic filing, and correspondence distribution. Assistance with data collection and analysis for special projects.

5% Professional Development

Required Qualifications

- Bachelor's degree in related area and / or equivalent experience / training.
- Basic knowledge of and ability to apply / interpret organization and college policies and procedures which govern academic HR.
- Knowledge of organization, college and departmental formal and informal policies and procedures and understanding of variances to stated policies.
- Knowledge of human resources management systems and other related business software programs and systems.
- Knowledge of unit academic culture and educational goals of discipline(s) served.
- Analytical skills to conduct analysis and develop recommendations to Chairs / unit management.
- Demonstrated organization, problem solving, and communication skills.

Salary & Benefits

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and



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experience.

The budgeted salary or hourly range that the University reasonably expects to pay for this position is \$32.14 to \$44.20 hourly. This is a Non-exempt, 100% FTE, biweekly paid contract position eligible for benefits.

Other Information

This is a 100% FTE, 1-year contract appointment with the possibility of extension and/or conversion to career.

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, please see the [U.S. Equal Employment Opportunity Commission](#) poster.

The [University of California's Affirmative action policy](#).

The [University of California's Anti-Discrimination policy](#).

To apply, visit

https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCH



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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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