

Research Compliance Analyst 3 (6230U), Research  
Admin & Compliance - 79267  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=259774>

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Posted Jul. 16, 2025, set to expire Jun. 30, 2026

<b>Job Title</b>	Research Compliance Analyst 3 (6230U), Research Admin & Compliance - 79267
<b>Department</b>	Research Admin & Compliance
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Jul. 16, 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

Research Administration & Compliance (RAC) is the administrative office at UC Berkeley responsible for facilitating and ensuring campus compliance with federal, state, and university regulations pertaining to research administration, including policies governing research animal care and use, human research subject's protection, financial conflict of interest in research, and grants and contracts administration.

## Position Summary

The Research Compliance Analyst reports to the Director of Research, Ethics, and Compliance, and carries out duties and responsibilities supporting research, ethics, and compliance including academic conflict of interest (COI), export control compliance, research security, responsible and ethical conduct of research, undue foreign government influence, and emerging regulatory issues. This position calls upon a team player with creative problem-solving abilities, the ability to quickly respond to unexpected issues, strong communication skills, the demonstrated ability to apply subject matter expertise necessary to guide and execute programmatic priorities, understand and apply pertinent federal and state regulations, and develop and implement appropriate best practices that effectively and efficiently mitigate research compliance risks encountered in Berkeley business processes or research. Strong COI knowledge and federal regulatory experience is required with a willingness to develop proficiency in the above-listed research compliance areas. This is an ideal opportunity to grow within this space.

## Application Review Date

The First Review Date for this job is: 07/28/2025. This position is open until filled.

## Responsibilities

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- Reviews complex research protocols when applying federal regulations, state regulations, and University policies to ensure and document compliance.
- Provides guidance on preparing and revising research agreements.
- Determines appropriate level of review.
- Applies research compliance professional concepts to review and pre-review complex research protocols, as well as documentation of research.
- Communicates with researchers and provides guidance on how to resolve particular issues and meet requirements of external regulatory bodies, and properly documents these actions in accordance with all applicable laws, regulations, policies, and procedures.
- Classifies and analyzes disclosures related to conflict of interest.
- Understands and coordinates complex disclosure cases where multiple policies can impact a single project.
- Trains individuals and departments on relevant compliance processes, forms and policies.
- Classifies and analyzes international export controls on commodities.

### **Required Qualifications**

- Demonstrated self-discipline and sound, independent judgment completing complex assignments.
- Thorough knowledge of and ability to apply all relevant Federal, state, and university regulations, policies, and federal guidance documents; can quickly learn university regulations/policies.
- Thorough knowledge and experience with quantitative and qualitative research design; scientific research concepts and terminology.
- Demonstrated proficiency in public speaking, and writing.
- Conflict of Interest: Understanding of stock options, consulting agreements and other corporate documents related to research and analysis of potential conflicts of interest.
- Bachelor's degree in related area and/or equivalent experience/training.

### **Preferred Qualifications**

- Relevant compliance certification (if applicable).

### **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 annual salary range that the University reasonably expects to pay for this position is \$80,400.00 - \$90,000.00.

- This is an exempt monthly-paid position.

### How to Apply

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

### 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.

**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.

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"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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