

Academic HR Analyst 3 (7715U) - Mechanical
Engineering
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=244823>

Downloaded On: Sep. 26, 2024 11:39pm

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

Job Title	Academic HR Analyst 3 (7715U) - Mechanical Engineering
Department	Mechanical Engineering
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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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 College of Engineering at UC Berkeley is recognized for its educational and research excellence, consistently ranking among the top three Engineering colleges in the United States. With more than 220 regular faculty members, 1600 graduate students and 2,700 undergraduate students located in seven academic departments, Engineering is the second largest college on the Berkeley campus. Operating expenditures for the College as a whole are close to \$200 million annually.

The Department of Mechanical Engineering is a large academic department within the College of Engineering with 38 faculty, 7 Professors of the Graduate School, one professor-in-residence, four adjunct faculty, 25 career staff, 85 visiting researchers, four post-doctoral scholars, six (0% FTE) joint appointments from other departments who collaborate on teaching and research. ME has approximately 1,210 students of which: 750 are undergraduates, 200 PhD, 180 Masters, and 80 Aerospace Engineering program students. The Department is actively engaged in teaching and research in the disciplines of Biomechanical Engineering, Controls, Design, Dynamics, Energy Science and Technology, Fluids, Manufacturing, Materials, Mechanics, MEMS and Nano, Ocean Engineering, Robotics, and Aerospace Engineering with research and instructional laboratories in Etcheverry Hall,

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Hesse Hall, and the Richmond Field Station. Mechanical Engineering's Technical & Instructional Support Group consists of 10 career technical staff and forms the primary support to research and instructional laboratories, and the student access machine shop.

The position is responsible for recommending, developing, implementing, administering, coordinating, and / or evaluate Academic Human Resources policies, labor contracts, statutes, programs, and procedures covering one or more of the following: academic recruitment, appointment, and advancement; compensation and salary administration; faculty welfare programs; visa procurement; benefits; payroll; training and development; faculty misconduct; and faculty equity. These job functions are essential to the proper functioning of the department's mission and to the overall development of departmental faculty and teaching staff.

Application Review Date

The First Review Date for this job is: September 25, 2024 - Open Until Filled

Responsibilities

40% Senate Faculty Appointment Administration

- Collaborates with Department Chair and Academic HR Manager to administer a broad range of academic faculty cases, including advancement, salary/merit increases, retention, and recruitments/appointments.
- Initiates faculty cases and reviews the information and documents for accuracy and completeness, advising faculty as needed. Oversees case processing so important milestones are met, and cases are submitted by campus deadlines.
- Manages the timely completion of threshold case requirements, including external reference letter requests, ad hoc committee formation and report completion, and faculty meetings and votes.
- Assists the Department Chair with drafting, editing, and reviewing department recommendation letters and memos. Reviews case strengths and weaknesses and provides initial case assessment.
- Coordinates communication of faculty cases and related issues with key stakeholders, including individual faculty members, department administration and staff, and the College of Engineering. Provides strategic advice and counsel by analyzing and interpreting system-wide and campus policies, collective bargaining agreements, academic personnel procedures and practices.
- Administers faculty leaves and payroll actions.

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30% Non-Senate Faculty Appointment Administration and Recruitment Management

- Oversees the Non-Senate Faculty appointment process for Mechanical Engineering, Aerospace Engineering, and the Jacobs Institute for Design Innovation.
- Coordinates with senior administration on personnel actions including lecturer appointments and reappointments, teaching assessments, excellence reviews, and merit cases. Draft, review, and submit lecturer pools, and facilitate the candidate review, interview, and hiring process.
- Facilitates lecturer onboarding, leave, and payroll actions. Processes one-time payments and multi-location agreements.

15% Faculty Recruitment Management

- Oversees the faculty recruitment process from end-to-end. Drafts, reviews, and submits search plans, organizes and attends committee meetings, facilitate the posting of search advertisements, and assist the committee during candidate review and assessment. Facilitate and organize remote and/or on-site visits for selected candidates.
- Coordinates the discussion, faculty meeting and ballot for selected finalists. Facilitate the preparation and submission of search report and appointment cases for successful searches.
- Advises faculty search committees, search chairs, and department chair on search-related guidelines and policies, including conflicts of interest.

10% Strategic Planning and Analysis

- Provides strategic advice and counsel to key stakeholders by analyzing and interpreting system-wide and campus policies, collective bargaining agreements, academic personnel procedures and practices. Recognizes potential labor-contract grievance situations and provides feedback and strategies for addressing sensitive faculty situations and/or requesting exceptions to policy.
- Keep informed and up-to-date on policy changes and advisories from entities including the Office for Faculty Equity and Welfare, the Academic Personnel Office, and the College of Engineering.
- Runs and analyzes reports of system and college databases to ensure compliance with campus policies and guidelines, data integrity, and aid departmental strategic planning.
- Conducts investigations into complaints involving academic appointees; provides feedback to management and makes strategic recommendations. Counsels Senate and non-Senate faculty and other academic staff concerning moderate to complex work-related problems.
- Analyzes and interprets guidelines and policies to provide advice and counsel to unit clients on issues such as compensation, work-eligibility (visa) matters such as H-1B processing or PR

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applications, and benefits considerations.

5% Identifies and customizes training needs for diverse constituencies.

Required Qualifications

- Bachelor's degree in related area and / or equivalent experience / training.
- Requires in-depth knowledge of and ability to apply/interpret campus and college policies and procedures which govern academic HR.
- Thorough knowledge of organization and college goals, priorities and values and the legal and human implications of decisions.
- Thorough knowledge of systemwide and organization policies, union contracts, procedures and practices that govern academic HR administration.
- Knowledge of trends in academia, especially in areas of academic planning, human resource management and administration.
- Ability to analyze complex human resource and policy issues, develop project scope and solutions, give professional advice to senior officials, and make critical decisions regarding personnel.
- Ability to communicate effectively with diverse audiences.
- Excellent critical and innovative thinking to address moderately complex issues and present nuanced analyses.
- Ability to use discretion, maintain confidentiality, and understand and operate with multiple chains of communication.
- Excellent customer service, organizational skills, and the ability to effectively manage multiple priorities and competing short-term and long-term deadlines.
- Knowledge of departmental, college, and campus academic culture and educational goals at the college, division, and department level.

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 \$88,000 to \$97,000 yearly (\$7,333.33 to \$7,461.54 monthly). This is a 100% FTE career position eligible for full benefits. This position is FLSA Non-exempt and paid monthly.

How to Apply

To apply, please submit your resume and cover letter.

Referral Source Info

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](#).



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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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