

Director of Academic Personnel and Human Resources  
(7716U), Berkeley Public Health - 73243  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=246101>

Downloaded On: Oct. 5, 2024 11:24am

Posted Sep. 30, 2024, set to expire Jan. 26, 2025

<b>Job Title</b>	Director of Academic Personnel and Human Resources (7716U), Berkeley Public Health - 73243
<b>Department</b>	Berkeley Public Health
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Sep. 30, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Director/Manager Professional Staff
<b>Academic Field(s)</b>	Human Resources
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**Job Description**

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**Director of Academic Personnel and Human Resources (7716U), Berkeley Public Health - 73243**

### 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](http://grow.berkeley.edu).

### **Departmental Overview**

Berkeley Public Health (BPH) aims to improve population health, especially for the most vulnerable, through interdisciplinary collaborations, preeminent education, and transformational research. Established in 1943, BPH is a professional school on the UC Berkeley campus that comprises six academic divisions and nearly 30 research centers and programs. Our department's values include social justice, health as a right, challenging conventional thought, embracing diversity, and creating meaningful impact. We honor our principles of community by centering and valuing everyone in our community; prioritizing prevention while remaining grounded in social justice; promoting safety and respect; practicing self-care and kindness; and remaining optimistic, hopeful, and committed to change. Learn more at: [publichealth.berkeley.edu](http://publichealth.berkeley.edu).

Reporting to the Assistant Dean for Administration, the Director leads the Academic Personnel & Human Resources Team in the School of Public Health Dean's Office. The team manages and

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supports the day-to-day AP/HR activities and actions for the School's 600+ person workforce, including senate and non-senate faculty, non-faculty academic appointees, staff, and student employees. The AP/HR Director receives assignments, from the Assistant Dean and the Executive Associate Dean, in the form of objectives with goals and the processes by which to meet goals. They operate with considerable independence and autonomy in providing leadership, planning, and delivery of services. The Director provides direction to and supervises academic HR and generalist staff according to established policies and management guidance. The Director recommends changes to school policies and practices; identifies risks and responds accordingly; and provides priority setting and work flow analysis. The Director is responsible for the activities of the team, with responsibility for results, and represents the school at campus-wide meetings/committees.

### **Application Review Date**

The First Review Date for this job is: October 11, 2024

### **Responsibilities**

- Supervises a team of direct reports responsible for all areas of academic employment (e.g., recruitment, (re)appointment, pay, benefits, advancement, retention, leaves, retirement, separation) as well as student employment.
- Partners with Berkeley Regional Services for all areas of staff employment.
- Recommends hiring of new employees, salary actions, performance ratings, and other related issues of managed staff relative to the AP/HR Team.
- Ensures team members are fully trained and have the tools and access they need to perform successfully in their roles.
- Conducts workload assessments and leads prioritization/balancing efforts.
- Actively engages in and supports the professional and career development of direct reports.
- Supports flexible work arrangements within the parameters of business need.
- Projects staffing needs relative to school growth and partners with appropriate members of leadership to ensure staffing capacity.
- Effectively develops, leads, and manages teams, using strong team-building skills to build staff morale.
- Manages an allocation of academic appointees and coordinates the senate/non-senate academic search and appointment process (e.g., placement of ads, drafting of search plans, initial screening of materials, supporting search committees, submitting search reports, completing/submitting appointment cases).
- Coordinates the review, analysis, and processing of ongoing activities and actions, including the complex peer-review process (e.g., merit, promotion).

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- Coordinates Pathway Agreements and transition activities.
- Partners directly with the Dean on start-up package negotiations and soft offer letters for all senate faculty recruitments.
- Serves as an expert resource for the school on academic HR matters, providing interpretation of complex policies and procedures.
- Counsels senate and non-senate faculty and other academic appointees concerning moderate to complex work-related problems.
- Provides strategic advice and counsel to leadership, division chairs, and program directors by analyzing and interpreting system-wide and campus policies, collective bargaining agreements, academic HR procedures, and practices.
- Acts as the school's Labor Relations officer with respect to academic complaints or grievances.
- Acts as a liaison between the school and central campus departments (e.g., APO, BRS, OFEW).
- In partnership with the Assistant Dean for Administration, provides Dean's Office review and approval of staff-related actions managed by Berkeley Regional Services (e.g., classification review, position control, administrative stipends, multi-location appointments).
- Participates in the development and monitoring of policies and procedures for school operations.
- Develops and implements operational tools and protocols, along with associated metrics.
- Identifies and leads process improvements.
- Ensures annual data reporting requirements are met.
- Recommends and customizes training needs for diverse constituencies on topics related to Academic HR.
- Participates in workshops, trainings, and other professional development opportunities.
- Performs other duties as assigned.

### Required Qualifications

- 3+ years' experience providing academic human resources and/or human resources support within higher education institution(s).
- Demonstrated ability to build and sustain cohesive, high-performing teams through excellent supervision of direct reports, and to achieve goals through subordinate staff.
- Comprehensive understanding of academic recruitment, appointment, and advancement processes.
- Knowledge of human resources policies, programs, and processes, and how they affect other organizational policies and procedures.
- Able to interpret complex HR and academic HR policies and procedures with risk management exposure to the organization, including labor contracts, to prevent potentially litigious personnel actions.
- Excellent verbal and written communication skills, specifically as it relates to communicating to a

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variety of internal and external stakeholders.

- Demonstrated ability to produce written documents (e.g., academic advancement recommendation letters) of the highest caliber, with outstanding attention to detail.
- Strong customer service orientation, including excellent interpersonal skills to be able to work effectively across the organization at all levels and with diverse populations including faculty, academics, and staff.
- High degree of emotional intelligence; demonstrated experience building collaborations; proven political acumen.
- Ability to integrate core concepts of diversity, equity, inclusion, and belonging into everyday practice.
- Demonstrated ability to handle difficult or sensitive situations/individuals effectively.
- Demonstrated skills in problem identification and resolution, sound judgment and decision-making, critical thinking/analysis, risk management, negotiation, creative problem solving, and organizational skills.
- Ability to maintain confidentiality, objectivity, sensitivity, discretion, professionalism, and exercise good judgment and tact.
- Self-starter; able to work independently, as well as foster teamwork; flexible and adaptable, given constantly shifting environment.
- Excellent computer skills, including proficiency in Microsoft Suite, Google Collaboration Suite, and Smartsheet.
- Working knowledge of a human resources management system (HRMS) and/or other related business software programs and systems.
- Knowledge of databases, with experience in data tracking and data analysis.

Education/Training:

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

**Preferred Qualifications**

- Strong knowledge of and/or ability to quickly learn UC system and Berkeley campus academic HR policies, guidelines, and procedures.
- Experience utilizing quantitative and qualitative data to identify areas in need of improvement; experience with monitoring/assessing processes and carrying out process improvement efforts.
- Ability to provide guidance and coaching of process and policies to individual employees and school leadership.

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## 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 \$116,500.00 - \$134,500.00. The full pay scale range for this position classification is \$98,600.00 - \$184,400.00 (grade 24).
- This is a full-time, Career position.
- This position is eligible for full UC benefits.
- This position is eligible for up to 60% remote work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

## How to Apply

To apply, please submit your resume and cover letter.

## 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.



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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](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

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