

HR Partner (7596U), Berkeley Regional Services - 79028
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=258510>

Downloaded On: Jun. 20, 2025 10:33pm

Posted Jun. 20, 2025, set to expire Jul. 1, 2025

Job Title	HR Partner (7596U), Berkeley Regional Services - 79028
Department	Berkeley Regional Services
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jun. 20, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Human Resources
Apply Online Here	https://apptrkr.com/6312180

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

Berkeley Regional Services (BRS) is comprised of five (5) "service regions" that provide high-quality administrative support to their groupings of schools, colleges, and departments.

The BEST (Biological, Environmental, Science & Technology) Region serves the College of Natural Resources, the Division of Biological Sciences in the College of Letters and Science, and related Organized Research Units (ORUs), museums, and field stations in the biological sciences. HR/APS supports hiring, appointments, separations, classification and compensation, performance management, payroll and timekeeping, and other HR activities in coordination with its partners in other teams across the UC Berkeley campus and the UCPATH Center in Riverside, CA.

Position Summary

This position is responsible for managing client relationships and facilitating effective service delivery to administrative business or academic units on campus. Serves as a business partner and liaison between clients and BRS HR/APS. Ensures the efficient flow of information and coordinates and conducts activities to best serve client needs in a timely manner. Works with BRS HR Leadership and AP/HR Process Improvement teams to implement best practices and deliver continuous improvements in service. This position involves recommending, developing, implementing, administering, coordinating, and/or evaluating Human Resources policies, labor contracts, statutes, programs and procedures covering several of the following: recruitment, Academic Personnel office, compensation, employee relations, labor relations, welfare programs, training and development, visa procurement, intercampus transfers, and employee services.

Application Review Date

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The First Review Date for this job is: 07/02/2025.

Responsibilities

Counsels department managers and supervisors on employee and labor policies, procedures, and appropriate practices regarding performance management, recruiting, on-boarding, compensation/classification, disability, training and other areas of HR.

- Provides accurate and timely guidance to ensure policy adherence and effective people management.
- Responsible for a diverse and complex client allocation, which includes both academic and staff titles.
- Understands and addresses the unique HR needs and requirements of these distinct employee groups across various departments/units.

Manages the entire recruitment lifecycle for a diverse range of staff and academic positions.

- This includes consulting with departments on appropriate job titles and classifications, ensuring alignment with UC Berkeley standards.
- Collaborates closely with central HR teams and other control units across campus to ensure a smooth, compliant, and efficient hiring process.
- Ensures the accurate and timely submission of all recruitment requests and HR actions using systems like JDX, AP Recruit, and UCPath.
- Throughout this process, maintain strict adherence to all UC Berkeley policies, collective bargaining agreements, and federal and state employment laws.
- The HR Partner provides clear guidance and analysis on compensation programs, such as salary scales, merit processes, and equity reviews, to ensure fair, competitive, and compliant pay.

Manages complex employee relations cases, including disciplinary actions, grievances, and involuntary separations, with essential consultation from Employee & Labor Relations (ELR) and the Academic Personnel Office (APO) to ensure strict adherence to all policies and collective bargaining agreements.

- Provides direct counsel to employees facing sensitive or difficult work-related problems.
- Additionally, this role partners with departments and labs on complex reorganizations and staffing plans to help them achieve their goals, which includes collaborating with Research Administrators (RAs) to ensure sufficient funding for positions and to support sustainable lab decisions.

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Ensures the accuracy and integrity of employee data within UCPATH and other HR systems to prevent pay or benefit discrepancies and maintain compliance.

- This involves proactively auditing records and implementing corrective actions as needed. Runs and pulls employment data reports via Cognos and CalAnswers to support departmental needs and strategic decision-making.
- Demonstrates expert knowledge and hands-on proficiency with critical HR systems including UCPATH, JDX, Service Hub, AP Recruit, and VSPA Gateway.
- Additionally, helps resolve benefits or payroll issues by partnering with regional and central cross-functional teams and acting as a liaison with UCPATH.

Contributes to special projects, continuous improvement initiatives, or emergent needs as assigned, ensuring comprehensive coverage and support across various team functions.

- This involves taking on new responsibilities that support organizational objectives, participating in continuous improvement efforts, and providing ad-hoc support to the team as required.

Independently manages a dynamic workload, effectively prioritizing assignments to meet deadlines.

- This includes assigning cases under assigned allocations, proactively overseeing all assigned HR cases, and ensuring timely progress, follow-ups, and completion.
- Identifies and escalates complex or sensitive HR cases to leadership as needed.

Provides comprehensive support to departments and labs in developing and implementing their internal policies and expectations for employees.

- This involves consulting with Employee & Labor Relations (ELR) and Academic Personnel Office (APO) as needed to ensure alignment with university policies and collective bargaining agreements.
- Advises all levels of managers, supervisors, and employees in identifying appropriate professional development opportunities for client groups and connects them with the People and Organizational team at UC Berkeley, as needed.

Required Qualifications

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- Possesses strong analytical skills to conduct analysis and develop recommendations, demonstrating organization and problem-solving skills.
- Thorough knowledge of organizational policies and procedures, knowledge of functional area and understands how work may affect other areas.
- Thorough knowledge of human resources concepts, policies and procedures, employment practices, labor relations, salary administration, training and other areas of human resources.
- Knowledge of a human resources management system (HRMS), and/or other related business software programs and systems.
- Skilled in communicating clearly and effectively verbally and in writing.
- Demonstrated ability to handle very difficult or volatile situations/individuals effectively.
- Demonstrated analytical, active listening, and critical thinking skills.
- Bachelor's degree in related area and/or equivalent experience/training.

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 annual salary range that the University reasonably expects to pay for this position is \$85,000.00 - \$94,000.00.

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- This is an exempt monthly-paid position.

How to Apply

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

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Other Information

- 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 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 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

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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 Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected status under state or federal law.

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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