

Transaction Specialist (4722C), Berkeley Regional
Services - 77558
University of California, Berkeley

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

Job Title	Transaction Specialist (4722C), Berkeley Regional Services - 77558
Department	Berkeley Regional Services
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
Academic Field(s)	Human Resources Fiscal Services
Apply Online Here	https://apptrkr.com/6141346

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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

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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

The Berkeley Regional Services (BRS) supports the administration of Business and Finance Services, Information Services Technology, and Human Resources/Academic Personnel Support for the UC Berkeley campus. BRS is committed to developing a culture in which employees are actively engaged in the work, mission, and vision of the organization and of UC Berkeley.

Position Summary

This position is responsible for day-to-day UCPATH payroll and HRIM duties for assigned units with minimum supervision. Provide comprehensive overview of payroll and HR data entry functions to career, limited, academic and student employees. The incumbent must use various HR and payroll systems (e.g. UCPATH, Cognos, Cal Answers, KRONOS Timekeeping systems, and a variety of other campus timekeeping systems). The position ensures: accurate data entry for in multiple HR systems; coordinates payroll process for large groups of employees and timely submission of information for payroll and adjustments. Analyze, prepare, and distribute reports and statistics based on information compiled from various systems.

Application Review Date

The First Review Date for this job is: April 23, 2025

Responsibilities

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UCPath and other Pay Systems Coordination

- Use various systems and reports to ensure timely, accurate payroll and personnel process for employees, including: time reporting input, adjustments, accruals, researching and resolving errors, interpreting policies and contracts, ensuring compliance with personnel and payroll policies and procedures Investigate and develop solutions to problems in various HR and payroll systems.
- Applies timekeeping and/ or payroll concepts to perform complex analysis regarding pay processing adjustment, including retroactive pay and overpayments for employees in multiple bargaining units and unrepresented.
- Performs payroll and leave audits to ensure accurate pay, avoiding overpayment issues and adherence to University policies, Bargaining Unit Agreements and employment laws.
- Coordinate and ensure accurate timely processes for mass transactions (i.e. hires, separations, etc.): organize meetings and trainings, develop new documents and procedures as necessary.
- Maintain detailed knowledge of University infrastructure, policies and procedures, and collective bargaining agreements.
- Create, proofread, edit, update, and ensure timely distribution of: various documents, correspondence, operational calendar, manuals, etc.
- Ensure above materials are in proper business formats, accurate, grammatically correct, and handled confidentially, as required.

UCPath and other HR Systems Coordination

- Enters employee information into UCPath and other HR systems for new hires, change of status, terminations, etc. ensuring that the data is correct and consistent.
- Ensures Audits for employee information and appointment information entered into UCPath and other HR systems are done accurately and promptly.
- Support and assist with on-boarding clients as needed.
- Responsible for individual workload and time management with respect to work completion.
- This includes making workload decisions as needed and escalating insufficient/excessive work situations.

Reporting

- Prepare, format, and analyze reports and data compiled from various systems.
- Utilize information to monitor and identify trends for: employee pay actions, data and pay corrections, etc.
- Prepare, maintain, track, process, reconcile and correct errors in a timely manner for other

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campus entities, transaction documents, financial reports (as requested), spreadsheets, etc. following appropriate University/departmental guidelines.

- Follow up and resolve any problems related to the above.
- Runs reports on department staff for department managers and supervisors.

Customer Relations, Peer and Internal Collaboration, and Communications

- Greet, direct, and provide information in a professional manner via phone, in person, and online in BRS ticketing system to employees, managers, campus units, and others regarding: general UCPATH information, specific UCPATH inquiries from employees, managers or other entities, etc.
- Respond to inquiries in a timely manner and confidentially maintains all information.
- Consults with Generalists and BRS managers when working on non-routine issues of complex or sensitive nature.
- Collaborate with the UCB Central Payroll Office and UCPATH to resolve complex department payroll issues and data issues.
- Participate in staff meetings and represents unit in departmental planning committees and with campus entities. Communicate with supervisor and team leads on workload, ability to meet deadlines, system functionality, etc.
- Recommend and implement procedural changes for internal BEARS Region operations manuals.

Administrative Support

- Develop and implement a document (both electronic and hard copy) control system in an effort to keep sensitive business and transaction team records and files "up-to-date" with the most relevant and current information (as required by policy or statute of limitations).
- Organize, label/code, update and maintain departmental filing by pulling out-of-date information and redundancies.
- Manages sensitive and confidential information regarding both non-represented and bargaining unit issues.

Required Qualifications

- Demonstrated payroll and HRIS experience in a fast-paced setting.
- Knowledge of HR processes and payroll processes for data entry into HRIS system (e.g. UCPATH) and other systems.
- Demonstrated ability to handle difficult or volatile situations/individuals effectively.
- Excellent interpersonal and customer service skills, and possess a high degree of political

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acumen and awareness.

- Ability to work rapidly and accurately with pressure of competing deadlines and frequent interruptions in a fast-paced, frequently changing environment.
- Knowledge and experience coordinating, troubleshooting and responding to customer service requests.
- Ability to communicate clearly, accurately, and effectively, both verbally and in writing, with a diverse group, including staff, co-workers, campus partners, etc.
- Demonstrated writing skill, using correct grammar, spelling, and punctuation to compose and edit documents effectively.
- Demonstrated knowledge of proper business formats and ability to prepare professional documents.
- Ability to research special projects as assigned and produces and organizes reports to summarize findings, communicating the information clearly and effectively.
- Intermediate knowledge of PC applications and software (MS Office-Word, Excel, PowerPoint; G-Suite, Gmail, Google Doc, Google Sheet, Google Calendar, etc. Smart Sheet, etc.).
- Must demonstrate ability to learn University systems.
- Demonstrated skill to create presentations and appropriate business documents using said software.
- Strong organizational skills, ability to establish priorities and work independently and as part of a team.
- Demonstrated record keeping and file management skills to organize, accurately document, and retrieve data in a variety of formats (Hard Copy, Electronic, etc.).
- Demonstrated experience in establishing priorities, following plans and completing goals/objectives in a timely manner.
- Ability to exercise integrity and discretion in all matters and to protect confidential information.
- Ability to directly resolve problems through informal consultations and discussions at the lowest level possible.
- Must be able to lift 15-20 pounds.

Preferred Qualifications

- Experience and expertise with and/or can quickly learn UCPath, Human Resource Management System (HRMS), Kronos, UCB HR and Payroll Reporting Systems (e.g. Cal Answers and Cognos) and Service Now.
- Knowledge of and/or can quickly learn UC personnel and payroll policies and procedures.
- Knowledge of and/or can quickly learn UC Union Contracts.
- Ability to understand, interpret, and apply University rules, regulations, and policies.

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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 hourly range that the University reasonably expects to pay for this position is \$30.26 (Step 2) - \$31.73 (Step 4).

- This is a full-time, Career position that is eligible for full UC benefits.
- This is a non-exempt, bi-weekly paid position.

How to Apply

- To apply, please submit your resume and cover letter.

Other Information

This position is governed by the terms and conditions in the agreement for the Clerical & Allied Services Unit (CX) between the University of California and Teamsters Local 2010. The current bargaining agreement manual can be found at: <http://ucnet.universityofcalifornia.edu/labor/bargaining-units/cx/index.html>

- This is not a visa opportunity.
- This position is eligible for up to 100% remote work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the

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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

SB 791 and AB 810 Misconduct Disclosure Requirement: 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 https://apptrkr.com/get_redirect.php?id=6141346&targetURL=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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