

Academic HR Analyst 4 (7716U) - College of Engineering  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=253736>

Downloaded On: Feb. 26, 2025 6:38pm

Posted Feb. 26, 2025, set to expire Jun. 30, 2025

<b>Job Title</b>	Academic HR Analyst 4 (7716U) - College of Engineering
<b>Department</b>	College of Engineering
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Feb. 26, 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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**Academic HR Analyst 4 (7716U) - College of Engineering**

**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

The College of Engineering at UC Berkeley is recognized for its educational and research excellence, consistently ranking among the top three Engineering colleges in the United States. With more than 240 regular faculty members, 2,100 graduate students and 3,600 undergraduate students located in seven academic departments, Engineering is the second largest college on the Berkeley campus. A multi-unit Dean's Office provides administrative, student services, development, and capital projects services. COE occupies ten buildings on the Berkeley campus and has extensive facilities at the Richmond Field Station.

The Academic HR Analyst 4 reports directly to the Director, Academic Personnel. Provides expert-level academic HR advice and services to college department staff, managers, and chairs on academic issues such as academic advancement, conflict of commitment reporting, and leave policies and procedures.

Responsibilities include analyzing, recommending, developing, implementing, administering, coordinating, and/or evaluating academic human resources policies, labor contracts, statutes, programs, and procedures covering one or more of the following: academic recruitment, appointment, and advancement; compensation and salary administration; faculty welfare programs; conflict of commitment reporting; visa procurement; benefits; payroll; training and development; faculty misconduct; and faculty equity.

### Application Review Date

The First Review Date for this job is: March 10, 2025 - Open Until Filled

### Responsibilities

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### **50% Analytical and Statistical Review**

- Analyzes appointment, merit and promotion cases for faculty and lecturers.. Initiates such actions, analyzes and synthesizes both qualitative and quantitative data relevant to such actions, and makes initial assessment of cases' strength and weakness.
- For the Dean, independently drafts appointment, merit and promotion recommendation letters, applying broad knowledge of multiple disciplinary areas; ensures university policy compliance.
- Researches, identifies, and utilizes precedent-setting situations to recommend new organizational procedures and practices, and formulate new strategies for improved efficiency.
- Develops statistical analyses (tracks, utilizes, and analyzes data) for decision-making purposes and proposing solutions for a variety of applications, including case preparation, leave frequency and eligibility, recruitment and retention issues; ensures data integrity.
- Analyzes appointment/payroll discrepancies and ensures prompt and effective resolution. Makes recommendations for appropriate non-senate titles when applicable.
- Analyzes College and Department needs for Academic Personnel ladder-rank staffing. Review of college, campus, and system-wide FTE policy and practice.
- Provides interpretation of complex and sometimes unspecific Academic Personnel policies and procedures with risk management exposure for the campus, such as final appraisal and security-of-employment reviews, Leaves w/o Pay, Leave-in-Lieu-Of-Sabbatical.

### **40% Campus and College academic personnel policy administration**

- Makes recommendations to deans that affect the strategic direction of the organization.
- Provides advice to deans and recommends strategies for addressing sensitive situations involving academic appointees and/or requesting exceptions to policy.
- Interprets complex academic personnel policies, procedures, and practices from a variety of sources; determines relevancy of appropriate policies, applies them effectively, and provides feedback to Academic HR Manager and deans.
- Functions as policy expert and technical leader to departmental (and CoE Institute) Academic Personnel staff, providing training, advising and coordinating processes and procedures, formulating strategies, and recommending efficiencies.
- Oversees the development of MOU agreements for joint faculty appointments both within CoE and those that involve multi-unit affiliations.
- Counsels Department AP Analysts and Managers concerning complex and/or particularly sensitive work-related or career-related problems.
- Analyze, interpret, and advise policy and case issues in partnership with units across campus including the Academic Personnel Office, OFEW, the Vice Provost's Office.

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**5%**Carries out special projects as needed. Participates in the selection of new employees and in staff training as it pertains to Academic & Staff Human Resources.

**5%**Professional development.

### Required Qualifications

- Bachelor's degree in related area and / or equivalent experience / training.
- Advanced knowledge of and ability to apply / interpret systemwide, organization and college policies and procedures which govern academic HR.
- Advanced knowledge of organization and college goals, priorities and values and the legal and human implications of decisions.
- Advanced knowledge of systemwide and organization policies, union contracts, procedures and practices that govern academic HR administration.
- Thorough knowledge of trends in academia, especially in areas of academic planning, human resource management and administration.
- Ability to analyze complex management issues, develop project scope and solutions, give professional advice to senior officials and make critical decisions regarding personnel.
- Ability to communicate effectively with diverse audiences.
- Excellent critical and innovative thinking to address complex issues and present nuanced analyses.
- Demonstrated initiative, tact and planning skills.
- Advanced political acumen.

### 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



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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 \$99,300 to \$132,000 yearly (\$8,275 to \$11,000 monthly). This is a 100% FTE career position eligible for full benefits. This position is FLSA Exempt and paid monthly.

### How to Apply

To apply, please submit your resume and cover letter.

### 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 E-mail** 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.

"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

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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](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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