

Evaluation and Rules Analyst (6156U) 77221
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=254879>

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Posted Mar. 26, 2025, set to expire Jul. 1, 2025

Job Title	Evaluation and Rules Analyst (6156U) 77221
Department	Central Evaluation Unit
Institution	University of California, Berkeley Berkeley, California
Date Posted	Mar. 26, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Admissions/Student Records/Registrar
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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

The Central Evaluation Unit (CEU) resides in the Office of the Registrar and is responsible for processing transfer credit (exams and courses), facilitating and maintaining articulation agreements with the California Community Colleges, and developing and maintaining the degree audit requirement templates for all undergraduate colleges, majors and minors.

The unit's primary function is to support undergraduate students and advising units by leveraging the Student Information System (PeopleSoft Campus Solutions) for evaluating, tracking, and reporting coursework and exams for degree completion and graduation verification. Key workflows include programming articulation rules, posting transfer credit, maintaining degree audit templates, managing Electronic data interchange (EDI) transcript queues, and creating queries regarding student degree progress.

The Central Evaluation Unit collaborates closely with Student Information System (SIS) and other technical and functional experts. To ensure alignment with campus policies, the unit partners with the Academic Senate, Office of Undergraduate Admissions, undergraduate deans, advising unit directors, and departmental advising staff.

Application Review Date

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

Responsibilities

The Evaluation and Rules Analyst facilitates articulation reviews, builds and maintains articulation/equivalency rules in Campus Solutions, enters transcript data, posts eligible credits, and runs and reviews queries for quality assurance. The role requires technical skills to build rules to

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accurately capture articulation course and requirement agreements. Additionally, it demands analytical skills to prioritize these rules for optimal and comprehensive results. The Evaluation and Rules Analyst also responds to academic adviser and student requests to investigate potential errors, and exercises independent judgment to identify impacted students to determine and apply appropriate solutions. This position reports to the Transfer Credit and Evaluation Lead.

- Enters transcript data for new and continuing students in Campus Solutions External Education; reviews transcripts and models for accuracy in posting of eligible credit.
- Develops and implements core function of utilizing Campus Solutions rule building and models for the posting of transfer credit. Reconciles large volumes of student data from multiple sources. Identifies and resolves mismatches and errors.
- Identifies and implements database elements, queries, and reports needed to monitor transfer credit functionality. Participates in decision-making and testing processes for development and improvements; recommends new or revised internal practices and procedures.
- Respond to requests from Community College Articulation Officers for Course Outline Review (COR); send COR to appropriate Berkeley department and track approval or denial.
- Reviews and responds to student inquiries regarding transfer credit.

Required Qualifications

- Ability to apply thorough knowledge of policies to a variety of individual situations.
- Ability to recommend procedures to ensure compliance in a diverse learning community.
- Strong problem identification, critical thinking, and problem solving skills; judgment and decision-making ability. Ability to assess processes and implement improvements.
- Strong organizational skills and ability to prioritize work and meet deadlines.
- Strong written and verbal communication skills. Active listening skills. Customer service orientation.
- Demonstrated strong interpersonal skills.
- Thorough knowledge of common computer application programs and productivity software.
- Working knowledge and demonstrated ability to use complex databases.
- Strong ability to establish and maintain cooperative relationships with campus departments.

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 range that the University reasonably expects to pay for this position is \$81,600-\$91,600.

- This is a 100% full-time (40 hours per week), career position that is eligible for full UC benefits.
- This position is exempt and paid monthly.

Other Information

This position is eligible for up to 40% remote work. 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 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

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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](#).

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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