

HR Generalist (7595U), BEST Region - 74590
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=251728>

Downloaded On: Jan. 20, 2025 9:39am

Posted Jan. 16, 2025, set to expire May 15, 2025

Job Title	HR Generalist (7595U), BEST Region - 74590
Department	Berkeley Regional Services
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jan. 16, 2025
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/5932727

Apply By Email

Job Description

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About Berkeley

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

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We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). 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 full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

Departmental Overview

Berkeley Regional Services (BRS) is comprised of five (5) "service regions" that provide high-quality administrative support to their groupings of schools, colleges and departments.

The BEST (Biological, Environmental, Science & Technology) Region serves the College of Natural Resources, the Division of Biological Sciences in the College of Letters and Science, and related ORUs, museums, and field stations in the biological sciences. HR/APS supports hiring, appointments, separations, classification and compensation, performance management, payroll and timekeeping, and other HR activities in coordination with its partners in other teams across the UC Berkeley campus and the UCPATH Center in Riverside, CA.

This position involves recommending, developing, implementing, administering, coordinating, and/or evaluating Human Resources policies, labor contracts, statutes, programs and procedures. Independently performs a variety of HR tasks with frequently changing and competing priorities. Coordinates and brings to closure all phases of academic recruitments and selection process including managing job postings; screens applicants; closes out recruitment requisitions in AP Recruit and Search, and prepares job offer letters. Provides analyses for human resources issues that are intermediate in scope involving employee benefits, and coordinates employee benefits orientation sessions. Coordinates student hiring for Graduate Student Researchers, Undergraduate Assistants, and Workstudy. Provides project support for Berkeley Regional Services managers and HR Generalist 3 and 4 staff and may provide service to a small client constituent. Manages personnel and medical records. Coordinates HR processes within BRS and looks for creative possibilities for continuous improvement of day-to-day operations of the Center.

Furthermore, this position is also intended as a learning opportunity to expose (under general

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supervision) the HR Generalist 2 to higher level work to prepare them for the next level in the job category.

Application Review Date

The First Review Date for this job is: December 6, 2024. This job will remain open until filled.

Responsibilities

Academic Appointment and Recruitment Management

- Applies knowledge of University policies and procedures to counsel department managers, employees, and supervisors on employee and labor policies, procedures, and appropriate practices.
- Advises faculty and managers and communicates with foreign appointees regarding visa acquisition.
- Makes recommendations regarding visa type and timelines.
- Assists in the preparation of non-senate academic merit and promotion cases.
- Processes faculty summer salary.
- Assists in the coordination of Visiting Scholar, Postdoctoral Researcher, and Visiting Student Researcher appointments.
- Serves as primary contact for academic recruitments.
- Posts positions in AP Search, AP Recruit, and other academic job sites.
- Communicates with requestors and advises when applications are available for review.
- Occasionally reviews resumes and applications and serves on interview panels.

Student Employment

- Manages the overall appointment process of Graduate Student Researchers (GSR), Student Assistant positions, and Training Grant Appointments, including initiation of recruitment, hire, rehire, transfer, and termination actions.
- Serves as the liaison for personnel matters with the Student Affairs Officers, Graduate Division, International Scholar's Office, Student Placement, Work-Study Office, Human Resources, and Payroll Office.
- Provides tax guidance to foreign employees using the GLACIER tax reporting system.
- Handles GSR fellowships, stipends, and fee remission eligibility and monitors when applicable.
- Examines work-study funding and notifies unit managers and supervisors of depleting work-study

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funds.

Onboarding and Benefits Coordination/Liaison

- Provides comprehensive onboarding to new hires, rehires, and transfers.
- May provide analyses for human resources issues that are intermediate in scope involving employee benefits.
- May develop the content of benefits orientation and conducts regular sessions when required.
- Provides benefits counseling to employees and serves as a liaison with the Benefits Office.
- Ensures all BELI codes are in compliance and reviews page center reports monthly, following up with all newly eligible employees.
- Leave/Disability Management
- Assists Generalists with Family Medical Leave and Worker's Compensation document preparation and mailings.
- Maintains leave and disability tracking roster.
- Submits injury reports.

Records Management and Special Projects

- Handles highly sensitive and confidential information effectively and collaboratively.
- Manages CSS records, including personnel and medical files, and ensures completeness and accuracy of all files.
- Follows up to obtain completed documents when required.
- Responds to requests for records and coordinates personnel file reviews.
- Provides project support for managers and HR Generalist 3 and 4 staff.
- Conducts HR trends analyses and helps develop resulting recommendations.
- Coordinates HR processes within the unit and explores creative possibilities for continuous improvement of day-to-day operations.
- Runs reports for clients upon request.
- Performs other duties and special projects as needed.

Required Qualifications

- Ability to provide exceptional customer service in high-volume, fast-paced, professional environments.
- Working knowledge of various areas of HR.

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- Knowledge of applicable state and federal laws and regulations.
- Knowledge of basic relevant union/labor contracts.
- Analytical skills to conduct analysis and develop recommendations.
- Demonstrated organizational skills and problem-solving skills.
- Experience working in a Talent Acquisition System and HRIS systems such as PeopleSoft or Oracle.
- Proficient in communicating clearly and effectively verbally and in writing and in integrating information in the completion of assignments.
- Demonstrated ability to handle difficult or volatile situations/individuals effectively.
- Possesses a high degree of political acumen and awareness.
- Proven experience exercising strong communication and interpersonal skills to communicate effectively with all levels of staff, both verbally and in writing.
- Strong organizational skills and ability to multi-task with demanding timeframes.
- Ability to work rapidly and accurately under pressure with competing deadlines and frequent interruptions in a fast-paced, constantly changing environment.
- Must be able to lift 15-20 pounds.
- Experience with and/or ability to learn UC Berkeley online systems, including HCM, PPS/OPTRS, BAIRS, BIS, DSAS, PageCenter, and GLACIER.
- Knowledge of FileMaker and Microsoft Office Suite, including Excel and Word.

Education/Training:

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

Preferred Qualifications

- Acquiring knowledge and ability to understand campus policies and procedures and functional areas, including leaves of absence and payroll.
- Basic knowledge of human resources policies, programs, and University policies and procedures.
- Working knowledge of and/or ability to quickly learn the Campus Personnel Payroll System (PPS).
- PHR certification or professional HR Certificate is desired

Salary & Benefits

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

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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 \$32.57 - \$34.97. This is a non-exempt, bi-weekly paid position.
- This is a full-time, Career position that is eligible for full UC benefits.
- This position is eligible for up to 100% 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.

Other Information

This is not a visa opportunity.

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.

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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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