Academic HR Analyst 4 (7716U) Job 76729 - College of Computing, Data Science, and Society (CDSS)
University of California, Berkeley

Job Title	Academic HR Analyst 4 (7716U) Job 76729 - College of Computing, Data Science, and Society (CDSS)
Department	College of Computing, Data Science, and Society
Institution	University of California, Berkeley Berkeley, California
Date Posted	Mar. 5, 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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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

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1868, we have driven innovation, creating global intellectual, economic and social value.

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 Computing, Data Science, and Society (CDSS) is a dynamic, innovative new college at UC Berkeley that represents a once-in-a-generation transformation. The College brings together faculty, researchers, staff and students from computing, statistics, the humanities, and social and natural sciences, mirroring the cross-cutting nature of data science and redefining the research university for the digital age.

Core to the College Is a commitment to examining how the digital revolution affects equity and opportunity-and building the capacity to respond to these challenges. CDSS was created to meet the opportunities and demands of a world where data, machine learning, and artificial intelligence inform practice and policy in virtually every arena.

The College connects the Data Science Undergraduate Studies program, Department of Electrical Engineering & Computer Sciences, Department of Statistics, the Berkeley Institute for Data Science, Computational Precision Heath, and the Center for Computational Biology.

The College is responsible for growing Berkeley's broad-based undergraduate programs in data science, computing, statistics and other interdisciplinary programs, including classes and programs serving thousands of undergraduate students a year. Visit this website to learn more about the future home of CDSS in the new Gateway Building: https://inspire.berkeley.edu/o/the-gateway/

The Academic HR Analyst 4 reports directly to the CDSS Director Academic and Staff Human Resources. The incumbent provides expert-level academic HR advice and services to college decanal leadership, department staff, managers, and chairs on academic HR issues. Responsibilities include

analyzing, recommending, developing, implementing, coordinating, and/or evaluating academic human resources policies, labor contracts, laws, programs, and procedures pertaining to following: academic recruitment, appointment, and advancement; compensation and salary administration; faculty welfare programs; conflict of commitment reporting; benefits; faculty misconduct; and faculty equity.

Application Review Date

The First Review Date for this job is: 3/17/25

Responsibilities

60% Review, Analysis and Writing:
Provides an in-depth review and analysis of academic personnel cases submitted to the dean, with an emphasis on Senate and non-Senate professorial titles. Analyzes merit and promotion cases, faculty retentions, searches, and other faculty issues within the college. Provides recommendations and analytical material to the CDSS director of academic and staff human resources, CAO, associate dean, and dean. Prepares extensive background information for Senate and non-Senate appointments, merits, promotions, retentions and other senate actions; independently drafts dean's letters for these academic personnel cases which requires a breadth of knowledge of multiple disciplinary areas.

In addition to the case types mention above, the incumbent will also provide in-depth review and analysis of other AP actions such as various types of leave requests, recall appointments, endowed chair administration, conflict of interest reporting, etc. Provides expert level analysis and guidance regarding the various laws and policies that govern these actions.

30% Policy Guidance, Planning, and Training:
Functions as policy expert and technical lead to CDSS leadership, departmental/unit academic personnel staff and chairs/directors. Provides advising, training, and develops and coordinate CDSS AP processes and procedures, formulates strategies, and recommends efficiencies. Keeps abreast of continuing and new directives from the Academic Personnel Office (APO), Office of Faculty Equity and Welfare (OFEW), the Academic Senate, and other relevant offices. Recommends and/or implements changes as appropriate. Identifies and utilizes precedent-setting situations to recommend new procedures and practices to improve the effectiveness and efficiency.

5% Develops and executes special projects as needed.

5% Professional Development.

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Required Qualifications

- Excellent writing skills.
- Requires 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 trends in academia, especially in areas of academic planning, human resource management and administration.
- Ability to communicate effectively with diverse audiences.
- Advanced critical and innovative thinking to address complex issues and present nuanced analyses.
- Demonstrated initiative, tact and planning skills.
- Advanced political acumen.
- 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.

Classification: ACAD HR ANL 4
Anticipated hiring range: $98,600 - $139,000
UCB salary range: $98,600 - $184,400
The salary offer to the final candidate will take into consideration their experience and salary equity with current UC Berkeley employees working in similar roles.

Conviction History Background

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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 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.

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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

University of California, Berkeley

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