

Compliance Data and Automation Specialist (7397U),  
People & Culture - 75553  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=251835>

Downloaded On: Jan. 21, 2025 2:41am

Posted Jan. 20, 2025, set to expire Jun. 30, 2025

<b>Job Title</b>	Compliance Data and Automation Specialist (7397U), People & Culture - 75553
<b>Department</b>	People and Culture Central Services
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Jan. 20, 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
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**Job Description**

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**Compliance Data and Automation Specialist (7397U), People & Culture - 75553**

**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**

People and Culture Central Services oversees key areas including HR Technology Systems and Applications, HR Reporting and Data Analytics, HR Compliance, and HR Records Management. This position supports the UC Berkeley Misconduct Disclosure and Release process and its Staff and Academic Review Committees by providing policy, procedural, communication, and other support services to ensure the effective administration of the process.

The role involves close collaboration with committee members and various campus offices, including OPHD, Ethics and Risk, and Employee and Labor Relations within People and Culture. Key responsibilities include managing and maintaining data integrity within the vendor's system by pulling reports to track clearance statuses, running automation processes to merge files efficiently, and updating Smartsheets to ensure accurate and timely information for team use.

This position plays a critical role in streamlining workflows, supporting operational efficiency, and contributing to the successful implementation of the Misconduct Disclosure and Release process at UC Berkeley.

### **Application Review Date**

The First Review Date for this job is: January 30, 2025

### **Responsibilities**

- Communicates and follows up with prior employers to gather and assemble analytical and factual data for various offices and the UC Berkeley Misconduct Disclosure and Review Committee in support of the individual disclosing the information and the effective administration of the

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misconduct disclosure and release process.

- Manages the UC Berkeley Misconduct Disclosure and Release Review Committee's agenda.
- Prepares reports and summarizes pertinent metrics available on the disclosure cases and issues.
- Identifies other matters of significance and brings them to the attention of the UC Berkeley Misconduct Disclosure and Review Committee, other offices, and/or legal as necessary in support of the effective administration of the misconduct disclosure and release process.
- Prepares reports on a quarterly basis for the campus HR Compliance Officer.
- Prepares, edits, and modifies preliminary analyses of laws, procedures, and other subjects to contribute to organizational programs, research proposals, and other documentation.
- Learns to develop research techniques and communications to maintain up-to-date legal and policy information related to the Misconduct Disclosure and Release process.
- Using subject matter knowledge, collects and prepares information for use in discussions and meetings with internal and external constituents.
- Provides a variety of analytical duties in support of the HR function, programs, and/or organizational units.
- On a project basis, performs analytical studies on a variety of policies, research initiatives, programs, and issues.
- Participates in administrative and program project planning, development, and implementation.
- Provides recommendations and guidelines involving programs, processes, systems, and other initiatives.

## Required Qualifications

- Working knowledge of and/or ability to quickly learn common organizational functions and their inter-related programs and processes
- Proficient in communication and interpersonal skills to communicate effectively and collaboratively, both verbally and in writing for both technical and non-technical subjects.
- Proficient in ability to use discretion and maintain all confidentiality and systems security.
- Demonstrates ability to use sound judgment in responding to issues and concerns.
- Demonstrates ability to analyze, research and synthesize large amounts of data with strong attention to detail.
- Self-motivated and works independently and as part of a team.
- Able to learn effectively and meet deadlines.
- Demonstrates problem-solving skills.
- Technical knowledge of various HR systems and platforms in order to conduct systems/tools analysis and make recommendations.
- Proficient in ability to work under pressure with demanding timeframes.

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- Working knowledge of applicable policy and process improvement analysis techniques.

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 experience.

- The budgeted salary or hourly range that the University reasonably expects to pay for this position is \$29.31/hour to \$39.85/hour. 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, with requirement to come to campus for occasional in-person meetings. 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

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employment contingent upon successful completion of the background check.

### **Mandated Reporter**

This position has been identified as a Mandated Reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a Mandated Reporter.

### **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](#)

### **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](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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