

Academic HR Analyst (7714U) Job 72899 - Department of
Electrical Engineering and Computer Sciences
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=244822>

Downloaded On: Sep. 26, 2024 11:42pm

Posted Sep. 16, 2024, set to expire Jan. 10, 2025

Job Title	Academic HR Analyst (7714U) Job 72899 - Department of Electrical Engineering and Computer Sciences
Department	Electrical Engineering and Computer Sciences
Institution	University of California, Berkeley Berkeley, California
Date Posted	Sep. 16, 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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**Academic HR Analyst (7714U) Job 72899 - Department of Electrical Engineering and Computer
Sciences**

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

The Department of Electrical Engineering and Computer Sciences (EECS), in both the College of Engineering and the College of Computing, Data Science, and Society (CDSS) is the largest academic department on the Berkeley campus, consisting of over 130 faculty, active emeriti, professors-in-residence, and adjunct professors, 3600+ undergraduates in both Engineering and CDSS, 750+ graduate students, and 60+ staff. EECS programs are consistently ranked in the top three by many measures, including U.S. News & World Report's national and global ranking. Annual operating budget (not including expenditures related to research, faculty start-ups, and student fellowships) for EECS is \$40+ million.

The Department is actively engaged in teaching and research in the disciplines of Artificial Intelligence, Computational Biology, Databases, Graphics, Hardware / Architecture, Human-Computer Interaction, Operating Systems / Networking, Programming Systems / Software, Scientific Computing, Theory, Vision (in Computer Science) as well as Biosystems, Communication/Networking,

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Communications/Physical Layer, Control, Design, Modeling, and Analysis, Electromagnetics/Antennas, Integrated Circuits, Optics, Physical Electronics Devices, Physical Electronics/MEMS, Optoelectronics, Energy, Robotics, Signal Processing for Image & Video, Signal Processing for Speech & Audio (in Electrical Engineering). Computer Science operates research and instructional laboratories in Soda Hall and Sutardja Dai Hall, and Electrical Engineering operates similar facilities in Cory Hall and Sutardja Dai Hall. EECS has other affiliated lab centers and research groups that are located off-campus. EECS also has a significant technical staff support structure to provide support for research and instructional laboratories and fabrication facilities.

Application Review Date

The First Review Date for this job is: 9/25/24 - Open Until Filled

Responsibilities

25% - 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 senate and non-senate faculty on academic employee and labor policies, procedures, salary administration, and appropriate practices. Under guidance from manager counsels faculty and other academic staff concerning work-related problems, work-eligibility (visa) matters such as J-1 processing, and benefits considerations.

25% - Supports faculty search committees. Working with other EECS AP Team members, reviews search plans and reports. Supports faculty search committees and ensures compliance with the Office of Faculty Equity and Welfare (OFEW) search requirements. Provides support for facilitating senate faculty candidate visits, including interview schedules, travel arrangements, A/V and room reservations, and recruitment materials.

15% - Determines and assembles materials/data for academic review cases. Reviews and updates APBEARS and department databases for accurate tracking records. Reviews and maintains EECS faculty leave information. Using knowledge of university policy, reviews, tracks, and submits faculty leave requests to the Colleges.

10% - Manages course evaluations; assesses and summarizes data and comments from teaching evaluations.

10% - Initiates academic personnel UCPATH actions including merit, appointment, template transactions. As needed, collaborates with EECS and ERSO HR/Payroll Teams with payroll services to

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request late pays, process overpayments, and other payroll actions.

5% - Supports ASE hiring for CS courses.

5% - Manages and plans exam printing and course support, including coordination of scanning scheduling and machine maintenance and supply needs.

Required Qualifications

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

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 experience.

The budgeted salary or hourly range that the University reasonably expects to pay for this position is 31.94 - 43.87.

Referral Source Info



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This job is part of the Employee Referral Program. If a UC Berkeley employee is referring you, please ensure you select the **Referral Source** of "*UCB Employee*". Then enter the employee's **Name** and **Berkeley email** address in the **Specific Referral Source** field. Please enter only one name and email.

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/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



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N/A

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