Business Systems Analyst (7583U), People & Culture - 77236
University of California, Berkeley

Job Title	Business Systems Analyst (7583U), People & Culture - 77236
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Mar. 28, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Research/Technical/Laboratory Human Resources
Apply Online Here	https://apptrkr.com/6107792
Apply By Email	
Job Description	

Image not found or type unknown

Business Systems Analyst (7583U), People & Culture - 77236

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.

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

People and Culture Central Services is responsible for a variety of areas including HR Technology Systems and Applications, HR Reporting and Data Analytics, HR Compliance and HR Records Management.

This position involves technology-based analysis of business practices, processes and problems; developing solutions which may involve process design, data and information architecture, software development and policy or procedural changes; creating specifications for systems to meet requirements; validating requirements against needs; designing details of automated systems; developing user interface design; planning and executing unit integration and end-user acceptance testing; may develop training materials for system implementation. May lead cross-functional teams to solve complex business or systems issues.

Application Review Date

The First Review Date for this job is: April 9, 2025

Responsibilities

- Formulates and defines limited to moderately complex systems scope and objectives.
- Analyzes business processes and problems to understand and validate functional business requirements to meet end-user needs.
- Gathers, analyzes, and documents functional business requirements.

Business Systems Analyst (7583U), People & Culture - 77236
University of California, Berkeley

- Performs Administrator actions for ServiceNow, Portal, Tracker I-9, and other HR tools and applications.
- Provides lead support for ServiceNow/Service Hub and assists BSA3 with support for Portal, Tracker I-9, and other HR tools and applications.
- Identifies, evaluates, and develops limited to moderately complex systems, processes, and procedures.
- Executes unit integration and user acceptance testing across the HR function according to developed plan.
- Participates in cross-functional teams to address business process or systems issues and updates.
- Serves as the backup System Administrator for ISO work for the BSA3.
- Assists with project plan development and end user documentation as needed.
- Gathers and analyzes data to prepare business process and procedural documentation.
- Assists with implementation of changes in development, maintenance, system standards, and in the creation of specifications.
- Creates and maintains end user documentation, process maps, and other artifacts for the P&C team systems and applications.
- Helps develop basic user interface designs, as needed.
- Provides support on new and existing applications.
- Provides tier two support for various tools and applications
- Works with the ServiceNow development team and assists the BSA3 with support for Portal, Tracker I-9, and other HR tools and applications.
- Other duties as assigned.

Required Qualifications

- Demonstrated ability to work with others from diverse backgrounds.
- Intermediate knowledge of related areas of IT.
- Self-motivated and works independently and as part of a team.
- Able to learn effectively and meet deadlines.
- Demonstrates problem-solving skills.
- General knowledge of business and process analysis functions.
- Knowledge relating to software design.
- Demonstrated testing and test planning skills.
- Skills associated with analysis of processes and issues of moderate scope, information flow and architecture.
- Demonstrated effective communication and interpersonal skills.

Business Systems Analyst (7583U), People & Culture - 77236
University of California, Berkeley

- Demonstrated ability to communicate technical information to technical and non-technical personnel at various levels in the organization.
- Interpersonal and communications skills to work with both technical and non-technical personnel at various levels in the organization.

Education/Training:

- Bachelor's degree in related area and / or equivalent experience / training.

Preferred Qualifications

- Experience with Service Now case management application.

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 salary or hourly range that the University reasonably expects to pay for this position is $34.77 - $48.48. This is a non-exempt, bi-weekly paid position.
- This is a full-time, Career appointment that is eligible for full UC benefits.

How to Apply

To apply, please submit your resume and cover letter.

Business Systems Analyst (7583U), People & Culture - 77236
University of California, Berkeley

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.

Mandated Reporter

This position has been identified as a Mandated Reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a Mandated Reporter.

SB 791 and AB 810 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

Other Information

- This is not a visa opportunity.
- This position is eligible for up to 99% remote work, with a requirement to attend annual on-

Business Systems Analyst (7583U), People & Culture - 77236
University of California, Berkeley

campus meeting(s) as needed. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

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

jeid-c7d0d8ef8705ba4ab77c3bdc1d2ed3e1

Contact Information

Business Systems Analyst (7583U), People & Culture - 77236
University of California, Berkeley

Contact

N/A

University of California, Berkeley

,