

**Project Policy Analyst 3 (7398U) - College of Engineering
University of California, Berkeley**

Direct Link: <https://www.AcademicKeys.com/r?job=247739>

Downloaded On: Dec. 4, 2024 3:49am

Posted Oct. 28, 2024, set to expire Feb. 23, 2025

Job Title	Project Policy Analyst 3 (7398U) - College of Engineering
Department	College of Engineering
Institution	University of California, Berkeley Berkeley, California
Date Posted	Oct. 28, 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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Project Policy Analyst 3 (7398U) - College of Engineering

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 240 faculty FTE, 2,100 graduate students and 3,000 undergraduate students located in seven academic departments, Engineering is the second largest college on the Berkeley campus. Students and researchers from around the world are drawn to Berkeley by its outstanding reputation, its internationally recognized faculty and its strong tradition of impact in research and teaching.

This position will serve as the primary point expert and liaison for the College of Engineering Dean's Office between Graduate Division, the Engineering Research Support Organization (ERSO), Academic Personnel Office (APO) and Employee Labor Relations (ELR) on all matters related to the UAW contracts and appointments as it relates to Graduate Student Researchers (GSR) and GSR Fellows and GSR Trainees.

This is a 100% FTE, 3-year contract position.

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Application Review Date

The First Review Date for this job is: November 8, 2024 - Open Until Filled

Responsibilities

40% GSR Fellows/Trainees

Responsible for the processing of up to 200 GSR Fellows/Trainees annually. In partnership with the departments, this position will:

- Serve as primary point person in processing all GSR Fellow/Trainee appointments in COE.
- Liaise with department contacts, faculty, and Research Administrators to collect timely chartstring information for each fellow.
- Complete, update and maintain ERSO smartsheet.
- Confirm with each department/program their Fellows/Trainee List is accurate.
- Seek advice from ELR/APO/Grad Div when exceptions to the policy arise which may include consulting with several offices simultaneously and work out conflicting advice.
- Audit and resolve individual GSR Fellow/Trainee pay issues that may arise.
- Serve as a conduit of knowledge, support, and assistance for faculty and departments to troubleshoot challenging graduate student appointments.
- Clarify conflicting advice; collaborate with ELR for clarification on processing GSR Fellow/Trainee appointment when there's conflicting information from another unit (ie ERSO, APO or Graduate Division).
- Advise faculty on evolving changes. Policies surrounding GSR Fellows/Trainees continue to evolve.

30% Liaison between Departments and Dean's Office

This position will serve as the main internal resource for policies regarding GSR and GSR Fellows/Trainees. As such, they will:

- Serve as first and main point of contact on behalf of COE.
- Communicate regularly with department leads (as appointed by each department) on challenges, concerns, issues etc departments may be facing and communicate these concerns to the Dean's Office.
- Lead a monthly meeting with department leads to present major updates and listen to concerns.
- Analyze current issues and determine what issues are facing multiple departments and what are unique to an individual department and report these findings to the Dean's Office and ERSO.

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- Support the dean or dean's designate on relevant engagements and requests with campus entities that result from department issues.
- Recommend opportunities for improvement and streamlining all aspects of GSR and Fellow/Trainee appointments.
- Partner with ERSO and department leads on relevant implementation strategies.
- Inform Department Chairs and Managers about the status of GSR/Fellow/Trainee appointment changes and challenges.

25% Policy Analysis and Dissemination

Responsible for maintaining a thorough understanding of UAW contract details and the policies created and enforced by the University. Develops an expert-level understanding of the UAW contract and campus implementation procedures. Responsibilities include:

- Develops a thorough and comprehensive understanding of GSR and GSR fellow/trainee appointments.
- Attend all ELR/APO/Grad Div/ERSO trainings, workshops, meetings regarding the implementation of UAW contract and summarize and disseminate key information to departments.
- Maintain thorough documentation regarding current policies, campus decisions and implementation instructions and edit as changes are made.
- Work to resolve unclear or ambiguous situations related to GSR and Fellow appointments and communicate across the college to ensure consistent application of processes and procedures.
- Synthesize policy updates and notify departments and Dean's office of changes.
- Pursue clarification when there are conflicting changes.
- Serve on campus committees and relay pertinent information on a timely basis, in partnership with ERSO.

5%Additional tasks as assigned by supervisor.

Required Qualifications

- Bachelor's degree in related area and / or equivalent experience / training.
- Knowledge of common organization- or research-specific and other computer application programs.
- Strong communication and interpersonal skills to communicate effectively, both verbally and in

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writing.

- Ability to use discretion and maintain all confidentiality.
- Analytical / problem-solving skills.
- Strong skills in analyzing, researching and synthesizing large amounts of data for preparing sound and relevant proposals / analyses.
- Ability to multi-task with demanding timeframes.
- Strong policy analysis techniques.

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 \$72,600 to \$100,000 yearly (\$6,050.00 to \$8,333.33 monthly). This is a 100% FTE, 3-year contract position eligible for full benefits.

Driving Required

A valid driver's license and DMV check for driving record is required.

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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