

Transaction Specialist Assistant (4722C), Bears Region -
70555
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=238579>

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Posted Jul. 5, 2024, set to expire Oct. 31, 2024

Job Title	Transaction Specialist Assistant (4722C), Bears Region - 70555
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jul. 5, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Fiscal Services Administrative Support/Services
Apply Online Here	https://apptrkr.com/5377797

Apply By Email

Job Description

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Transaction Specialist Assistant (4722C), Bears Region - 70555

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.



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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 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

Berkeley Regional Services (BRS) provides reliable, high quality administrative support for UC Berkeley in the areas of Business & Financial Services, Human Resources & Academic Personnel Support, and Research Administration.

This position has regular and continuous interaction with all levels of staff. Under the general supervision of the HR Supervisor and Transaction Team Leads, this position is independently responsible for the coordination of data entry for employee lifecycle at UCB (e.g. hire, appointment adjustments, payroll, separations, etc.). This includes conducting research and correcting problems based on policy interpretation, both oral and written, providing consultation and responding to inquiries from managers and employees; implementing new policies and procedures; documenting data actions;

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auditing records; and participating in related BRS / BEARS departmental committees. This position also provides assistance, back up, and training in all transaction team related areas in the unit.

This is a crucial position that is responsible for providing professional and timely business services of a consistent high quality and detail. The attentiveness, accuracy, responsiveness, and level of initiative in problem resolution significantly impact the coordination and timeliness of response and services. This position must take the initiative to develop and maintain strong, constructive relationships with staff, managers, campus and other service providers. Incumbent must develop and maintain a functional understanding of each customer's operational unit, have the ability to accurately research problems that arise, resolve issues, and communicate them effectively with employees and management as appropriate.

Application Review Date

The First Review Date for this job is: Tuesday, July 18, 2024

Responsibilities

UCPath and other Pay Systems Coordination

- Use various systems and reports to ensure timely, accurate payroll and personnel process for employees, including: time reporting input, adjustments, accruals, researching and resolving errors, interpreting policies and contracts, ensuring compliance with personnel and payroll policies and procedures Investigate and develop solutions to problems in various HR and payroll systems.
- Applies timekeeping and/ or payroll concepts to perform complex analysis regarding pay processing adjustment, including retroactive pay and overpayments for employees in multiple bargaining units and unrepresented.
- Performs payroll and leave audits to ensure accurate pay, avoiding overpayment issues and adherence to University policies, Bargaining Unit Agreements and employment laws.
- Coordinate and ensure accurate timely processes for mass transactions (i.e. hires, separations, etc.): organize meetings and trainings, develop new documents and procedures as necessary.
- Maintain detailed knowledge of University infrastructure, policies and procedures, and collective bargaining agreements.

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- Create, proofread, edit, update, and ensure timely distribution of: various documents, correspondence, operational calendar, manuals, etc. Ensure above materials are in proper business formats, accurate, grammatically correct, and handled confidentially, as required.

UCPath and Other HR Systems Coordination

- Enters employee information into UCPath and other HR systems for new hires, change of status, terminations, etc. ensuring that the data is correct and consistent.
- Ensures Audits for employee information and appointment information entered into UCPath and other HR systems are done accurately and promptly.
- Support and assist with on-boarding clients as needed.
- Responsible for individual workload and time management with respect to work completion. This includes making workload decisions as needed and escalating insufficient/excessive work situations.

Reporting

- Prepare, format, and analyze reports and data compiled from various systems.
- Utilize
- Follow up and resolve any problems related to the above. Runs reports on department staff for department managers and supervisors.

Customer Relations, Peer and Internal Collaboration, and Communications

- Greet, direct, and provide information in a professional manner via phone, in person, and online in BRS ticketing system to employees, managers, campus units, and others regarding: general UCPath information, specific UCPath inquiries from employees,
- Consults with Generalists and BRS managers when working on non-routine issues of complex or sensitive nature.
- Collaborate with the UCB Central Payroll Office and UCPath to resolve complex department payroll issues and data issues.
- Participate in staff meetings and represents unit in departmental planning committees and with campus entities.
- Communicate with supervisor and team leads on workload, ability to meet deadlines, system functionality, etc.
- Recommend and implement procedural changes for internal BEARS Region operations manuals.

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Administrative Support

- Develop and implement a document (both electronic and hard copy) control system in an effort to keep sensitive business and transaction team records and files "up-to-date" with the most relevant and current information (as required by policy or statute of limitations).
- Organize, label/code, update and maintain departmental filing by pulling out-of-date information and redundancies.
- Manages sensitive and confidential information regarding both non-represented and bargaining unit issues.

Required Qualifications

- Demonstrated payroll and HRIS experience in a fast-paced setting
- Knowledge of HR processes and payroll processes for data entry into HRIS system (e.g. UCPath) and other systems
- Demonstrated ability to handle difficult or volatile situations/individuals effectively.
- Excellent interpersonal and customer service skills, and possess a high degree of political acumen and awareness.
- Ability to work rapidly and accurately with pressure of competing deadlines and frequent interruptions in a fast-paced, frequently changing environment
- Knowledge and experience coordinating, troubleshooting and responding to customer service requests.
- Ability to communicate clearly, accurately, and effectively, both verbally and in writing, with a diverse group, including staff, co-workers, campus partners, etc.
- Demonstrated writing skill, using correct grammar, spelling, and punctuation to compose and edit documents effectively.
- Demonstrated knowledge of proper business formats and ability to prepare professional documents.
- Ability to research special projects as assigned and produces and organizes reports to summarize findings, communicating the information clearly and effectively.
- Intermediate knowledge of PC applications and software (MS Office-Word, Excel, PowerPoint; G-Suite, Gmail, Google Doc, Google Sheet, Google Calendar, etc. Smart Sheet, etc.).

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- Must demonstrate ability to learn University systems.
- Demonstrated skill to create presentations and appropriate business documents using said software.
- Strong organizational skills, ability to establish priorities and work independently and as part of a team.
- Demonstrated record keeping and file management skills to organize, accurately document, and retrieve data in a variety of formats (Hard Copy, Electronic, etc.).
- Demonstrated experience in establishing priorities, following plans and completing goals/objectives in a timely manner.
- Ability to exercise integrity and discretion in all matters and to protect confidential information.
- Ability to directly resolve problems through informal consultations and discussions at the lowest level possible.
- Must be able to lift 15-20 pounds.

Education/Training:

- High School Diploma or equivalent.

Preferred Qualifications

- Knowledge of and/or ability to learn UC personnel and payroll policies and procedures.
- Knowledge of and/or ability to learn UC Union Contracts.
- Ability to understand, interpret, and apply University rules, regulations, and policies.

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,

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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 experience.

- The budgeted salary or hourly range that the University reasonably expects to pay for this position is \$29.77 - \$30.45, Steps 3.0 - 4.0. This is a non-exempt, bi-weekly paid position.
- This is a 5.5 month, full-time (40 hours/week), Limited (temporary) position.
- This position is eligible for CORE UC benefits.
- This is a hybrid friendly position, eligible for 90% remote capability, as this position is required to be on-site two (2) full days per month.
- 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:
<http://ucnet.universityofcalifornia.edu/labor/bargaining-units/cx/index.html>

How to Apply

To apply, please submit your resume and cover letter.

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.

Other Information



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This position is not eligible for visa sponsorship.

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.

For the complete University of California nondiscrimination and affirmative action policy, please see the University of California [Discrimination, Harassment, and Affirmative Action in the Workplace](#) policy.

To apply, visit

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

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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