

Project Policy Analyst (7397U) - Division of Mathematical  
& Physical Sciences 79086  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=258599>

Downloaded On: Jun. 25, 2025 2:09am

Posted Jun. 24, 2025, set to expire Jul. 1, 2025

<b>Job Title</b>	Project Policy Analyst (7397U) - Division of Mathematical & Physical Sciences 79086
<b>Department</b>	Division of Mathematical & Physical Sciences
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Jun. 24, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Research/Technical/Laboratory
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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 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

The Division of Mathematical & Physical Sciences (MPS) in the College of Letters & Science is one of the largest academic divisions on campus, with an annual budget of approximately \$138M, 130 permanent faculty FTE, and undergraduate enrollment which averages over 19,000 per semester. Its academic departments include Physics, Mathematics, Astronomy, and Earth & Planetary Sciences. The Division of Mathematical & Physical Sciences is also home to the Berkeley Seismological Laboratory, CalTeach, Berkeley Nanosciences and Nanoengineering Institute, and several related research centers.

The Department of Earth & Planetary Science, within MPS is one of the top ranked programs in the USA with 6 major specializations and several interdisciplinary programs in atmospheric science, climate, environmental geoscience, marine geophysics and planetary science. It has links to programs in the Departments of Chemistry, Astronomy, Geography and Environmental Science and Policy Management. The department consists of 40 faculty, including adjuncts and emeritus, approximately 60 graduate and 150 undergraduate majors, 30 post-docs and visitors, several researchers and 9 staff FTE. Research, education and service in EPS is driven by a fundamental human curiosity about the past, present and future of Earth and other planets. We underpin our intellectual mission with a comprehensive dedication to equity, accessibility and inclusion for all.

The Department of Astronomy is one of four academic departments in MPS. In Astronomy we learn and teach the secrets of the Universe through high-tech experiments, state-of-the-art observations, intensive computation, deep thought, and innovative educational and outreach experiences. It is our mission to do so in an environment that is welcoming and inclusive. Additionally, the Astronomy Department is programmatically closely associated with three ORUs and centers; the Theoretical Astrophysics Center and the Center for Integrative Planetary Science, and the Radio Astronomy Lab.

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The Project Policy Analyst is responsible for applying acquired job skills, policies, and procedures to complete substantive assignments, projects, and tasks of moderate scope and complexity. This professional exercises judgment within defined guidelines and practices to determine appropriate actions, addressing a variety of policy, research, and procedural issues. Key responsibilities include conducting analytical studies, supporting project management efforts, coordinating communication and outreach activities, and providing consultative services regarding policies and procedures. The ideal candidate possesses strong analytical skills, proficiency in project management and coordination, excellent communication abilities, and the ability to exercise professional judgment effectively.

### **Application Review Date**

The First Review Date for this job is: July 4, 2025 - Open Until Filled

### **Responsibilities**

25% Analytical Studies and Research Support for the Division of Mathematical & Physical Sciences (MPS):

- Conducts in-depth analytical studies on various policies, research initiatives, programs, and issues, utilizing professional or research concepts.
- Gathers, analyzes, and synthesizes analytical and factual data from multiple sources to prepare comprehensive reports and analyses.
- Provides insightful recommendations and guidelines based on thorough analysis, addressing complex issues and their significance for internal and external stakeholders.
- Applies advanced analytical techniques and methodologies to evaluate alternatives and make sound recommendations, contributing to informed decision-making processes.

25% Project Management and Coordination:

- Assists in project management activities by contributing to the development, implementation, and monitoring of project plans and deliverables, ensuring adherence to defined guidelines and practices.
- Coordinates program planning and collaboration with program and project staff, facilitating effective teamwork and communication to achieve project goals.
- Manages logistics and coordination for events related to projects and programs, overseeing all aspects from planning to execution to ensure successful outcomes.
- Develops, maintains, and manages a shared file management system to organize project documents and resources efficiently, ensuring accessibility and accuracy of information.

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**20% Project Documentation and Participation:**

- Actively participates in discussions, meetings, and decision-making processes, documenting key discussions, decisions, and follow-up items accurately and comprehensively.
- Provides consultative services to department administrators and other stakeholders, interpreting, monitoring, and analyzing information regarding policies and procedures.
- Prepares and organizes information for use in discussions and meetings, ensuring that relevant data and materials are readily available and effectively utilized.

**15% Communication and Outreach:**

- Collaborates with stakeholders to plan, prepare, and execute communication and outreach materials, including website updates, flyers, posters, and course advertisements.
- Liaises with graphic designers and other relevant parties to create visually appealing and engaging materials that effectively convey key messages.
- Prepares, edits, and modifies various documents for internal presentations and external outreach efforts, ensuring clarity, accuracy, and alignment with organizational standards and objectives.

**15% Professional Development and Support:**

- Actively engages in professional development activities to enhance skills and knowledge relevant to the role, staying abreast of emerging trends and best practices in the field.
- Coordinates and supervises the work of multiple student assistants, providing guidance, support, and direction to ensure the successful completion of assigned tasks.
- Applies policies and procedures to complete substantive assignments, projects, and tasks of moderate scope and complexity, exercising judgment within defined guidelines and practices to determine appropriate action.

**Required Qualifications**

- Bachelor's degree in related area and / or equivalent experience / training.
- Working knowledge of common organization- or research-specific and other computer application programs.
- Proficient in communication and interpersonal skills to communicate effectively, both verbally and in writing.
- Proficient in ability to use discretion and maintain all confidentiality.
- Demonstrates ability to use sound judgment in responding to issues and concerns.
- Demonstrates ability to analyze, research and synthesize large amounts of data with strong

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attention to detail.

- Proficient in ability to multi-task with demanding time frames.
- Working knowledge of applicable policy analysis techniques.
- Knowledge of navigating in or working in Open Berkeley.

### **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 or hourly range that the University reasonably expects to pay for this position is \$29.31 to \$39.85 hourly. This is a 100% FTE career position eligible for full benefits. This position is FLSA Non-exempt and paid biweekly.

### **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

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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 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](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

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