

Academic Personnel Analyst (7715U), Rausser College of  
Natural Resources - 75588  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=251792>

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Posted Jan. 17, 2025, set to expire May 16, 2025

<b>Job Title</b>	Academic Personnel Analyst (7715U), Rausser College of Natural Resources - 75588
<b>Department</b>	
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Jan. 17, 2025
<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 Administrative Support/Services
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**Job Description**

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**Academic Personnel Analyst (7715U), Rausser College of Natural Resources - 75588**

**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



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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.

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

When it comes to the world we live in, no detail is too small to be noticed and connected to something bigger. At UC Berkeley's Rausser College of Natural Resources, we study natural and human systems from biological, ecological, economic, and social science perspectives. And we do this with intention—studying how all aspects of our environment intersect and support each other so we can do more in the world, and do it wisely.

The challenges facing our natural and human environment are immense and it is imperative that they are addressed through inclusive, rigorous, and translational solutions. No college in the world is better equipped to take on these challenges than Rausser College of Natural Resources. We create solutions that protect Earth's natural resources, ensure economic and ecological sustainability, and improve human health.

The College is a national and global academic leader in natural and social sciences aligned with natural resource management, international development, energy, environment, plant and microbial biology, and nutritional sciences and metabolic biology. Learn about our academic offerings, our research and outreach, and our countless alumni making a difference.

### Job Summary:

This role functions as the Academic Personnel Analyst, overseeing academic personnel administration for two departments within the Rausser College of Natural Resources. This responsibility encompasses managing the academic personnel matters of approximately 45 academic senate faculty

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and 20 non-senate faculty. The scope of Academic Personnel administration includes recommending, developing, implementing, administering, coordinating, and evaluating policies, labor contracts, statutes, programs, and procedures related to academic recruitment, appointment, and advancement, as well as retention, compensation, salary administration, faculty welfare programs, benefits, training and development, faculty misconduct, and faculty equity.

As a seasoned experienced professional with a comprehensive understanding of UC, campus, and unit academic practices, policies, and procedures, resolves moderate to complex academic HR-related issues affecting a broad range of academic titles in imaginative and practical ways. In addition to these responsibilities, the position serves as a consultant and resource person for faculty members in the respective departments. Reporting directly to the Director for Academic Affairs in the Rausser College of Natural Resources Dean's Office, this role plays a pivotal role in ensuring the effective and compliant management of academic personnel affairs within the college.

### **Application Review Date**

The First Review Date for this job is: January 29, 2025

### **Responsibilities**

- Provides strategic advice and counsel to unit head by analyzing and interpreting system-wide and organization policies, collective bargaining agreements, academic personnel procedures and practices.
- Coordinates the academic search process, including placement of ads, drafting of search plans, and conducting the initial screening of materials submitted.
- Counsels Senate and non-Senate faculty and other academic staff concerning moderate to complex work-related problems, including benefits.
- Analyzes and interprets guidelines and policies to provide advice and counsel to unit clients on issues such as compensation, work-eligibility (visa) matters such as H1-B processing or PR application, and benefits considerations.
- Analyzes merit and promotion cases for faculty. Reviews draft merit recommendation letters and forms by applying a breadth of knowledge of multiple disciplinary areas.
- Reviews cases to identify issues related to previous reviews, identify the strengths and weaknesses in the case based on the UC guidelines / policies for the review process, verify the accuracy of the material/ data provided in the case, and provides compensation data to Chairs to address equity issues. In consultation with the Chairs manages and leads the academic review process for an average of 25 academic appointment, merit and promotion cases per year.
- Facilitates/manages the academic review processes, identifying issues relating to policy and

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compensation.

- Identifies and customizes training needs for diverse constituencies.
- Counsels Chairs and Managers on summer session appointments.
- Manages nominations for faculty awards, including the distinguished teaching award.

### Required Qualifications

- Requires thorough knowledge of and ability to interpret and apply campus and college policies and procedures which govern academic HR.
- Excellent critical and innovative thinking to address complex issues and present nuanced analyses.
- Thorough knowledge of system wide and campus policies, union contracts, procedures and practices that govern academic HR administration.
- Thorough knowledge of campus and college goals, priorities and values and the legal and human implications of decisions.
- Ability to analyze complex management issues; develop project scope and solutions, give professional advice to senior officials and make critical decisions regarding personnel.

### Education/Training:

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

### 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

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experience.

- The budgeted salary or hourly range that the University reasonably expects to pay for this position 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 benefits.
- This is an on-site position at the University of California, Berkeley.

### 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.

### Misconduct

**SB 791 and AB 810 Misconduct Disclosure Requirement:** As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)



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### 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.

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



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applying for or inquiring about this job announcement.

**Contact**

N/A

University of California, Berkeley

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