Info Systems Analyst 3 (7309U), Facilities Services - 80441
University of California, Berkeley

Job Title	Info Systems Analyst 3 (7309U), Facilities Services - 80441
Department	Facilities Services
Institution	University of California, Berkeley
	Berkeley, California
Date Posted	Aug. 15, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Facilities/Maintenance/Transportation
Apply Online Here	https://apptrkr.com/6466492
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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

Facilities Services strives to continuously improve the campus in partnership with all members of the University community to ensure that classrooms, laboratories, and offices support teaching, learning and research. Through the efforts of over 500 dedicated staff members, Facilities Services manages the asset management program, custodial services, maintenance operations, engineering and technical services, environmental services, grounds operations, the Cal Zero Waste program, the Campus Building Department, and the campus utility systems, including the cogeneration plant. The scope of the Facilities Services reaches across campus and is closely connected to the activities of staff, building managers, other campus departments and campus leadership.

Position Summary

The Facilities Services IT (FS IT) System Analyst 3 position delivers a wide variety of services including IT hardware and software inventory management, mobile device management, process analyses and documentation, project management support, and end-user support and training. This position provides support for departmental compliance to UC policies, coordinates process changes with end users and provides backup support to the systems administration team as needed.

Application Review Date

The First Review Date for this job is: 08/26/2025.

Responsibilities

Inventory management

- Tracks hardware and software maintenance schedules and requirements.
- Manages asset inventory and documentation with the ability to provide regular, accurate reports.
- Makes recommendations for purchase or upgrade of new computer hardware, software and services.
- Process orders for new purchases and coordinates deployment with internal stakeholders.
- Properly disposes retired assets per department, campus and UC Policies and procedures.

Mobile device management

- Provision and deploy mobile devices for the department.
- Responds and resolves support tickets related to mobile device issues.
- Utilize software to track and manage departmental mobile devices.
- Provide reports regarding mobile device inventory and statistics.
- Maintains clear process documentation for mobile device deployment and support.
- Analyze and document business procedures, completing regular audits to ensure compliance with UC policies related to security and disaster recovery/business continuity.
- Maintain a well-structured organization of information.
- Responds and resolves service tickets related to general technical issues that may include: network connectivity, computer workstation issues, departmental software support, and others.

Project Management

- Manages small to medium sized departmental IT projects which may include: client OS upgrades, security infrastructure evaluations and updates, networking configuration improvements and/or updates, and others.
- Ability to clearly document and track project tasks.
- Communicate effectively with project stakeholders.
- Understands and applies industry practices, community standards and department / unit policies and procedures relating to work assignments.
- Trains departmental staff on use of in-house technical systems.
- Prepares, manages, and updates system and user documentation.
- Provides backup for system administration team within the unit as needed.

Required Qualifications

- Broad knowledge of various areas of IT.

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- Advanced level experience with mobile device management solutions.
- Experience with iOS mobile device configuration.
- Experience with Apple device configuration and deployment programs.
- Ability to write technical documentation in a clear and concise manner.
- Change oriented - actively generates process improvements; supports and drives change, and confronts difficult circumstances in creative ways.
- Must be able to communicate technical information in a clear and concise manner across the organization and at varying levels both verbally and through technical documentation.
- Has skills necessary to communicate effectively both in writing and verbally.
- 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 $95,000.00 - $120,000.00.

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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 60% 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.

"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

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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

Contact

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University of California, Berkeley

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