

Access Control & Security Specialist (4483) Job 79626 -
College of Computing, Data Science, and Society
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=259775>

Downloaded On: Jul. 19, 2025 9:28am

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

Job Title	Access Control & Security Specialist (4483) Job 79626 - College of Computing, Data Science, and Society
Department	College of Computing, Data Science, and Society
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jul. 16, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Public Safety Facilities/Maintenance/Transportation
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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.

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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.

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 College of Computing, Data Science, and Society (CDSS) is a dynamic, innovative new college at UC Berkeley that represents a once-in-a-generation transformation. The College brings together faculty, researchers, staff and students from computing, statistics, the humanities, and social and natural sciences, mirroring the cross-cutting nature of data science and redefining the research university for the digital age. Core to the College is a commitment to examining how the digital revolution affects equity and opportunity-and building the capacity to respond to these challenges.

CDSS was created to meet the opportunities and demands of a world where data, machine learning, and artificial intelligence inform practice and policy in virtually every arena. The College connects the Data Science Undergraduate Studies program, Department of Electrical Engineering & Computer Sciences, Department of Statistics, the Berkeley Institute for Data Science, Computational Precision Health, and the Center for Computational Biology.

The College is responsible for growing Berkeley's broad-based programs in data science, computing, statistics and other interdisciplinary programs, including classes and programs serving thousands of undergraduate students a year.

The Facilities and Access Control Specialist plays a critical role in safeguarding the Gateway buildings assets and infrastructure by ensuring that only authorized individuals can access designated areas. This position supports operational continuity, emergency response, and compliance with security

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regulations by managing electronic access control systems, physical key systems, wayfinding signage, and maintaining accurate access and building occupant records. This role ensures a secure, efficient, and accountable environment across all CDSS facility operations.

Visit this website to learn more about the future home of CDSS in the new Gateway Building:
<https://inspire.berkeley.edu/o/the-gateway/>

Application Review Date

The First Review Date for this job is: 7/27/25 - Open until filled

Responsibilities

25%

- Serves as "Department Access Key Controller" as defined by the UCPD Access Control Policy, maintaining accurate records of all access control activities, ensuring appropriate authority prior to issuing keys, ordering replacement keys as needed, recovering department keys from departing personnel, reporting any failure to recover access control keys to department management and UCPD, and securely storing unassigned keys in the department's UCPD-approved cabinets.
- Serves as liaison with organization and external agencies regarding safety, access, maintenance. Prepare reports on system status, incidents, and access trends for security and facility management.
- Sends campus access control regular request for door schedule changes in all Gateway classrooms, meeting spaces and exterior doors.

15%

- Manages the reception desk operations in the Gateway building.
- Manages a team of student staff who are responsible for making sure all event spaces, classrooms, and public meeting spaces are in safe operating condition.
- Inspect rooms after each event ensuring equipment and furniture are put back in working order.
- Coordinates with multiple units throughout the organization to provide a safe and secure facilities environment.
- Installs both temporary and permanent building signage pertaining to events as well as notices

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regarding access interruptions.

10%

- Maintains building related plans and procedures including access controls and security, emergency preparedness, crime prevention activities, fire safety inspection compliance and reporting. Ensures that building access aligns with operating hours, occupancy limits, and emergency protocols.
- Maintains accurate records of system configurations, user access levels, and system changes.
- Maintains inventory of access control hardware and consumables (e.g., temp ID cards, metal keys, and security cameras).

10%

- Manages the Gateway building access system data, alarms, and security video safeguarding communications with campus access control unit and UCPD on a daily basis.
- Works with internal and external agencies / contractors in regard to existing contract terms or to solicit new contracts.
- Coordinates with vendors and contractors for installation and commissioning of access control hardware/software.

10%

- Develops space allocation plans for management review. Manages occupancy space assignment data and is responsible for office signage updates.
- Conducts graduate student occupancy surveys annually to determine desk availability for incoming graduate students.
- Maintains CDSS facilities space database for the Gateway and other college facilities, including verification of availability of space for faculty, students, staff, and visitors.
- Updates furniture plans for space planning purposes with occupants and leadership.

10%

- May act as representative of organization safety committee, organization building emergency committee, and organization ergonomic program, and is responsible for departmental compliance

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with OSHA / EH&S regulations regarding state and organization policies and procedures and works to implement safety and emergency preparedness policies and procedures with staff, including maintaining first aid supplies, fire extinguishers and other safety equipment.

- Conduct quarterly inspections of first aid supplies in the Gateway building.
- Provides access for third party AED inspections and repairs.
- Coordinates CPR/First Aid and AED training for emergency response team staff in the Gateway building.
- Maintains and supervises distribution, security and maintenance of department radios.
- Participates in monthly radio checks for the Gateway emergency response team.
- Acts as back up Incident Commander (IC) in the event the Director of Facilities and Operations is not available during a building emergency.
- Coordinates work crew activities to minimize disruption to building occupants. Coordinates with multiple units throughout campus to provide a safe and secure facilities environment. This position works closely with EH&S annual fire inspections, Fire Marshal and properly disseminates and maintains corrective actions via safety communication plan to leadership/UCPD/ EH&S. This includes filing claims with risk management for damage and working closely with occupants to recover losses.

5%

- Assists department leadership with budget development for moves and minor building infrastructure upgrades. This includes assistance with long-term planning and forecasting.
- Tracks and maintains associated campus recharge fees for card readers and security camera systems.

5%

- Coordinates emergency repairs during and after work hours. Position requires availability to respond to after-hour repairs. Response to critical infrastructure alarms and follows campus protocol, power outages or other major infrastructure.

5%

- Recommends facilities-related procedures and solutions, taking into account budgets, space allocation, equity, staffing and infrastructure design.

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5%

- Conducts regular periodic rounds to inspect areas for security, fire and accident hazards and takes appropriate action as required, including reporting infractions of fire and building codes, building rules and other building irregularities to management.
- Initiates service requests using Maximo for simple maintenance concerns such as if a light bulb goes out.

Required Qualifications

- Thorough knowledge in the areas of building space planning, codes, capacity, security, fire safety, organization and departmental principles and procedures involved in risk assessment and evaluating risks as to likelihood and consequences.
- Strong interpersonal and communication skills.
- Thorough interpersonal skills including good service orientation and effective problem-solving.
- Thorough and effective skills to multi-task and prioritize daily activities effectively.
- Bachelor's degree in related area and / or equivalent experience / training.

Preferred Qualifications

- Knowledge of architectural or engineering concepts.

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.

Classification: FAC MGT SPEC 3 CX

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Anticipated hiring range: \$89,992 - \$105,440

UCB salary range: \$89,992 - \$133,731

The salary offer to the final candidate will take into consideration their experience and salary equity with current UC Berkeley employees working in similar roles.

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](#)

[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

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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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