

Non-Senate Academic Personnel Analyst (7716U) 74115
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=248070>

Downloaded On: Nov. 21, 2024 8:54am

Posted Nov. 1, 2024, set to expire Feb. 28, 2025

Job Title	Non-Senate Academic Personnel Analyst (7716U) 74115
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Nov. 1, 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/5769492

Apply By Email

Job Description

Image not found or type unknown



Non-Senate Academic Personnel Analyst (7716U) 74115

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

Non-Senate Academic Personnel Analyst (7716U) 74115 University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=248070>

Downloaded On: Nov. 21, 2024 8:54am

Posted Nov. 1, 2024, set to expire Feb. 28, 2025

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 mission of the [Academic Personnel Office](#) is to ensure the continued excellence of Berkeley's entire academic population so that our campus can fulfill its core missions: offering broad access to a superb education, pushing forward the frontiers of knowledge, and serving the public good.

We work closely with the [Vice Provost for the Faculty](#) to maintain high standards and fair processes in academic appointments, promotions, and merit increases. We help academic appointees, faculty, chairs, and deans to stay up-to-date about the University's policies and practices so that we can sustain a broadly shared understanding across our campus.

We support the [Office of Faculty Equity and Welfare](#) in their academic recruitment efforts by classifying non-senate appointments into the appropriate title series and approving appointments at non-delegated levels.

We administer APBears, the Academic Personnel at Berkeley Electronic Achievements and Review System, for the campus and also collect and analyze data to assess the effectiveness of our current

Non-Senate Academic Personnel Analyst (7716U) 74115 University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=248070>

Downloaded On: Nov. 21, 2024 8:54am

Posted Nov. 1, 2024, set to expire Feb. 28, 2025

academic personnel practices and to identify areas in which the campus may improve. We manage OATS (Outside Activities Tracking System) for the Berkeley campus. We also manage a CalNet authenticated site, BMAP, Berkeley Manual of Academic Personnel, that focuses on policies, processes, and practices concerning the Professor and Teaching Professor Series.

Position Overview

The Academic Personnel Office is seeking to hire a Non-Senate Academic Personnel Analyst (Academic Personnel Analyst 4). The successful candidate will be a flexible and detail-oriented self-starter; have a strong work ethic and collaborative orientation; possess superior academic personnel skills; and enjoy being a critical part of a high-performing team.

This position serves as a campus expert on non-senate academic appointments. The incumbent will use advanced skills and knowledge of UC systemwide and/or campus non-senate academic personnel policies, programs, and collective bargaining agreements to address strategic academic personnel issues and to resolve complex issues and situations; provide guidance, training, and direction to other academic personnel or affiliated unit staff members to units within the incumbent's assigned allocation; and recommend changes to academic personnel processes and practices to balance the needs of the academic units with the campus objectives.

Application Review Date

The First Review Date for this job is November 13, 2024

Responsibilities

- Analyzes academic personnel appointment and review files for the Vice Provost for the Faculty and the Budget and Interdepartmental Relations Committee (BC). Facilitates/manages the processing of exceptional cases. Serves as a campus expert on non-Senate series, both represented and non-represented (especially Unit 18 titles, Adjunct Professors, Academic Coordinators, Professional Researchers, Project Scientists, Specialist, and Coordinators of Public Programs). Counsels academic appointees (both Senate and Non-senate), other AP analysts, and academic leaders (chairs, directors, deans, the Vice Provost for the Faculty, and the Executive Vice Chancellor and Provost) concerning complex and/or particularly sensitive work-related or career-related issues, especially those related to the personnel review process, policy exceptions, and academic compensation. This includes researching complex cases, carefully considering past practices, and making suggestions to improve campus practices. Make recommendations employing political acumen and integrating information to determine appropriate courses of action and their implications, often where no precedent exists.
- Serves as the campus expert and lead for all Unit 18 titles (campus population of about 1,000

Non-Senate Academic Personnel Analyst (7716U) 74115 University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=248070>

Downloaded On: Nov. 21, 2024 8:54am

Posted Nov. 1, 2024, set to expire Feb. 28, 2025

appointees). Analyzes all cases for Unit 18 titles that are submitted for campus review. Maintains an annual roster of Excellence Review eligibility and work with deans' offices to help ensure timely reviews occur. Serves as the campus expert for the deans' offices to consult with on a wide range of issues related to Unit 18 appointees. These issues include, but are not limited to, appropriate review criteria, best practices in case preparation, performance management, and classification for the various Unit 18 series and ranks.

- Serves as a campus expert and lead on non-senate cases and issues. Analyzes non-senate faculty and non-faculty cases that undergo campus-level review. Regularly leads and conducts complex, high-level analyses of issues related to these title series.
- Identifies training and information needs for a variety of campus units.

Required Qualifications

- Requires advanced knowledge of and ability to apply / interpret systemwide, organization and college / school policies and procedures which govern academic personnel.
- Advanced knowledge of systemwide and campus policies, union contracts, procedures and practices that govern academic personnel administration, shared governance.
- Advanced knowledge of the campus's Academic Personnel related programs and systems. Ability to apply knowledge to train high-level clients and diverse audiences. Contributes to development of new programs and systems.
- Thorough knowledge of trends in academia, especially in areas of academic planning, human resource management and administration.
- Ability to analyze complex management issues, develop project scope and solutions, give professional advice to the Assistant Vice Provost and campus leadership, and make critical decisions regarding academic personnel.
- Demonstrated initiative, tact, and planning skills. Advanced political acumen.
- Ability to communicate complex matters effectively with diverse audiences both verbally and in writing.

Education and Training

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

Salary & Benefits

This is a 100% full-time (40 hrs a week) exempt career position, which is paid monthly and eligible for UC Benefits.



Non-Senate Academic Personnel Analyst (7716U) 74115 University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=248070>

Downloaded On: Nov. 21, 2024 8:54am

Posted Nov. 1, 2024, set to expire Feb. 28, 2025

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 range that the University reasonably expects to pay for this position is \$115,000 - \$145,000.

How to Apply

To apply, please submit your resume and cover letter that briefly expands on how your background is a good match for this position.

Other Information

The Academic Personnel Office is open to hybrid or fully remote working arrangements for its employees. Exact arrangements will be determined in partnership with Assistant Provost for Academic Personnel to meet role responsibilities and department needs, and are subject to change.

This is not a visa opportunity.

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

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](#)

Non-Senate Academic Personnel Analyst (7716U) 74115
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=248070>

Downloaded On: Nov. 21, 2024 8:54am

Posted Nov. 1, 2024, set to expire Feb. 28, 2025

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

,