

Academic Personnel Analyst (7715U) 76953
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=254427>

Downloaded On: Apr. 2, 2025 2:35pm

Posted Mar. 14, 2025, set to expire Jul. 1, 2025

Job Title	Academic Personnel Analyst (7715U) 76953
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Mar. 14, 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/6077031

Apply By Email

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

The Department of Psychology is a large, complex department within the College of Letters and Science (Division of Social Sciences). It comprises nearly 40 active faculty members, 16 career staff, 3 continuing Lecturers, a number of Visiting Scholars and Postdocs each year, as well as a large cadre of Graduate Student Instructors and Graduate Student Researchers.

The fundamental missions of the University - teaching, research, and community service - are all met by the Department. Our teaching program is quite large.

Psychology has nearly 800 undergraduates and department courses serve approximately 4,000 students each semester, as well as a large summer sessions offering each year. The Department has approximately 90 graduate students pursuing doctoral degrees in five specialized sub-fields. In research, the Department supports the work of a large number of life science labs in work with both human and animal subjects, as well as an off-site Field Station.

Psychology is closely linked with several major research institutes/ORU's on campus: The Institute of Human Development, the Institute of Personality and Social Research, the Institute of Cognitive and Brain Sciences; and the Helen Wills Neuroscience Institute, and works in collaboration with their administration to meet the needs of our faculty. The Department also collaborates closely with the department of Neuroscience, as many of our faculty have joint appointments and related research areas. Our outpatient clinic serves the surrounding community by providing vital psychiatric treatment.

In short, the Department of Psychology is a large and varied unit which requires considerable skill in terms of its overall administration.

Application Review Date

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The First Review Date for this job is March 26, 2025

Responsibilities

- Facilitates/manages the academic review processes, identifying issues relating to policy and compensation. Frequently researches complex issues within APO manual, interprets policy and makes judgment calls to provide resolution to non-routine academic matters. Serves as the Academic Personnel Resource for the Department of Psychology. Drafts letters and assembles cases on behalf of the Chair. Maintains all AP records.
- Directs the entire academic search process, including placement of ads, drafting of search plans, and conducting the initial screening of materials submitted. Ensures that candidates' visits are professionally organized and successful. Advises the faculty search committees on the required processes and policies.
- Responsible for all non-senate academic appointments and searches including adjuncts, visiting professors, endowed chairs, academic year lecturers, and summer session lecturers. Responsible for merits and promotions for academic year lecturers.
- Provides strategic advice and counsel to Department Chair and Director by analyzing and interpreting system-wide and campus policies, collective bargaining agreements, academic personnel procedures and practices. Advises Department Chair, committee chairs, and other faculty on academic personnel procedural changes related to specific advancement cases, collaborating with the Dean's office and APO.
- Counsels Senate and non-Senate faculty and other academic staff concerning moderate to complex work-related problems, sabbatical leaves, medical leaves, etc. Juxtaposes historical context with matters pertaining to current actions and advises Chair and Director on potential outcomes of decisions made at these levels. This involves the ability to balance the needs of the faculty against limited resources in a climate of change and uncertainty.
- Analyzes and interprets guidelines and policies to provide advice and counsel to unit clients on issues such as compensation, work-eligibility (visa) matters such as H1-B processing or PR application, and benefits considerations.
- Provides analytical and administrative support to the Chair and attends faculty meetings and keeps minutes, records faculty votes, and implements required actions. Responsible for updating faculty profiles to make sure titles are correct.
- Participates in career and professional development; serves on department, college and campus committees as needed.

Required Qualifications

- Requires in-depth knowledge of and ability to apply/interpret campus and college policies and

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procedures which govern academic HR.

- Excellent critical and innovative thinking to address complex issues and present nuanced analyses.
- Thorough knowledge of system wide and campus policies, union contracts, procedures and practices that govern academic HR administration.
- Thorough knowledge of campus and college goals, priorities and values and the legal and human implications of decisions.
- Ability to analyze complex management issues; develop project scope and solutions, give professional advice to senior officials and make critical decisions regarding personnel.
- Excellent writing skills.
- Excellent oral communication skills, including tact and diplomacy and ability to maintain confidentiality.
- Experience working with online HR systems such as UCPath, AP Bears, AP Recruit, etc (or comparable systems/institutional knowledge).
- Bachelor's degree in related area and/or equivalent experience/training.

Salary & Benefits

This is a full-time career position. This position is eligible for up to 60% remote work within the United States. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs and are subject to change.

This position is eligible for the full range of UC 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 salary range that the University reasonably expects to pay for this position is \$81,000 - \$110,000, annually. The full campus range for this classification is \$80,400 - 145,400, annually.



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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 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.

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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

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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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