

Academic HR Analyst 3 (7715U), Haas School of
Business - 81695
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=263697>

Downloaded On: Oct. 10, 2025 12:37am

Posted Oct. 9, 2025, set to expire Jun. 30, 2026

Job Title	Academic HR Analyst 3 (7715U), Haas School of Business - 81695
Department	Haas School of Business
Institution	University of California, Berkeley Berkeley, California
Date Posted	Oct. 9, 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 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

UC Berkeley's Haas School of Business offers a unique opportunity to champion new ideas, collaborate across boundaries, and continually learn in a workplace committed to creating a welcoming environment for all. Our distinctive culture is captured within our four [Defining Leadership Principles](#): **Question the Status Quo, Confidence Without Attitude, Students Always, and Beyond Yourself**. These principles distinguish Berkeley Haas as a unique environment, conducive to teamwork, collaboration, and career growth.

For more information about the Haas School of Business visit: <https://haas.berkeley.edu/about/>

This position is part of the Academic Personnel Team, who implement and manage complex policies and procedures pertaining to academic employees and Berkeley Haas.

The Haas School of Business embraces flexible working arrangements for its employees. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

Application Review Date

The First Review Date for this job is: 10/21/2025.

Responsibilities

The Haas School of Business is a large and complex single-department school at the University of California, Berkeley. The Haas School's 95 ladder-rank faculty and 120 non-Senate instructors work with six-degree programs serving some 2,500 students. The Haas School's Office of Academic

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Personnel (AP) coordinates and administers the School's academic personnel and instructional activities, thereby providing stewardship for approximately 50 percent of the School's operating resources. The AP group includes six analysts, one administrative officer, and an Assistant Dean of HR responsible for coordinating the group's functions and activities.

This position is critical because the AP team requires an experienced professional who can navigate the complex combination of UC, campus, and AP practices, policies and procedures. This includes applying an in-depth understanding of the professional field and independently performing the full range of responsibilities of this classification, including, as appropriate, recommending, developing, implementing, administering, coordinating, and/or evaluating AP policies, labor contracts, statutes, programs, and procedures covering academic recruitment, appointment, and advancement; compensation and salary administration, faculty welfare programs, visa procurement, benefits, payroll, training and development, faculty misconduct, and faculty equity. The position requires someone who can resolve moderate to complex academic personnel related issues that affect a broad range of academic titles, using practical and innovative methods.

- Working closely with the Associate Deans for Academic Affairs, the AP team, and affected faculty, creates documentation for academic review cases, including providing expertise on academic data and data collection systems related to academic review cases, assisting with case writing, partnering with the team to coordinate complex elements of critical cases so that they are submitted on time, providing expertise to support case success, directing faculty actions with regard to these processes, managing faculty leaves and sabbaticals and endowed chair appointments, leading the process of subject group reviews and the process of inviting external reviewers to annually evaluate one of the eight Haas school subject groups. This includes utilizing and administering complex processes within the AP Bears system.
- Administers policies and programs in wage and salary administration and training.
- Conducts data analysis with the strictest confidentiality.
- Prepared and tracks faculty submission of reports in compliance with APM-025
- Counsels Senate and non-Senate faculty and other academic staff concerning moderate to complex work-related problems. This includes acting as expert on complex academic personnel matters, providing advice and guidance on matters related to compensation programs, policies, and procedures; interpreting system-wide and campus policies, collective bargaining agreements, procedures, and practices related to academic compensation.
- In collaboration with other team members, serves as the expert on the AP manual and the Haas Bylaws and Policies, applying this knowledge to complex interpretation for senior staff and faculty.
- Utilize faculty data to provide needed information for Marketing and Communications.
- Maintain data in lists and databases.
- Maintain, review, and update data for critical reports.

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- Act as backup for faculty search and non-senate actions as needed.
- Other duties as assigned.

Professional Learning and Growth

- Actively contributes to a team environment that fosters and promotes a culture of belonging for all, within the unit and at Haas. Exemplifies Haas' four Defining Leadership Principles: (1) Question the status quo; (2) Confidence without attitude; (3) Students always; and (4) Beyond yourself.
- Completes required training on time and engages in opportunities for learning pertinent to the position or at the suggestion of the supervisor.

Required Qualifications

- Requires thorough knowledge of and ability to apply/interpret organization and college policies and procedures which govern academic HR.
- Thorough knowledge of organization and college goals, priorities and values and the legal and human implications of decisions.
- Thorough knowledge of systemwide and organization policies, union contracts, procedures and practices that govern academic HR administration.
- Knowledge of trends in academia, especially in areas of academic planning, human resource management and administration.
- Ability to analyze complex management issues, develop project scope and solutions, give professional advice to senior officials and make critical decisions regarding personnel.
- Ability to communicate effectively with a variety of audiences.
- Excellent critical and innovative thinking to address moderately complex issues and present nuanced analyses.
- Diplomatic, detail oriented, customer oriented.
- Excellent project management skills
- Strong writing skills
- Excellent interpersonal skills, demonstrating a desire to establish and maintain positive & professional working relationships with colleagues, students and team members.
- Exemplifies Haas' four Defining Leadership Principles: (1) Question the status quo; (2) Confidence without attitude; (3) Students always; and (4) Beyond yourself.

Education/Training:

- Bachelor's degree in related area and/or equivalent experience/training.

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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 \$82,800.00 - \$116,300.00.

- 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.

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

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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

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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