

Academic HR Analyst 3 (7715U) - Dept of Mathematics
University of California, Berkeley

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Posted Aug. 7, 2024, set to expire Dec. 4, 2024

Job Title	Academic HR Analyst 3 (7715U) - Dept of Mathematics
Department	Mathematics
Institution	University of California, Berkeley Berkeley, California
Date Posted	Aug. 7, 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 Department of Mathematics is recognized as one of the most distinguished in its respective field and places a strong emphasis on research through partnerships working with institutions like LBNL (Lawrence Berkeley National Lab), SLMATH (Simons Laufer Mathematical Sciences Institute), the Simons Institute, and various departments across campus including, but not limited to, EECS (Electrical Engineering & Computer Sciences), MCB (Molecular Cell Biology), Physics, Economics and Statistics. This makes the department attractive to International Visiting Scholars, Visiting Faculty, and Postdoctoral Scholars.

The Math Department is comprised of more than 50 active senate faculty and 30 emeritus faculty representing most of the major academic fields and current research in mathematics. Additionally, on average, the department consists of approximately 30 postdoctoral scholars, 30 visiting scholars, 180 graduate students, 900 undergraduate major students, and one of the finest Mathematics/Statistics libraries in the nation. This department has become a favorite place to study for students and faculty from all over the world.

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The Academic HR Analyst supports the Department of Mathematics by recommending, developing, implementing, administering, coordinating, and evaluating Academic Human Resources policies, labor contracts, statutes, programs, and procedures covering academic recruitment, appointment, and advancement; providing compensation and salary administration for academic appointees; overseeing and communicating faculty welfare programs; coordinating visas for academic appointees; advising and recommending appropriate actions related to faculty misconduct; overseeing and implementing programs and practices to ensure faculty equity; and, participating in and advising on training and development opportunities on- and off-campus.

Application Review Date

The First Review Date for this job is: August 19, 2024 - Open Until Filled

Responsibilities

45% Appointment Administration for Non-Senate Academic Titles

- Primarily responsible for administration of all departmental non-senate academic personnel (Postdocs, Unit 18 Lecturers, Specialists, Project Scientists, Researchers, Academic Coordinators, Visiting appointments, etc.), which includes, but is not limited to: coordination and administration of appointments for both academic year and summer sessions appointees; preparation and coordination of all appointment related activities (i.e. recruitment, funding verification, offer letters, visa determination and administration, appointment processing, payroll, benefits, etc.), reappointment, merit increases and promotions, and separations; coordination of teaching and research recall appointments, search waivers, leaves of absence, accommodations, administrative stipends, and adjustments to course assignments for non-senate faculty in partnership with the department scheduler and scheduling committee; maintenance of confidential personnel records for all non-senate faculty activities; advise on salary administration and planning for non-senate titles; and, monitor all recruitment and appointment related activities administered by regional HR partners for accuracy and timeliness.
- Produce and maintain tools/systems to track all non-senate appointees and related activities; analyze compensation and relevant trends; independently draft letters, reports and other written materials as requested by the Chair and the Department Manager concerning non-senate appointments; inform key stakeholders of salary increases that impact budgets and provide faculty salary information to the Department Manager in preparation of the annual Temporary Academic Salary (TAS) budget proposal; prepare required reports in accordance with Academic Personnel policies and campus regulations.
- Maintain non-senate faculty and academic personnel related content on the department website.

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- Work closely with the Dean's office, regional HR teams, and other campus administrative offices on academic HR related matters and appointments; coordinate correspondence to and from outside parties on Academic HR related matters as appropriate; review academic HR related documents for accuracy and compliance with campus and college personnel policies and advise key department personnel accordingly; ensure compliance with collective bargaining agreements and, in partnership with both campus administrators and departmental leadership, assist campus labor relations representatives to address complaints and grievances.
- Advise key stakeholders on appointment percentages and salaries for Unit 18 Lecturers and other non-senate instructional appointments based on teaching experience and other historical data; monitor lecturer appointments to ensure compliance with Informal Teaching Assessments, Departmental Needs Assessments, and Excellence Reviews, administering the collection, preparation, and submission of materials accordingly at each stage, as appropriate; partner with the department teaching committee to coordinate annual teaching reviews and collection of relevant materials.

20% Recruitment for Non-Senate Faculty Titles

- Administer all phases of the non-senate faculty recruitment process for typically 2-4 recruitments throughout the year.
- Throughout the recruitment search process: advise search committee chair and committee members on the recruitment process; initiate recruitment in APRecruit by drafting search plans and job postings in consultation with the search committee, and prepare necessary materials; identify electronic publications for job postings, provide stakeholders with cost estimates for advertising and post jobs accordingly; assist search committee members with accessing the search plan and materials; conduct initial screening of applicant materials for completeness; send out solicitation letters when applicable; monitor the recruitment and selection process accordingly, and update applicant and candidate records in the campus APRecruit system throughout the search process; assemble materials for search reports at each stage of the recruitment process; work with search committee members on the selection and appointment process; advise Department Chair, Faculty Vice Chairs, and search committee members on matters pertaining to FTE allocations, compensation, university policy, Affirmative Action requirements, Collective Bargaining Agreements, departmental practices, and changes in recruitment policy, to ensure departmental compliance when collecting and analyzing data, and report writing; consult with Faculty Equity and Welfare Office and the Department's Equity Advisor to ensure that equity is met throughout the search process; coordinate correspondence to and from outside parties and applicants; schedule candidate interviews and coordinate candidate visits (travel and lodging reservations, temporary office assignments, interview

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schedules, reimbursement instructions, and interview schedules); in collaboration with the search committee, prepare the recruitment search report at the conclusion of the recruitment; and, upon approval of the search report, collaborate with department leadership on offer letters for identified candidates.

15% Coordination of Visiting Appointments

- Support faculty hosts to coordinate the appointment and arrival of department visitors (i.e. visiting scholars, visiting professors, volunteers and affiliates) in accordance with departmental and campus guidelines and relevant policies for visitors; coordinate the collection of applicable fees; counsel department personnel on issues such as compensation, work-eligibility (visa) matters such as H1-B processing or permanent residency application, and benefits; coordinate assignment of office space with the facilities coordinator.; maintain visitor roster and track the appointment cycle for all visitor appointments accordingly; coordinate with regional HR partners on relevant appointment related activities including, but not limited to, funding, appointment setup, visa processing, and stipend processing.

10% Provide Counseling and Guidance on Academic Personnel Related Matters

- Provide counseling and guidance to various key department personnel (i.e. department faculty and staff, the Department Chair, the Department Manager, etc.) on non-senate faculty and other academic staff appointments and position related activities including, but not limited to: compensation programs; recruitment strategies; compensation and equity; funding; non-compensation benefit programs; FTE allocations; visa and immigration related matters; department space administration; collective bargaining agreements applicable to non-senate faculty appointees; coordination with Regional HR partners and payroll; academic personnel policies and procedures; and, as appropriate, advise key stakeholders of needed changes to department procedures, and develop and implement changes accordingly.

5% Backup to Senate Academic Personnel Administrator

- Activities may include, but are not limited to: assemble materials for senate academic review and promotion cases; assist with senate faculty recruitment related activities; assist with new senate faculty appointment activities; tracking of senate faculty sabbaticals and coordination of senate faculty leaves; coordination with regional HR partners on appointment, payroll, benefit, and visa related activities.

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5% Other

- Participate in professional training and development opportunities.
- Serve on campus, college, or department committees.
- Other duties as assigned including special projects as needed, participating in new staff recruitment and orientation, and assisting and participating in staff training.

Required Qualifications

- Bachelor's degree in related area and / or equivalent experience / training.
- Ability to analyze complex issues, develop project scope and solutions, give professional advice to senior officials, and make critical decisions regarding personnel.
- Demonstrated organization, problem solving and communication skills.
- Knowledge of Human Resources Management System and other related business software programs; knowledge of University systems such as UCPATH, APBears, APRecruit, and VSPA Gateway, or ability to learn these systems.
- Knowledge of or the ability to become knowledgeable of the departmental and campus academic culture and educational goals of the college, division, and department.
- Strong verbal, written, and interpersonal communication skills; persuasiveness and political acumen. Demonstrated ability to work independently and collaboratively with a diverse community.
- Ability to use discretion and maintain confidentiality.
- Highly developed detail-oriented critical thinking, analytical problem solving skills to evaluate complex issues and identify options for resolution.
- Excellent customer service, organizational and oral/written communication skills and the ability to effectively manage multiple priorities and deadlines.
- Thorough knowledge of systemwide and organization policies, union contracts, procedures and practices that govern academic HR administration, and ability to translate campus academic personnel policies into useful information to assist departmental leadership in key decisions, or ability to learn.
- Thorough knowledge of visa policies and procedures and issues related to non-US citizens, or the ability to learn.

Salary & Benefits

For information on the comprehensive benefits package offered by the University, please visit the

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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 or hourly range that the University reasonably expects to pay for this position is \$85,000 to \$105,000 annually. This is a 100% FTE career position eligible for full benefits. This position is FLSA Exempt and paid monthly.

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](#).

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To apply, visit

https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_S

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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