

HR Partner (7596U), SHARE Region - 73557  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=247293>

Downloaded On: Oct. 19, 2024 1:17pm

Posted Oct. 17, 2024, set to expire Feb. 14, 2025

<b>Job Title</b>	HR Partner (7596U), SHARE Region - 73557
<b>Department</b>	
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Oct. 17, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Human Resources
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**Job Description**

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**HR Partner (7596U), SHARE Region - 73557**

### 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 transformative opportunity it provides to a large and diverse student body; its public mission and



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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**

Social Sciences, Arts & Humanities, ORUs & Space Sciences Lab, Undergraduate Studies, Chemistry (SHARE)- is part of Berkeley Regional Services, within the division of the Vice Chancellor for Administration. Our mission at SHARE is simple. We aim to provide the Human Resources, Research Administration, Purchasing & Reimbursement services that departments and ORUs in our region require - in a timely and efficient manner, with minimal hand-offs and a culture of collaborative improvement.

Uses professional HR concepts as a seasoned, experienced professional to apply organization policies and procedures to resolve the full range of HR-related issues. Works on problems that are diverse and complex in scope, where analysis of situations require a review of a variety of factors. Normally receives little instruction on day-to-day assignments with some guidance provided on new projects.

### **Application Review Date**

The First Review Date for this job is: October 30, 2024

### **Responsibilities**

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- Counsels department managers and supervisors on employee and labor policies, procedures, and appropriate practices regarding performance management, recruiting, on-boarding, compensation, classification, disability, performance evaluations, training and other areas of HR.
- Manages recruitment cycle for a full range of staff and non-senate academic positions. This includes working with central offices to acquire required approvals and coordinating visa paperwork when necessary.
- Coordinates HR Paperwork, obtains necessary approvals, position number management, tracks and oversees ServiceNow cases, keeps employees and managers informed about the status of HR requests
- Ensures that new appointments and changes in appointment are entered and coordinated correctly in relevant systems.
- Audits UCPATH and/or other systems each term to ensure employee information is accurate and works to address any errors in a timely manner.
- Works with client groups on complex re-organizations and staffing objectives to assist in meeting business objectives.
- Counsels employees concerning sensitive and difficult to resolve work-related problems.
- Represents SHARE HR at meetings, on working groups and committees as assigned.
- Professional development activities.
- Work with the department on tracking tools to provide key employee information to supervisors, as needed.
- Additional duties as needed.

### Required Qualifications

- Possesses strong analytical, active listening and critical thinking skills.
- Comfortable with utilizing Google Suites to disseminate and communicate new information with client group.
- Employing political & interpersonal acumen to analyze information to determine appropriate courses of action and their implications.
- Demonstrates skill in prioritizing competing work assignments, and timelines.
- Knowledge of campus initiatives relating to and/or impacting human resources and thorough understanding of how work may impact other areas.
- Demonstrated knowledge of human resources concepts, policies and procedures, employment practices, labor relations, salary administration, training and other areas of human resources.
- Excellent interpersonal skills to develop and maintain effective relationships with diverse client groups.

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- Excellent verbal and written communication skills and the ability to apply skills in a consultative way.
- Possesses strong analytical, active listening and critical thinking skills.
- Demonstrated skills in using business software systems in the completion of work assignments; e.g., Google Suite, Microsoft Office, Adobe Acrobat and to learn new software (e.g., Smartsheet) quickly.

### Preferred Qualifications

- Worked in a shared services environment especially in higher education field.
- Knowledge of academic personnel or administration
- Demonstrated knowledge of UCPath system and other related business software programs and systems

### 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 \$80,400.00 - \$100,000.00. The full pay scale for this classification is \$80,400.00 - \$145,400.00. This is an exempt, monthly paid position.
- This is a full-time, Career position that is eligible for full UC benefits.
- This position is 100% remote friendly within the United States. Specific arrangements will be made in collaboration with your supervisor to ensure role responsibilities and department needs

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are met, and may change based on business requirements.

### **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.

### **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)



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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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