

## HR Analyst, Academic and Staff (7715U) 70755 University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=239103>

Downloaded On: Jul. 27, 2024 12:35pm

Posted Jul. 26, 2024, set to expire Nov. 3, 2024

**Job Title** HR Analyst, Academic and Staff (7715U) 70755  
**Department** Graduate School of Journalism  
**Institution** University of California, Berkeley  
Berkeley, California

**Date Posted** Jul. 26, 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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### HR Analyst, Academic and Staff (7715U) 70755

#### 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

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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](https://grow.berkeley.edu).

### Departmental Overview

The Graduate School of Journalism at UC Berkeley is widely regarded as one of the top journalism programs in the United States. The School offers a two-year Masters of Journalism degree to an enrollment of about 120 students at a time plus a summer journalism minor currently serving another 300 undergraduates. The school's emphasis is on mastering a wide variety of communication techniques while learning the highest standards of responsible and enterprising journalism. There are 15 senate and adjunct faculty members in the School and over 20 working journalists who serve as lecturers. The School employs approximately 30 career staff members that manage the academic functions of the School as well as ancillary revenue-generating programs.

### Application Review Date

The First Review Date for this job is July 21, 2024

### Responsibilities

- Reviews senate and non-senate faculty cases and works with faculty leadership to prepare

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recommendation letters; collaborates with the associate dean on hiring senate and non-senate faculty throughout the year. Manages academic personnel for the school. Provides advice and guidance on documented faculty or other academic staff compensation programs, academic personnel policies and procedures. Initiates cases in AP Bears and tracks to completion. Determines and assembles materials for academic review cases. Supports faculty search committees. Collaborates with the Dean and faculty to plan and implement faculty FTE management, faculty renewal, and temporary academic budget allocation. Assesses the impact of university academic policies for the School and integrates faculty recruitment plans into the School's financial plan. Oversees faculty recruitment and hiring, prepares documentation for start-up funding and provides guidance for new faculty transition into the School.

- Manages staff HR for the school. Coordinates and participates in a variety of human resources activities (for faculty and staff) including employment, training, and ensuring the completion of forms and documents related to HR and Payroll for unit /department. Gathers, analyzes, prepares and summarizes financial and HR reports.
- Provides strategic advice to the Dean, Associate Dean(s), and other academic leadership of the School. Interprets complex academic policy, union contracts, campus policy, etc. and providing summaries and recommendations to leadership, as needed. Works with school leadership and ELR to review and respond to union grievances.
- Supports the Chief Administrative Officer (CAO) in leading professional development programming and community building events for staff. May also support the CAO with a range of administrative operations in the school (e.g. budgetary financial management, IT, facilities, student services, and/or contracts and grants.)

### Required Qualifications

- Thorough knowledge of University rules and regulations, processes, protocols and procedures for budget, accounting and fund management, and / or personnel management, or ability to learn.
- Interpersonal skills including verbal and written communication, active listening, critical thinking, persuasiveness, advising and counseling skills.
- Solid knowledge of common University-specific computer application programs, or ability to learn.
- Ability to use discretion and maintain confidentiality.
- Strong skills in short-term planning, analysis, problem-solving, and customer service.
- Thorough knowledge of financial analysis and reporting techniques, and / or human resources policies and procedures for staff and academic employees, or ability to learn.
- Understanding of and ability to translate campus academic personnel policies into useful information to assist school leadership in key decisions, or ability to learn.
- Thorough knowledge of systemwide and organization policies, union contracts, procedures and

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practices that govern academic HR administration, or ability to learn.

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

### **Salary & Benefits**

This is a full-time, career position. The position is eligible for up to 40% hybrid/remote work.

This position is eligible for the full range of UC 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 experience.

The budgeted salary range that the University reasonably expects to pay for this position is \$80,400 - \$110,000, annually. The full campus range for this position is \$80,400 - \$145,400, annually.

### **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.

### **Equal Employment Opportunity**

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified

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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](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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