

Academic HR Manager and Director of Operations for
Research and Teaching Personnel (7716U), Berkeley
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=255663>

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Posted Apr. 15, 2025, set to expire Jul. 1, 2025

Job Title	Academic HR Manager and Director of Operations for Research and Teaching Personnel (7716U), Berkeley
Department	Berkeley School of Law
Institution	University of California, Berkeley Berkeley, California
Date Posted	Apr. 15, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff Director/Manager
Academic Field(s)	Human Resources
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Job Description

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Academic HR Manager and Director of Operations for Research and Teaching Personnel (7716U), Berkeley

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.

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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

UC Berkeley School of Law (Berkeley Law) is one of the nation's great centers for legal education, ever exploring and pushing new intellectual boundaries while tackling urgent, real-world issues. Berkeley Law is also known for its vibrant and engaged community of students and scholars who are committed to providing leadership and making a difference on problems of local, national, and global import.

The Human Resources and Academic Personnel Department powers the people- and service-centered mission of Berkeley Law by supporting the success of academic and non-academic employees. We support the goals and challenges of the law school by providing services which promote a work environment that is characterized by fair treatment, open communications, personal accountability, trust and mutual respect. We are committed to providing the highest level of responsive, confidential service possible, while serving as a resource of information and expertise.

The Academic HR Manager and Director of Operations for Research and Teaching Personnel manages and leads a team that is responsible for administering personnel activities, policies, programs, and procedures for lecturers, researchers, academic coordinators, graduate student researchers, specialists, and other non-Senate faculty at Berkeley Law. This position is one of three HR Managers in the department, each with a unique portfolio. The role manages and oversees a team that specializes in different academic personnel disciplines, however, it is also expected to serve as a functional leader and a direct contributor in these areas, with particular focus on operations and systems related to lecturer hiring and implementation of the Unit 18 lecturer contract. The incumbent

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will deploy excellent analytical skills, knowledge of law school and campus policy, and judgment to anticipate challenges, propose solutions, and improve the experience of non-senate instructional teaching and professional research personnel.

Application Review Date

The First Review Date for this job is: April 24, 2025

Responsibilities

Leadership/Supervision:

- Functions as a technical and consultative resource to other academic personnel professionals, advising and coordinating processes and procedures for a variety of sub-units; may include acting as advisor to other Academic HR specialists and serving as lead within an area in the department.
- Responsible for the employment, selection, training, development, performance management and evaluation, counseling, and discipline of assigned staff employees:
 - Supervises a team of Academic HR professionals.
 - Develops metrics for assessing successful execution of job responsibilities and holds direct reports accountable for achieving goals.
 - Conducts regular check-in meetings/conversations with direct reports and delivers performance reviews in accordance with campus policies.
 - Develops and implements performance improvement plans, including execution of disciplinary actions, as needed.
 - Trains, mentors, and develops direct reports.
 - Provides guidance, direction, and solutions on escalated matters.
- Uses experience and knowledge of campus systems to assist, back up, support, and complete related HR tasks to achieve the goals and objectives of the unit, meet the needs of the school, and reach internal and external deadlines.
- May represent the organization in informal and formal complaint resolution processes.

Interpretation and Advising:

- Applies understanding of multiple collective bargaining agreements to real-world situations impacting this group of academic personnel and provides guidance and counsel accordingly.
- Coordinates with the Academic Personnel Office (APO) and/or others to address issues that impact individuals or that have potential impact for others in the same category.

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- Stays abreast of changes that will have implications for the law school, and makes recommendations for addressing those changes proactively.
- Provides advice to deans and recommends strategies for addressing sensitive situations involving academic appointees and/or requesting exceptions to policy.

Coordination and Communication:

- Coordinates with APO and other campus departments to actively participate in roundtables, discussions, or explore best practices.
- Liaises with Berkeley Regional Services (BRS) to ensure processes are aligning effectively and to resolve any issues that may arise relating to onboarding, payroll, UCPath-related matters, etc.
- Identifies opportunities to increase efficiency.
- Escalates unresolved matters where there is shared responsibility.
- Drafts and vets high-stakes written materials such as merit recommendation letters, reappointments, etc.

Process Improvement:

- Develops workflow maps and communicates these processes to others to enhance shared understanding.
- Develops and proposes process, management, and technical solutions to improve compliance and the experience of the employee(s).
- Contributes directly to completion of critical, time-sensitive tasks such as the excellence review process.
- Creates tools and trainings for managers in order to increase effectiveness, compliance, quality control, and employee experience with the department.
- Partners with others such as the Assistant Dean of Curriculum, the Registrar, IST, and administrative units to meet the staffing needs of the law school and improve systems related to tracking hiring, onboarding, merit processes, etc.

Analysis:

- Collects data, generates reports, and analyzes information from various sources to help answer complex questions relating to instructional teaching personnel.
- Identifies and utilizes precedent-setting situations to recommend new organizational procedures and practices.
- Using experience and judgment, independently interprets reports and provides their analysis and perspective to deans and others.

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- Leads and manages complex and exceptional processes, including such things as affiliate appointments, post-doc appointments, multi-employer waivers, etc.
- Conducts investigations into complaints involving academic appointees; provides feedback to management and makes strategic recommendations.
- Engages in professional development and training opportunities as needed.
- Performs additional duties within the scope of this classification as assigned.

Required Qualifications

- 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 law school goals, priorities and values and the legal and human implications of decisions.
- Advanced knowledge of systemwide and law school policies, union contracts, procedures and practices that govern academic HR administration.
- Thorough knowledge of trends in academia and legal education, 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.
- Must be highly skilled in communicating clearly and effectively verbally and in writing; 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. Knowledge of (or ability to develop expertise about) key units, people, systems, and politics on campus and to work with a variety of individuals and groups to accomplish objectives.
- Ability to establish team goals and lead subordinate personnel toward those goals despite structural challenges or resources limitations. Strong ability to motivate and lead a team.
- Excellent technical skills in order to support working with HR data from a variety of sources, performing quantitative assessments and evaluate outcomes, fulfill reporting and informal auditing requests, and identify technical solutions to complex problems.
- Ability to use high-level of discretion and maintain a high level of confidentiality.
- Excellent project management and time management skills, strong attention to detail, and ability to multi-task with demanding timeframes to meet deadlines.
- Exercises sound judgment and advanced decision-making skills, including correctly identifying real and potential problems, advising management as required, and proposing effective strategic

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resolutions.

- Demonstrated ability to handle extremely difficult or volatile situations/individuals effectively. Strong conflict resolution and creative problem-solving abilities.
- Demonstrated ability to work effectively and collaborate with individuals and groups from a wide range of backgrounds, experiences, and perspectives.
- Demonstrated commitment to fostering an inclusive and supportive environment that promotes collaboration and mutual respect among all members of the UC Berkeley community and its stakeholders.
- Must demonstrate strong interpersonal skills, including the ability to engage with and understand individuals from varied academic, socioeconomic, cultural, disability, gender, and ethnic backgrounds.
- Experience as a team lead or direct supervisor.

Education/Training:

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

Preferred Qualifications

- Experience working in an academic or legal institution.

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 range that the University reasonably expects to pay for this position is \$120,000.00 - \$141,500.00. The full pay scale for this classification is \$98,600.00 - \$184,400.00. This is an exempt, monthly-paid position.

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- This is a full-time, Career position that is eligible for full UC benefits.
- This position is eligible for up to 20% remote work (1 day/week). 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.

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

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This is not a visa opportunity.

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

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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