

HR Supervisor (7700U), Berkeley Regional Services -
81163
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=262525>

Downloaded On: Sep. 15, 2025 5:55pm

Posted Sep. 15, 2025, set to expire Jun. 30, 2026

Job Title	HR Supervisor (7700U), Berkeley Regional Services - 81163
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Sep. 15, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Human Resources
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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

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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 BEARS Region provides administrative Human Resources and Academic Personnel Support (HR/APS) to the Berkeley campus, including support for hiring, appointments, separations, classifications and compensation, and performance management transactions. Our BEARS HR professionals strive to process status changes expediently.

Position Summary

Berkeley Regional Services (BRS), Berkeley Educators & Administrators Regional Services (BEARS) - a unit of the UC Berkeley Office of the Vice Chancellor for Administration - provides reliable, high-quality administrative support to the Chancellor's, EVCP, Vice Chancellors', administrative, auxiliary, and other units that support academic excellence at UC Berkeley. Not only is BEARS the largest service region, it supports the largest variety of personnel positions in realizing UC Berkeley's mission of teaching, research, and public service.

Application Review Date

The First Review Date for this job is: 09/26/2025.

Responsibilities

- Supervises a staff of HR Generalists who are responsible for managing relationships and coordinating HR service delivery to assigned client groups.

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- Ensures that BRS HR internal communications are conducted in order to manage client requests to resolution.
- Partners with key department/unit contacts and tracks service nuances, policies and procedures to support development of unit-specific profiles/knowledge base materials.
- Provide strategic HR consultation, education, and support to client management to resolve the most complex and sensitive issues concerning staff and the organization.
- Assists assigned resources with work schedules and assignment of appropriate tasks including the delegation of client requests from the queue.
- Partners with key department/unit contacts and tracks service nuances, policies and procedures to support development of unit-specific profiles/knowledge base materials.
- Supports implementation of methodologies to improve service levels, manage client perceptions, and build strong client relationships with client teams.
- Trains and instructs staff to perform assigned tasks.
- Responsible for creating a work environment that is inclusive.

Required Qualifications

- Working knowledge of personnel policies and applicable laws and regulations.
- Has working knowledge of and/or can quickly learn the university's HR information systems.
- Communicates effectively with a variety of communication styles.
- Makes decisions regarding work assignments and scheduling of subordinates.
- Maintains an understanding of the unit goals and how this position supports those goals.
- Demonstrated ability to handle difficult or volatile situations/individuals effectively.
- Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- Has experience in handling employee relations cases in higher education environment.
- Has experience in handling labor relations cases in a higher education environment.

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 annual salary range that the University reasonably expects to pay for this position is \$130,000.00 - \$154,000.00.

- 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 95% 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

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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 or federal law.

To apply, visit

https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_S

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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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