

Human Resources Generalist 2 (7595U), Berkeley  
Regional Services - 79777  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=259987>

Downloaded On: Jul. 22, 2025 12:07am

Posted Jul. 21, 2025, set to expire Jun. 30, 2026

<b>Job Title</b>	Human Resources Generalist 2 (7595U), Berkeley Regional Services - 79777
<b>Department</b>	Berkeley Regional Services
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Jul. 21, 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>	Human Resources
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**Job Description**

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**Human Resources Generalist 2 (7595U), Berkeley Regional Services - 79777**

**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

SHARE provides human resources and academic personnel support services to the College of Chemistry, College of Letters and Sciences Divisions of Social Sciences, Arts & Humanities, and Undergraduate Studies, Space Sciences Laboratory and related Organized Research Units within the University of California, Berkeley.

The SHARE Mission is to provide the Human Resources, Research Administration, Purchasing and Reimbursement services that departments and ORUs require in a timely and efficient manner, with minimal hand-offs and a culture of collaborative improvement.

### Position Summary

This position provides HR support to departments through recruitment, compensation, employee relations, labor relations, payroll, benefits, training and development, visa procurement, inter-location transfers, and other employee services. Manages appointments end to end for student appointments, visiting scholars/visiting student researchers, affiliates/volunteers, and ASE/GSRs.

### Application Review Date

The First Review Date for this job is: 07/30/2025.

### Responsibilities

Appointment Administration:

- Under general supervision, compiles personnel information, collects appointment data, monitors

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appointment spreadsheets and confirms appropriate authorizations and eligibility.

- Ensures appointment is set up timely and accurately in UCPath through careful review and post entry audits.
- Manages appointment entry in tandem with UCPath deadlines to make sure employees are paid timely and escalates late pay.
- Monitors Smartsheets for Student Assistant and ASE/GSR appointments actions needed to ensure timely and accurate pay.
- Performs onboarding and benefits counseling as needed.

Generates reports in UC Systems:

- UCPATH, Smartsheets, CalAnswers, GLACIER, VSPA Gateway, Cognos, and Portal Reports for analysis of personnel activity and compliance.
- Monitors appointment end date reports and partners with the department to resolve.
- Monitors Smartsheets for Student Assistant and ASE/GSR appointments.

Work in tandem with UC Teams and departments:

- Onboarding, Payroll, HRIM, Visa, Graduate Division, ELR, APO, and other relevant groups.
- Manages sensitive and confidential information effectively and works in partnership with client groups to keep them abreast of the progress of their requests.

May maintain records for equal employment opportunity and affirmative action reporting requirements and other records as required to maintain compliance (I-9, EAD, etc).

- Will need to ensure compliance with onboarding documents and forms for employees you are responsible for onboarding.

Provide guidance to supervisors and managers in developing student job descriptions, facilitating benefits communications, and providing guidance on new personnel policies and procedures related to the student assistant, ASE/GSR, and VS/VSR populations.

- Provide guidance to managers and GSAOs on policies and procedures for the ASE/GSR populations based on their labor contracts.
- Provides guidance and coordinates all required forms and information collection for the VS/VSR populations from request to arrival.

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Under general supervision provides advice and counsel to client groups according to established human resources policies and procedures.

- Works under general supervision to build relationships with clients and escalates any anticipated service issues such as delays in pay, overpayments or complex ELR issues to Supervisors

Conducts HR trends analyses and helps develop resulting recommendations.

### **Required Qualifications**

- Possesses basic knowledge of human resources policies, procedures and programs.
- Has working knowledge of HR functional areas such as HR Policy, HCM data entry, benefits, recruitment, and payroll.
- Ability to maintain confidentiality.
- Demonstrated analytical skills to conduct analysis and develop recommendations.
- Excellent listening and customer service skills.
- Demonstrated the ability to apply tact and diplomacy, be persuasive and sensitive.
- Demonstrated ability to handle difficult or volatile situations/individuals effectively.
- Highly motivated, flexible - comfortable and adaptable in a fast moving, high pressure, constantly changing environment, with frequent interruptions and shifting multiple priorities.
- Results oriented - good organizational skills, creative problem-solving ability, dependable, can work collaboratively on a team.
- Proficient in communicating clearly and effectively verbally and in writing and in integrating information in the completion of assignments.
- Bachelor's degree in related area and/or equivalent experience/training.

### **Preferred Qualifications**

- Knowledge of and/or can quickly learn campus policies and procedures.
- Proficiency with Microsoft Office, Smartsheets and Google web-based programs such as Gmail, Google Docs, Google Sheets, and Google Calendar.

### **Salary & Benefits**

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

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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 hourly range that the University reasonably expects to pay for this position is \$31.94 - \$37.44.

- This is a non-exempt, biweekly-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 90% 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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