

HR Supervisor (7700U), BEST Region - 73017
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=245450>

Downloaded On: Dec. 8, 2024 3:47am

Posted Sep. 19, 2024, set to expire Jan. 16, 2025

Job Title	HR Supervisor (7700U), BEST Region - 73017
Department	Biological, Environmental, Science & Technology Region
Institution	University of California, Berkeley Berkeley, California
Date Posted	Sep. 19, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Human Resources
Apply Online Here	https://apptrkr.com/5650408

Apply By Email

Job Description

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HR Supervisor (7700U), BEST Region - 73017

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

Berkeley Regional Services (BRS) is comprised of five (5) "service regions" that provide high-quality administrative support to their groupings of schools, colleges, and departments.

The BEST (Biological, Environmental, Science & Technology) Region serves the College of Natural Resources, the Division of Biological Sciences in the College of Letters and Science, and related Organized Research Units (ORUs), museums, and field stations in the biological sciences. HR/APS supports hiring, appointments, separations, classification and compensation, performance management, payroll and timekeeping, and other HR activities in coordination with its partners in other teams across the UC Berkeley campus and the UCPath Center in Riverside, CA.

This position involves recommending, developing, implementing, administering, coordinating, and / or evaluating Human Resources policies, labor contracts, statutes, programs and procedures covering several of the following: recruitment, compensation, employee relations, labor relations, payroll, benefits, welfare programs, training and development, visa procurement, inter-location transfers, and

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employee services.

Application Review Date

The First Review Date for this job is: October 1, 2024

Responsibilities

- Supervises a team of HR professionals that may include: Partners, Generalists, and/or Data Entry Specialists/Analysts or Payroll Supervisor.
- Works closely with team members and direct reports to understand their needs and equip them with resources and training necessary for them to do their jobs.
- Provides team members with training resources specific to their needs and offers general training resources to elevate the overall performance of the team.
- Guides and assists team members on complex HR issues involving in-depth policy, investigations, law, and labor contract interpretation and application.
- Audits HR Service Hub for unclaimed and open tasks.
- Encourages team members to participate in workgroups and projects to help shape policies or improve their implementation.
- Keeps staff informed on policy, labor contracts, and legislative updates by leading regular HR team meetings and one-on-one meetings.
- Reviews processes and implements improvements.
- Collaborates with other functional teams in BEST to identify process improvements that benefit the organization as a whole.
- Cascades information to BEST teams to ensure awareness of process changes.
- Supports implementation of methodologies to improve service levels.
- Leads continuous improvement efforts across teams to enhance service, streamline processes, enhance learning tools, and build expertise.
- Participates in the selection, development, and evaluation of staff.
- Engages in succession planning and cross-training to prepare for surge periods and potential turnover coverage.
- Determines workload planning, staffing needs, and assignments based on historical data.
- Assists subordinates with work schedules and task assignments.
- Sets and implements performance standards that align with the region's mission and values.
- Provides employees with regular feedback and performance ratings.
- Offers direct reports career development, coaching, and assignments in consultation with the manager.
- Partners with the Regional HR Manager and other BRS and campus resources to ensure

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- continuous skill and expertise development for team members.
- Ensures remote and in-person staff have the necessary equipment to perform their jobs.
 - Manages all remote work agreements for employees and handles the issuance and collection of equipment for remote employees.
 - Ensures all employees comply with university and regional policies.
 - Creates an inclusive work environment.
 - Recommends hiring of new employees, transfers, promotions, salary actions, terminations, performance management, performance ratings, and budget recommendations.
 - Recruits, hires, backfills for vacancies on the team, and finds temporary coverage during vacancies or leaves.
 - Synthesizes and applies knowledge of university policies, labor contracts, and laws to resolve complex, cross-functional issues in the client's business environment.
 - Guides and assists team members on complex HR issues involving in-depth policy, investigations, law, and labor contract interpretation and application.
 - Advises departments on interpreting and implementing policies in their respective units.
 - Understands client unit objectives and recommends strategies to achieve client and university goals while mitigating risk.
 - Researches and resolves issues and discrepancies.
 - Conducts root cause analysis for issues, proposes solutions, and implements changes to prevent recurrence.
 - Attends other team meetings as needed.
 - Meets with clients to address issues.
 - Partners with departments and BRS to implement improvements in collaboration with other BRS leadership.
 - Serves as a backup to other HR Supervisors as needed.
 - Teams with the BEST HR Manager to ensure effective translation of UC and BRS/BEST policies, programs, and practices across teams and functions, and to clients.
 - Builds strong relationships with Dean's offices and central offices to achieve common goals, support campus initiatives, and solve issues as they arise.
 - Attends and participates in regular meetings where important HR or Academic information is shared and disseminated to HR staff.
 - Works on professional development.
 - Responsible for taking all required supervisor training.

Required Qualifications

- Working knowledge of personnel policies and applicable laws and regulations.
- Has working knowledge of and/or ability to quickly learn the university's HR information systems.

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- Communicates effectively with a diversity of communication styles.
- Makes decisions regarding work assignments and scheduling of subordinates.
- Maintains an understanding of the unit goals and how this position supports those goals.
- Demonstrated ability to handle difficult or volatile situations / individuals effectively.
- Can navigate and lead through changes that requires comfort with ambiguity and lack of complete information.

Education/Training:

- 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 \$98,600.00 - \$135,000.00. This is an exempt, monthly-paid position.
- This is a full-time, Career position.
- This position is eligible for full UC benefits.
- This is a 100% remote friendly position, offering flexibility to work remotely within the United States; however, the work arrangement is subject to change based on the evolving needs of the business. Employees may be required to work on-site as necessary to meet operational demands or other business requirements.

How to Apply

To apply, please submit your resume and cover letter.

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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.

Diversity Statement

Please include, as part of your application a brief (1-2 paragraph) statement on your contributions to diversity, equity, inclusion, and belonging in your professional experience.

Advancing diversity, equity, and inclusion are fundamental to our UC Berkeley Principles of Community, which states that "every member of the UC Berkeley community has a role in sustaining a safe, caring, and humane environment in which these values can thrive."

Other Information

This position is not eligible for visa sponsorship.

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



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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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