

Human Resources Generalist 3 (7596U), Facilities
Services - 79925
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=262724>

Downloaded On: Sep. 19, 2025 2:28pm

Posted Sep. 19, 2025, set to expire Jun. 30, 2026

Job Title	Human Resources Generalist 3 (7596U), Facilities Services - 79925
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Sep. 19, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff Classified Staff
Academic Field(s)	Human Resources 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

Facilities Services works 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. With over 500 dedicated staff members serving over 10M building square feet and 1100 acres, Facilities Services includes the asset management program, custodial services, maintenance operations, engineering and technical services, environmental services, grounds operations, the Cal Zero Waste program.

Position Summary

Involves recommending, developing, implementing, administering, coordinating, and/or evaluating Human Resources policies, labor contracts, statutes, programs and procedures covering several of the following: recruitment, compensation, employee relations, labor relations, payroll, benefits, welfare programs, training and development, visa procurement, intercampus transfers, and employee services.

Application Review Date

The First Review Date for this job is: 08/05/2025.

Responsibilities

- Counsels department managers and supervisors on employee and labor policies, procedures,

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and appropriate practices.

- Assist with managing the investigative process for employee complaints; advise and work with staff and managers of non-unionized and unionized employees to ensure compliance with the contract; counsel & advise unit and employee on policies; advise on disciplinary actions & assist in preparing documentation; assist supervisors in dealing with employee discipline issues; and provide individual guidance to supervisors who are considering initiating disciplinary action.
- Reviews resumes and applications and interviews applicants for a full range of staff positions.
- Counsels employees concerning sensitive and difficult to resolve work-related problems and conducts termination interviews, providing feedback to management.
- Leads/facilitates department's employee engagement efforts.
- Advises all levels of managers, supervisors, and employees in developing job descriptions, resolving benefits issues, and providing guidance on compensation programs, personnel policies and procedures.
- Provide analytical managerial support, recommends strategies in critical areas related to professional and staff personnel concerns.
- Reviews resumes and applications and interviews applicants for a full range of staff positions.
- Provides support to departments in administering policies and programs in the areas of employment, labor relations, wage and salary administration, training, and other areas of HR.
- Works with client groups on complex re-organizations and staffing objectives to assist in meeting business objectives.
- Performance and Talent Management, ensures employees are receiving the appropriate development to complete their jobs effectively and efficiently; Facilitate the Annual Performance Appraisal Process for the entire Division.
- Work closely with Management to plan and implement organizational changes.
- As the organization focuses on continuous improvement and streamlines operational systems to better meet customer and budgetary needs, the Human Resources Generalist works with all levels of employees to achieve organization goals.
- May maintain records for equal employment opportunity and affirmative action reporting requirements.
- Prioritizes work assignments, conducts complex HR trends analyses and develops resulting recommendations.
- Develops metrics/analytics proposals and recommendations to guide and support a broader strategic direction for the organization.

Required Qualifications

- Possesses strong analytical skills to conduct analysis and develop recommendations,

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demonstrating organization and problem-solving skills.

- Has thorough knowledge of and/or can quickly learn campus policies and procedures; knowledge of functional area and understands how work may impact other areas.
- Has thorough knowledge of human resources concepts, policies and procedures, employment practices, labor relations, salary administration, training and other areas of human resources.
- Knows and/or can quickly learn UC Berkeley's Human Resources Management System (HRMS) and other related business software programs and systems.
- Is skilled in communicating clearly and effectively verbally and in writing.
- Demonstrates skill in prioritizing competing work assignments, employing political acumen and integrating information to determine appropriate courses of action and their implications.
- Possesses strong analytical, active listening and critical thinking skills.
- Demonstrated ability to handle very difficult or volatile situations/individuals effectively.
- 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 \$80,400.00 - \$112,900.00.

- 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](#)

Equal Employment Opportunity

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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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