

Drawing Analyst (7198U), Facilities Services - 75817
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=252216>

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Posted Jan. 27, 2025, set to expire Jun. 30, 2025

Job Title Drawing Analyst (7198U), Facilities Services - 75817
Department Facilities Services
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) Facilities/Maintenance/Transportation

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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

Facilities Services works to maintain a campus built environment that is conducive to teaching, learning, and research. The department strives to continuously improve the campus in partnership with all members of the campus community.

The GIS, Mapping and Drawing Group within Facilities Services supports the department by providing accurate drawings, GIS and spatial data information. This position will be part of the unit that develops and maintains a functional and accessible FS spatial database, drawing archives, and mapping data.

The Drawing Analyst applies skills as an experienced AutoCAD professional with a full understanding of industry best practices, policies and procedures to resolve a wide range of issues that are moderately complex in scope. Demonstrates good judgment in selecting methods and techniques for obtaining solutions. Has a general understanding of geographic information systems (GIS) and relational databases. Under general direction, performs professional-level work related to the development and maintenance of building floor plans, project record drawings, and utility drawings that serve the needs of Facilities Services.

Application Review Date

The First Review Date for this job is: February 7, 2025

Responsibilities

- Building floor plans: incorporates and manages updates, contributes to standardization, collaborates with campus partners, and leads site visits, new scans, and other validation work needed to maintain accurate floor plans.

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- Drawings archive: reviews and uploads project deliverables, collaborates with external clients on quality and content of deliverables, supports the work of consolidating and improving the collection (new scans, retention policy, document management system improvements).
- CAD/GIS coordination: represents CAD end users in internal efforts to keep CAD and GIS data in sync, particularly for underground utilities and other campus infrastructure.
- Applies professional data management concepts and defined data / information management policies and procedures in completing assignments.
- Researches, gathers and analyzes information requirements from data providers and users and documents them using formal data definition techniques and naming standards.
- Designs and implements metadata as part of database management.
- Assists with implementation of business processes.

Required Qualifications

- Knowledge of data management systems, practices and standards.
- Comfort managing tabular datasets.
- Proficient in creating, updating, and maintaining floor plans and other technical diagrams in AutoCAD.
- Experience organizing and maintaining archival records.
- Requires critical thinking, problem solving, and strong verbal and written communication skills.
- Must be able to communicate technical information in a clear and concise manner among varying levels in the organization.
- Demonstrated ability to work with others from diverse backgrounds.
- Self-motivated and works independently and as part of a team.
- Demonstrated problem-solving skills.
- Able to learn effectively and meet deadlines.
- Demonstrated service orientation skills.
- Strong organizational skills, critical thinking skills and attention to detail.

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.

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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 \$38.32 - \$47.90. This is a non-exempt, bi-weekly paid position.

- This is a full-time, Career position that is eligible for full UC benefits.
- This is a hybrid position with a requirement to be on campus at least two (2) days per week. 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.

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.

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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](#)

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

Contact Information

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

Contact

N/A

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