

Project & Policy Analyst (7398U) Job 73618 - Turner
Center/College of Environmental Design (CED)
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=247099>

Downloaded On: Oct. 19, 2024 1:15pm

Posted Oct. 14, 2024, set to expire Feb. 11, 2025

Job Title	Project & Policy Analyst (7398U) Job 73618 - Turner Center/College of Environmental Design (CED)
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Oct. 14, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Research/Technical/Laboratory
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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,

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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 Terner Center seeks a Project Policy Analyst to support the California Social Housing Study. In collaboration with state agencies and multiple external partner organizations, The Terner Center will be undertaking a multi-year project to analyze opportunities, resources, obstacles, and recommendations for the creation of social housing at scale in the state of California. The Analyst would work under the supervision of the Research Director and the Principal Investigator to execute this project, regularly coordinating with external partners and producing research reports. Applicants should have strong organizational and communication skills, experience working in a collaborative environment, and a commitment to improving policy outcomes relating to housing affordability and social equity.

The incumbent uses skills as a seasoned, experienced professional with a full understanding of analytical practices, policies and procedures; researches, analyzes and develops solutions to a wide range of issues. This individual demonstrates good judgment in selecting methods and techniques for obtaining solutions. Primarily deals with policies, programs and proposals which are complex in nature and diverse in scope. This person develops new programs, policies or procedures for possible

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implementation.

The position will be located in Oakland, following a hybrid schedule with 3 days per week in office

Application Review Date

The First Review Date for this job is: 10/24/24 - Open until filled

Responsibilities

20% Works with Turner Center staff and research partners to conduct qualitative research including developing literature reviews; leading interviews or focus groups of stakeholders; and synthesizing findings.

20% Authors regular research reports summarizing research progress and results.

10% Travel to other regions in California for convenings and meetings.

10% Other duties as assigned.

Required Qualifications

- Knowledge of common organization- or research-specific and other computer application programs.
- Strong skills in analyzing, researching and synthesizing large amounts of data for preparing sound and relevant proposals / analyses.
- Two years of relevant work experience and a graduate degree in public policy/administration, urban planning, social sciences, or a related field; or four years of relevant work experience.
- Demonstrated experience with project management, including managing projects independently, coordinating events and/or logistics, and communicating with internal and external stakeholders in a productive and timely manner.
- Demonstrated ability to initiate and manage multiple project components with minimal supervision, including strong time management skills, and ability to meet tight deadlines.
- Strong interpersonal and communication skills, both verbally and in writing, and ability to work collaboratively with diverse groups.
- Familiarity with real estate economics, housing markets, affordable housing development, and/or planning rules governing housing development.
- Familiarity with housing and affordability issues, tenant organizing, and/or community organizing.
- Experience navigating conversations on race, equity, wealth, and power, including being

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reflective of individual and organizational identities, background, and experiences in collaborative settings and throughout the research process.

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

Preferred Qualifications

- Experience managing projects or teams and familiarity with project management tools.
- Experience with qualitative research: conducting interviews; developing literature reviews spanning academic literature and government or policy reports.
- Authorship of research publications, course papers, policy memos, or articles on topics relevant to policy and appropriate for non-specialist audiences.
- Familiarity with and/or demonstrated interest in social housing.

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 \$85,000 - \$95,000.

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

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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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