

Director of Human Resources (0624U), Library
Administration - 77674
University of California, Berkeley

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Posted Apr. 21, 2025, set to expire Jul. 1, 2025

Job Title	Director of Human Resources (0624U), Library Administration - 77674
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Apr. 21, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager Professional Staff
Academic Field(s)	Human Resources
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Job Description

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Director of Human Resources (0624U), Library Administration - 77674

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

A highly diverse and intellectually rich environment, UC Berkeley serves a community of 30,000 undergraduate students, 11,000 graduate students, more than 8,000 staff members, and a ladder-rank faculty of 1,500. The UC Berkeley Library aims to inspire and connect scholars and information to create new knowledge and to develop ideas that change the world.

With more than 20 distinct libraries, including the Doe and Moffitt libraries, The Bancroft Library, the C. V. Starr East Asian Library, and an array of subject specialty libraries, the University Library offers services and materials that span the disciplines. The Library provides materials in all formats and offers robust services that connect users with these remarkable resources to inform their research and advance their understanding of the world. With nearly 14 million volumes, almost 100,000 active Library users, and more than 4 million online visitors per year, the Library's impact is vast. Learn more at <http://www.lib.berkeley.edu/>

The Library Human Resources Department (LHRD) provides comprehensive services to an organization of approximately 900 employees, comprising approximately 300 career employees (of whom about 100 are academic appointees) and 600 student employees. The Library workforce includes employees in five bargaining units and labor contracts (AFT, ASCME, Teamsters, UAW and UPTE) in addition to its non-represented (PPSM/MSP/APM) workforce.

Position Summary

The director of human resources manages human resources for a large and complex academic

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division with a professional, academic and technical staff of HR specialists who operate in several areas including recruitment (academic and staff), classification, benefits, performance management, and employee and labor relations. Provides the Library strategic analysis, guidance and implementation of programs, procedures and practices.

Application Review Date

The First Review Date for this job is: 04/30/2025.

Responsibilities

Develops, plans, implements, manages, monitors, and continuously improves multiple functional areas of Library Human Resources including policies, processes, training, human resources operations, and/or employee and labor relations.

Manages existing programs and develops and implements new initiatives and programs including in areas of: performance management; professional development; coaching and support; employee engagement and employee recognition; and will manage related budgets and agreements.

- Develops, updates and maintains HR operations workflows, streamlining processes, forms creation and maintenance; make recommendations to improve unit processes.

Oversees analysis, policy and process development for internal HR processes.

- Recommends and establishes improvements or changes in personnel and HR policies and practices which affect the division.
- Makes strategic recommendations and implements decisions on issues that have division-wide impact.
- Oversees the production of detailed reports.
- Develops, implements, and manages an effective human resources communications strategy and policies for the Library.

Is responsible for administering personnel policies, programs, and procedures in the areas of talent acquisition and development, employee productivity metrics, payroll and benefits processing/reconciliation/reporting, support-staff coordination, and regulatory compliance.

- Ensures Library compliance with personnel policies, procedures and collective bargaining contracts.

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- Provides direction, management, and coordination of the overall Library Human Resources programs.
- Leads the development, implementation, and management of an effective Library Human Resources communications program to ensure division staff are informed of the policies and procedures.
- Represents the Library in collective bargaining activities for staff and academic positions.

Influences and incorporates HR outside of the UCB University Library including the campus-wide Affiliated Libraries which are aligned with other campus units and the ten, system-wide, UC Libraries.

- Represents the UCB Library on the system-wide UC Libraries HR Officers group which addresses system-wide UC Library HR practice.
- Represents the Library serving on internal and external committees.

Hires, evaluates, manages and develops unit employees.

- Manages a team toward the goals and objectives of the division.
- Provides leadership, guidance, direction, and corrective feedback to employees supervised.
- Determines appropriate staffing levels and composition for the department and assigns work to those employees.
- Effectively manages assigned staff, including developing individuals and providing cross training to produce and complete statistical reports and projects related to the utilization of the job market in achieving employment goals.

In collaboration with the Library leadership, leads efforts in development, implementing, and/or enriching the division-wide organizational vision for culture, climate, and professional development.

- Leads and coordinates visioning, planning and implementation around professional development, training, and climate efforts.
- Works collaboratively with divisional leadership and library staff to lead and support intersectional efforts to facilitate strong and successful recruitment and retention approaches that are visionary, innovative, practical, and measurable.
- Services on internal committees and work groups as needed.

Identifies and facilitates training and development opportunities for the Library.

- Leads special projects aligned with Library strategic initiatives related to culture and climate.
- Leads divisional efforts related to professional development, morale, and mentoring.
- Serves as the Library's delegate for initiatives on university and system-wide projects relevant to

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culture, climate, training and professional development issues for the Library.

Provide HR support to Library managers and supervisors on complex matters.

- Provides leadership, guidance and advice to Library managers and supervisors on methods and approaches for administering personnel policies and procedures using best practices and campus recommendations.
- Documents policies and procedures on Library staff site and generate related correspondence.

Prepares annual staffing (FTE) budget projections for the division as well as the HR unit budget.

- Ensures divisional compensation expenditures are equitable within budget and monitors use of local HR budget.

Required Qualifications

- Broad knowledge of organizational and systemwide personnel policies and applicable laws and regulations.
- Strong communication skills with a diversity of communication styles; will deliver oral or written presentations.
- Skill in clearly writing and communication expectations, standards and policies.
- Reliable ability to provide difficult feedback and follow up on agreed upon changes in action and/or behaviors.
- Strong knowledge of labor contracts, and experience leading HR functions/teams and advising deans and managers in a unionized environment.
- Ability to make and provide appropriate guidance on decisions regarding hiring, evaluating, and development of subordinates.
- Excellent management skills that include collaboration, coaching and developing subordinates and managers; ability to build and maintain productive working relationships.
- Thorough understanding of the unit goals and ability to determine the best way of achieving unit goals.
- Demonstrated ability to handle extremely difficult or volatile situations/individuals effectively.
- Ability to diffuse tense situations and facilitate solutions.
- Strong self-awareness regarding one's talents and challenges in the workplace.
- Ability to clearly describe and enact one's leadership philosophy in a challenging environment.
- Reliable ability to successfully manage multiple urgent priorities and tasks within the expected time frame.

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- Direct knowledge of and/or can quickly learn specific functions in a university's HR management information systems.
- Expert knowledge in human resources best practices.
- Ability to develop trusting and constructive work relationships with clients from all levels of the organization and with varying backgrounds, experiences and perspectives.
- Demonstrate a high level of political and organizational acumen.
- Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- Master's degree in Human Resources Management or Library and Information Science and/or equivalent experience/training.

Salary & Benefits

This is a 100% full-time (40 hrs a week) exempt career position, which is paid monthly at an annual rate and is eligible for 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 annual salary range that the University reasonably expects to pay for this position is \$130,000.00 - \$165,000.00. The full range for this classification is \$109,200.00 - \$207,800.00.

How to Apply

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

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Other Information

- This is not a visa opportunity.

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

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



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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=6152215&targetURL=U.S. Equal Employment Opportunity Commission](https://apptrkr.com/get_redirect.php?id=6152215&targetURL=U.S.EqualEmploymentOpportunityCommission) 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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