

Academic HR Analyst (7716U) Job 75334 - Department of
Electrical Engineering and Computer Sciences
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=252176>

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Posted Jan. 27, 2025, set to expire May 14, 2025

Job Title	Academic HR Analyst (7716U) Job 75334 - Department of Electrical Engineering and Computer Sciences
Department	Electrical Engineering and Computer Sciences
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jan. 27, 2025
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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**Academic HR Analyst (7716U) Job 75334 - Department of Electrical Engineering and Computer
Sciences**

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.

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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 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 Department of Electrical Engineering and Computer Sciences (EECS) in both the College of Engineering and the College of Computing Data Science and Society (CDSS), is the largest department on the Berkeley campus consisting of over 130 faculty, adjunct, active emeriti and PIR appointments, 3,600+ undergraduates both in the College of Engineering and Letters and Science, 800+ graduate students, and 60+ staff members.

EECS programs are consistently ranked in the top three by many measures, including U.S. News & World Report's national and global ranking. Annual operating budget (not including expenditures related to research, faculty start-ups, and student fellowships) for EECS is \$40+ million. The Department is actively engaged in teaching and research in the disciplines of Artificial Intelligence, Computational Biology, Databases, Graphics, Hardware / Architecture, Human-Computer Interaction, Operating Systems / Networking, Programming Systems / Software, Scientific Computing, Theory, Vision (in Computer Science) as well as Biosystems, Communication/Networking,

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Communications/Physical Layer, Control, Design, Modeling, and Analysis, Electromagnetics/Antennas, Integrated Circuits, Optics, Physical Electronics Devices, Physical Electronics/MEMS, Optoelectronics, Energy, Robotics, Signal Processing for Image & Video, Signal Processing for Speech & Audio (in Electrical Engineering).

Computer Science operates research and instructional laboratories in Soda Hall and Sutardja Dai Hall, and Electrical Engineering operates facilities in Cory Hall and Sutardja Dai Hall. EECS also has a significant technical staff support structure to provide support for research and instructional laboratories and fabrication facilities.

The Academic HR Analyst is responsible for recommending, developing, implementing, administering, coordinating, and/or evaluating Academic Personnel policies, labor contracts, statutes, regulations, programs and procedures addressing academic faculty recruitment at UC, appointments, advancement and promotion through the ranks; compensation and salary administration; faculty welfare programs; visa procurement; benefits; payroll; training and development; faculty misconduct; faculty equity issues. The incumbent supports the Electrical Engineering (EE) and Computer Science (CS) Division Chairs, the Director of EECS Academic Personnel (AP) Matters, Academic Senate faculty and non-Senate appointees, and specializes in academic personnel policy, procedure, academic advancement/promotion, work-related issues governed by UC Academic Personnel policy and academic collective bargaining units.

The Academic HR Analyst provides analytical support for the full range of high-level complex academic personnel matters including the development of faculty recruiting (search) priorities and strategic plans. Advises the Chair on campus programs aimed at averting loss of faculty members to outside institutions, faculty recruitment strategies and practices; Maintains overall awareness of notable leaves issues as advised by relevant colleagues managing them. Incumbent analyzes faculty members' merit/promotion case documents and reviews them for accuracy, completeness, and adherence to all relevant policies. This individual identifies and advises Chairs and/or Director of EECS AP Matters on potential problems that might arise during and preceding the review process. Serves as expert consultant and resource on academic personnel issues for EE and CS Divisions as well as its affiliated programs/faculty: the Simons Institute for Theory of Computing (which has no formal Academic Personnel staff, but employs many academics and is hiring faculty-level senior scientists), the campus Initiative program Berkeley Center for New Media (with which Computer Science has jointly appointed faculty; that program also has no formal Academic Personnel staff), the Center for Computational Biology (same situation as with BCNM). As a lead coordinator for faculty recruiting (search), incumbent manages EE/CS faculty recruitment into Statefunded FTE or privately-funded slots created by the Department. Devises recruitment strategies including ad language and placement as well as outreach

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efforts aimed at women and underrepresented minority groups. Partners with the campus's Office of Faculty Equity and Welfare (OFEW) and departmental diversity officers or committees to implement strategies to improve outreach. Provides policy guidance to faculty search committees.

Application Review Date

The First Review Date for this job is: 1/17/25 - Open until filled

Responsibilities

45% Academic Personnel Administration/Management:

- Manages all EE/CS academic personnel matters related to faculty advancement cases, salary/merit increases, faculty retention, and faculty recruitment, with attention to fairness and equity across large, multi-faceted faculty.
- Analyzes faculty appointment, merit, and promotion cases. Prepares full-scale drafts of Chairs' recommendation letters for faculty appointments and advancements utilizing advanced knowledge of UC Academic Personnel policy and department precedent and principles. Anticipates, identifies and resolves potential problems that might arise in later stages of the review process.
- Advises Senate faculty on UC employment-related matters. Notifies academic appointees of policy changes related to benefits and retirement and responds to inquiries. Initiates action regarding notification of appropriate authorities in cases of emergency, injury or death.
- Advises on matters related to new faculty startup packages, exceptional removal expense, housing, spousal placement, and benefits of employment; devises language and drafts for start-up/ soft-offer letters. Advises Chairs on complex appointments involving spousal-placement and the potential coordination of multiple funding sources among campus units.
- Interprets APM and University and Senate directives for the faculty and advises faculty of their rights and responsibilities with respect to merit and promotion processes.
- Maintains ability to provide historical files to faculty colleagues charged with writing a Faculty Memorial (obituary) for the Academic Senate.
- Coordinates payroll actions for multi-location appointments.
- Oversees hiring/onboarding, merit/promotion, FSREP payroll actions for EE/CS Divisions and affiliate-appointments.

30% Faculty Recruitment Management:

- Oversees and manages EE/CS faculty recruitment into State-funded FTE or privately funded

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slots created by the Department.

- Devises recruitment strategies including advertisement language and placement as well as outreach efforts aimed at women and underrepresented minority groups. Partners with the campus's Faculty Equity Office and departmental diversity officers or committees to implement strategies to improve outreach.
- Provides policy guidance to faculty search committees.
- Makes recommendations with respect to rank and step for new faculty appointments, using judgment to maintain salary equity. Advises Chair on candidate negotiations.
- Oversees in partnership with other EECS AP team members, the department's proprietary database for faculty recruiting, utilization of campus APRecruit and APSearch processes, and preparation of appointment cases.

15% Strategic Planning and Analysis:

- Makes recommendations to Chair that affect the strategic direction of the organization.
- Assists department committees, Chair and Department Manager in formulating short and long-range plans involving the academic personnel needs. Keeps abreast of continuing and new directives from the Academic Senate and appropriate campus administrators. Recommends and/or implements changes as appropriate.
- Develops rationales and data for, and composes, letters and communications regarding off-cycle faculty FTE requests or Search waivers
- Identifies and utilizes precedent-setting situations to recommend new organizational procedures and practices or to improve the effectiveness and efficiency of academic personnel administration.
- Develops policies outlining governance structure and workload. Monitors salary and administrative faculty appointments, and ensures EE/CS faculty databases are updated.
- Ensures federal and campus hiring / affirmative action policies are met. Analyzes data from peer institutions.
- Provides advice to Chairs and management and recommends strategies for addressing sensitive situations involving academic appointees.
- Advises Chairs on campus policy and departmental precedents to avoid inequitable situations among faculty and/or potentially litigable circumstances.

10% Academic Personnel Liaison:

- Serves as EE/CS Academic Personnel liaison with COE, CDSS, and L&S Dean's Office, campus departments, Academic Personnel Office (APO), campus Budget Office, VC-Research (re Simons Institute) or other units as appropriate, to resolve complex Academic Personnel

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problems/grievances, funding allocations, appointment /recruiting issues. Makes critical decisions and directs staff in compliance with departmental policy.

- Identifies unusual and special needs of faculty (i.e. immigration issues, personal issues), engages department and College (CoE and CDSS) leaderships, proposes remedies which may require exceptional approval from the Chancellor or UC Office of the President.
- Advises Chair on campus programs aimed at avoiding loss of faculty members to outside institutions and approaches to tailoring retention packages to given faculty situations.
- Consults with units such as the Title IX compliance office, the Committee on Faculty Welfare and/or committees of the Academic Senate.
- Provides guidance to Chair's Assistants, who encounter a range of situations involving faculty members' requests which may involve Academic Personnel issues.

Required Qualifications

- Requires advanced knowledge of and ability to apply/interpret system wide, campus and college policies and procedures which govern academic personnel in the University of California, including in-depth knowledge of campus and system written and unwritten Academic Personnel policies, guidelines and procedures.
- Ability to analyze complex management issues; develop project scope and solutions, give professional advice to senior officials and make critical decisions regarding personnel.
- Knowledge of trends in academia, especially in areas of academic planning, faculty management and administration.
- Able to provide guidance and coaching on process and policies to individual academics, management and committees.
- Demonstrated initiative and planning skills, as well as political acumen for assessing strategic options.
- Excellent analytical and communications skills for developing and presenting compelling oral and written arguments for case materials and policy documents.
- Ability to communicate effectively with diverse audiences.
- Sound judgment/ decision making, analytical, problem solving, critical thinking and resource management skills.
- Extraordinary discretion, tact, and ability to maintain confidentiality.
- Attention to detail and ability to prioritize multiple tasks and meet competing and strict deadlines.
- Bachelor's degree in related area and / or equivalent experience / training.

Salary & Benefits



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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 \$98,600 - \$141,500.

Referral Source Info

This job is part of the Employee Referral Program. If a UC Berkeley employee is referring you, please ensure you select the **Referral Source** of "*UCB Employee*". Then enter the employee's **Name** and **Berkeley email** address in the **Specific Referral Source** field. Please enter only one name and email.

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 Disclosure

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.

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"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](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

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

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

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