

Academic HR Analyst 3, Part-time (7715U) - Physics
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=256825>

Downloaded On: Jun. 27, 2025 5:18pm

Posted May 12, 2025, set to expire Jul. 1, 2025

Job Title Academic HR Analyst 3, Part-time (7715U) - Physics
Department
Institution University of California, Berkeley
Berkeley, California

Date Posted May 12, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Human Resources

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Apply By Email

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

Physics is the largest department in the L&S Division of Mathematical and Physical Sciences. It is ranked as one of the top physics departments in the world, with excellence in research, teaching, and service to the community all highly valued. The department has 80 ladder and active emeriti faculty, 60 career and casual staff, and 300 lecturers, teaching assistants, readers, research personnel, postdocs, fellowship recipients, and visiting scholars. It enrolls 250 graduate students, 250 undergraduate majors, and over 7,000 students in its courses, many with laboratory sections. Its faculty fully participates in teaching and administration and conducts world-class research in campus, local, national, and international laboratories and sites; research activities require active financial arrangements with organizations such as Lawrence Berkeley National Lab. Financial resources include approximately \$100m in annual appropriations. Physics manages 3 distinct campus buildings in its facilities complex with 240,000 assignable square feet, and it also houses and provides services to several research centers, the Physics Library, and multiple research Laboratories with varying physical environments and has an active fundraising program.

Physics administrative operations consist of the following groups: Administration is led by the Director of Administration, supported by approximately six functional Managers, all experts in their areas. Functional managers are accountable for successful operations of their units and financial control of their own budgets, and they administer their operations through establishment of short and long-term goals, independent decision-making, and full supervision of personnel in their units. The Academic HR Analyst provides academic personnel support to academic personnel leadership in the department, including the Chair of Physics. This position involves recommending, developing, implementing, administering, coordinating, and / or evaluating Academic Human Resources policies, labor contracts, statutes, programs, and procedures covering all of the following: academic recruitment, appointment, and advancement; compensation and salary administration; faculty welfare programs; visa procurement; benefits; payroll; training and development; faculty misconduct; and faculty equity.

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This is a 1-year, 50% FTE contract position with the possibility of extension.

Application Review Date

The First Review Date for this job is: May 20, 2025 - Open Until Filled

Responsibilities

40%Partners with the HR Analyst 4 to manage the full-cycle of all academic cases and pending academic personnel activities for ladder-rank and non-senate faculty, and non-senate instructors:

- Determines and assembles materials for academic review cases and corresponds directly with candidates to solicit required materials.
- Integrates summary data into AP Cases and uploads to APBears. Aids in annual updating of faculty information in APBears.
- Assesses and summarizes data and comments from teaching evaluations and maintains additional information related to case reviews including semesters of teaching, advising and service records; converts and prepare data for case presentation.
- Recommends, develops, implements, administers, coordinates, and / or evaluates Academic Human Resources policies, labor contracts, statutes, programs, and procedures covering all of the following: academic recruitment, appointment, and advancement; compensation and salary administration; faculty welfare programs; visa procurement; benefits; payroll; training and development; faculty misconduct; and faculty equity.

30%Supports the senate (faculty) and non-senate (lecturers) academic appointment process:

- Supports the search committee, coordinating the search process, including placement of ads, drafting of search plans, and conducting the initial screening of materials submitted.
- Supports candidate visits, establishing schedule, coordinating the candidate experience.

15% Chair Support:

- Drafts correspondence, letters of opinion, and case reports on behalf of the Department Chair.
- Tracks correspondence related to Chair business in the Department Chair's email inbox and drafts responses when directed.
- Provide calendar support for the Department Chair for Chair related meetings.

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10% Manage faculty records:

- Oversee the digitizing of faculty files
- Track compliance of submissions related to potential conflicts of interest (APM 025).
- Tracks and administers faculty award activities, nominations, and recognition; advises faculty regarding opportunities and advises applicants regarding effective submission.
- Advises faculty award committee on award cycles and nomination deadlines.

5% Attends faculty meetings as requested. Oversee preparation of materials for faculty meetings, including faculty ballots.

Required Qualifications

- Bachelor's degree in related area and / or equivalent experience / training.
- Requires thorough knowledge of and ability to apply / interpret organization and college policies and procedures which govern academic HR.
- Thorough knowledge of organization and college goals, priorities and values and the legal and human implications of decisions.
- Thorough knowledge of system-wide and organization policies, union contracts, procedures and practices that govern academic HR administration.
- Knowledge of trends in academia, 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.
- Ability to communicate effectively with diverse audiences.
- Excellent critical and innovative thinking to address moderately complex issues and present nuanced analyses.
- Highly developed political acumen.
- Ability to identify and resolve problems of moderate complexity
- Attention to detail, discretion and sensitivity to confidential information.

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

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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 \$38.31 to \$40.71 hourly. This is a 50% FTE, 1-year contract position eligible for benefits.

Other Information

This is a 1-year, 50% FTE contract position with the possibility of extension.

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 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](#)

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[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

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Contact Information

Please reference Academickeys in your cover letter when

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applying for or inquiring about this job announcement.

Contact

N/A

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