

HR Supervisor (7700U), BEST Region - 76411
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=253630>

Downloaded On: Feb. 24, 2025 5:41pm

Posted Feb. 24, 2025, set to expire Jun. 30, 2025

Job Title	HR Supervisor (7700U), BEST Region - 76411
Department	Biological, Environmental, Science & Technology Region
Institution	University of California, Berkeley Berkeley, California
Date Posted	Feb. 24, 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/6026751

Apply By Email

Job Description

Image not found or type unknown



HR Supervisor (7700U), BEST Region - 76411

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.

HR Supervisor (7700U), BEST Region - 76411
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=253630>

Downloaded On: Feb. 24, 2025 5:41pm

Posted Feb. 24, 2025, set to expire Jun. 30, 2025

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 Organized Research Units (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.

Position Summary

This position involves recommending, developing, implementing, administering, coordinating, and / or evaluating Human Resources policies, labor contracts, statutes, programs and procedures covering several of the following: recruitment, compensation, employee relations, labor relations, payroll, benefits, welfare programs, training and development, visa procurement, inter-location transfers, and employee services.

Application Review Date

The First Review Date for this job is: 03/05/2025.

Responsibilities

- Supervises a team of HR professionals that may include: Partners; Generalists; and/or Data

HR Supervisor (7700U), BEST Region - 76411 University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=253630>

Downloaded On: Feb. 24, 2025 5:41pm

Posted Feb. 24, 2025, set to expire Jun. 30, 2025

Entry Specialists/Analysts or Payroll Supervisor.

- Works closely with team members and direct reports to understand their needs and equip them with resources and training necessary for them to do their jobs. This includes providing them training resources specific to their needs and providing general training resources that can help elevate the overall performance of the team.
- Guides and assists team members on complex HR issues that involve in depth policy, investigations, law and labor contract interpretation and application.
- Audits HR Service Hub for unclaimed and open tasks.
- Engages and encourages team members to participate in workgroups and projects that will help shape policies or improve the implementation of such policies.
- Keeps staff informed on policy, labor contracts, and legislative updates through leading regular HR team meetings and regular one-on-one meetings.
- Reviews processes and implements improvements.
- Works with other functional teams in BEST to identify where process improvements would benefit the organization as a whole.
- Cascades information to BEST teams so everyone is aware of process changes.
- Supports implementation of methodologies to improve service levels.
- Leads continuous improvement efforts across teams to improve service, streamline processes, enhance learning tools and build expertise.
- Participates in the selection, development, and evaluation of staff.
- Engages in succession planning and cross training in preparation for surge periods and potential turnover coverage.
- Determines workload planning, staffing needs and assignments based on historical data.
- Assists subordinates with work schedules and assignment of appropriate tasks.
- Sets and implements performance standards that align with the region's mission and values and provides employees with regular feedback and performance ratings.
- Provides direct reports, career development, coaching and assignments, in consultation with manager, as needed.
- Partners with the Regional HR Manager and other BRS and campus resources to ensure all team members continuously develop their skills and expertise.
- Responsible for ensuring remote and in person staff have all of the necessary equipment they need to perform their job.
- Managing all remote work agreements for employees and the issuance and collection of equipment for remote employees.
- Responsible for ensuring all employees are in compliance with university and region policies.
- Responsible for creating a work environment that is inclusive.
- Recommends hiring of new employees, transfers, promotions, salary actions, terminations,

HR Supervisor (7700U), BEST Region - 76411 University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=253630>

Downloaded On: Feb. 24, 2025 5:41pm

Posted Feb. 24, 2025, set to expire Jun. 30, 2025

- performance management, performance ratings and budget recommendations.
- Recruits, hires and backfills for vacancies on team and finds temporary coverage during vacancies or leaves.
 - Synthesizes and applies knowledge of university policies, labor contracts, and laws in client's business environment to resolve complex, cross- functional issues.
 - Guides and assists team members on complex HR issues that involve in depth policy, investigations, law and labor contract interpretation and application.
 - Advises departments on how to interpret and implement policies in their respective units.
 - Understands client unit's objectives and recommends strategies that achieve client and university goals while mitigating risk.
 - Researches and resolves issues and discrepancies.
 - Does root cause analysis for issues, proposes solutions and implements changes to ensure that issues do not come up again.
 - Attends other team meetings as needed.
 - Meets with clients to help address issues.
 - Partners with departments and BRS on possible solutions and works to implement improvements in partnership with other BRS leadership.
 - Serves as a backup to other HR Supervisors as needed.
 - Teams with BEST HR manager to ensure effective translation of UC and BRS/BEST policies, programs, and practices across all teams, functions, and ultimately to clients.
 - Builds strong relationships with our Dean's offices and central offices to help achieve common goals, support campus initiatives and problem solve issues as they come up.
 - Attends and participates in regular meetings where important HR or Academic information is shared and needs to be disseminated to HR staff.
 - Works on professional development.
 - Responsible for taking all required supervisor training.

Required Qualifications

- Demonstrated experience supervising, coaching, developing and/or directing HR professionals
- Proven experience leading teams, managing performance, resolving conflicts, and making operational decisions in an HR or administrative setting.
- Working knowledge of personnel policies and applicable laws and regulations.
- Has working knowledge of and/or can quickly learn the university's HR information systems.
- Communicates effectively with a diversity of communication styles.
- Makes decisions regarding work assignments and scheduling of subordinates.
- Maintains an understanding of the unit goals and how this position supports those goals.

HR Supervisor (7700U), BEST Region - 76411
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=253630>

Downloaded On: Feb. 24, 2025 5:41pm

Posted Feb. 24, 2025, set to expire Jun. 30, 2025

- Demonstrated ability to handle difficult or volatile situations/individuals effectively.
- Can navigate and lead through changes that requires comfort with ambiguity and lack of complete information.
- 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 annual salary range that the University reasonably expects to pay for this position is \$98,600.00 - \$135,000.00.

- This is a full-time, Career position that is eligible for full UC benefits.
- This is an exempt, monthly-paid position

How to Apply

- To apply, please submit your resume and cover letter.

Diversity Statement

Please include, as part of your application a brief (1-2 paragraph) statement on your contributions to diversity, equity, inclusion, and belonging in your professional experience.

Advancing diversity, equity, and inclusion are fundamental to our UC Berkeley Principles of Community, which states that "every member of the UC Berkeley community has a role in sustaining a safe, caring, and humane environment in which these values can thrive."

HR Supervisor (7700U), BEST Region - 76411
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=253630>

Downloaded On: Feb. 24, 2025 5:41pm

Posted Feb. 24, 2025, set to expire Jun. 30, 2025

Other Information

- This is not a visa opportunity.
- 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.

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:

https://apptrkr.com/get_redirect.php?id=6026751&targetURL=

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

HR Supervisor (7700U), BEST Region - 76411
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=253630>

Downloaded On: Feb. 24, 2025 5:41pm

Posted Feb. 24, 2025, set to expire Jun. 30, 2025

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](#)

[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 https://apptrkr.com/get_redirect.php?id=6026751&targetURL=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



HR Supervisor (7700U), BEST Region - 76411
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=253630>

Downloaded On: Feb. 24, 2025 5:41pm

Posted Feb. 24, 2025, set to expire Jun. 30, 2025

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

Contact

N/A

University of California, Berkeley

,