

Senior Academic Personnel Analyst (4857U) 71686
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=243322>

Downloaded On: Aug. 31, 2024 10:17pm

Posted Aug. 19, 2024, set to expire Dec. 14, 2024

Job Title	Senior Academic Personnel Analyst (4857U) 71686
Department	Academic Personnel Office
Institution	University of California, Berkeley Berkeley, California
Date Posted	Aug. 19, 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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Senior Academic Personnel Analyst (4857U) 71686

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.

Departmental Overview

The mission of the [Academic Personnel Office](#) is to ensure the continued excellence of Berkeley's entire academic population 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 [Vice Provost for the Faculty](#) to maintain high standards and fair processes in academic appointments, promotions, and merit increases. We help academic appointees, 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.

We support the [Office of Faculty Equity and Welfare](#) in their academic recruitment efforts by classifying non-senate appointments into the appropriate title series and approving 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 academic personnel practices and to identify areas in which the campus may improve. We manage

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OATS (Outside Activities Tracking System) for the Berkeley campus. We also manage a CalNet authenticated site, BMAP, Berkeley Manual of Academic Personnel, that focuses on policies, processes, and practices concerning the Professor and Teaching Professor Series.

Position Overview

The Academic Personnel Office is seeking to hire a Senior Academic Personnel Analyst (Academic HR Analyst 5). The successful candidate will be a flexible and detail-oriented self-starter; have a strong work ethic and collaborative orientation; possess superior academic personnel skills; and enjoy being a critical part of a high-performing team.

This position recommends, develops, implements, administers, coordinates, and evaluates academic personnel policies, labor contracts, statutes, programs, and procedures in the following areas: academic recruitment, appointment, and advancement; compensation and salary administration; faculty welfare programs; visa procurement; benefits; payroll; training and development; academic employee misconduct (both faculty and non-faculty); and faculty equity. Under minimal direction, the incumbent will utilize comprehensive and in-depth academic personnel expertise to provide consultation, guidance, and recommendations to the Assistant Vice Provost, Vice Provost, Executive Vice Chancellor and Provost, Chancellor, deans, department chairs, other faculty/academic appointees, and staff on all aspects of academic personnel. This role is considered a subject matter expert of the organization and often recognized as an expert throughout the UC system.

Application Review Date

Applications will be reviewed on/after August 29, 2024

Responsibilities

- Regularly guides campus leadership such as the Assistant Vice Provost, Vice Provost for the Faculty, Deans, Department Chairs, and the Executive Vice Chancellor and Provost, on academic strategic planning, employee and labor relations, and policies, procedures, practices, and programs affecting the entire campus.
- Regularly leads and conducts complex, high-level analyses of issues or concepts with broad campus impact, and develops resulting recommendations employing political acumen and integrating information to determine appropriate courses of action and their implications, often where no precedent exists. In consultation with the Assistant Vice Provost, provide advice and counsel to campus leadership such as Deans, the Vice Provost for the Faculty, the Executive Vice Chancellor and Provost, and the Chancellor.

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- Employing the most advanced knowledge of system-wide and organization policies, procedures, practices, and precedents, provides strategic guidance to all levels of the campus in areas including, but not limited to, academic recruitment, appointment, retention, and advancement; compensation and salary administration; employee relations; academic appointee misconduct; and faculty equity.
- Provides direction, guidance, and formal workshop training to other academic HR analysts and deans'/vice chancellors' offices, interacting effectively and collaboratively with diverse clients at all levels of the campus. Develop processes and procedures for a variety of sub-units.
- Serves as a campus liaison with the Office of the President, other UC campuses, and Academic Senate committees. Advise on critical and complex academic personnel issues requiring unique solutions, often where there is no precedent and that have campus and systemwide implications.
- Develops programs and guidelines for campus administration of new and revised policies, collective bargaining agreements, and new initiatives in academic advancement and welfare.

Required Qualifications

- Expert knowledge of and ability to interpret and apply system-wide and campus policies and procedures that govern academic HR.
- Thorough and broad knowledge of campus and college goals, priorities, and values, and the legal and human implications of decisions.
- Sensitivity to the diverse perspectives and political circumstances within all levels of the campus, as well as the Office of the President and various external institutions and agencies.
- Creativity and flexibility in approaching unique problems, as well as an understanding of the wider campus and university context in which these problems must be addressed.
- Ability to analyze highly sensitive and complex management issues; develop project scope and solutions; provide professional advice to campus executives and other senior officials; make critical decisions and effective recommendations.
- Demonstrated leadership, initiative, tact, and planning skills. In-depth knowledge of trends in academia, especially in areas of academic planning and human resource management/administration.
- Ability to communicate complex information effectively and persuasively, both verbally and in writing, with diverse audiences throughout the campus community. Ability to craft materials for a broad variety of campus clients.

Education and Training

- Bachelors degree in related area and/or equivalent experience/training required

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Salary & Benefits

This is a 100% full-time (40 hrs a week) exempt career position, which is paid monthly and eligible for 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 \$160,000 - \$190,000.

How to Apply

To apply, please submit your resume and cover letter.

Other Information

The Academic Personnel Office is open to hybrid or fully remote working arrangements for its employees. Exact arrangements will be determined in partnership with Assistant Provost for Academic Personnel to meet role responsibilities and department needs, and are subject to change.

This is not a visa opportunity.

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

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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/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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