

Academic HR Manager (0594U) Job 68555 - Electrical  
Engineering and Computer Sciences (EECS)  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=238731>

Downloaded On: Jul. 29, 2024 2:28am

Posted Jul. 28, 2024, set to expire Nov. 4, 2024

**Job Title** Academic HR Manager (0594U) Job 68555 -  
Electrical Engineering and Computer Sciences  
(EECS)

**Department**

**Institution** University of California, Berkeley  
Berkeley, California

**Date Posted** Jul. 28, 2024

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Director/Manager

**Academic Field(s)** Human Resources

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**Job Description**

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**Academic HR Manager (0594U) Job 68555 - Electrical Engineering and Computer Sciences  
(EECS)**

About Berkeley

At the University of California, Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

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The University of California, Berkeley, is one of the world's leading institutions of higher education, distinguished by its combination of internationally recognized academic and research excellence; the transformative opportunity it provides to a large and diverse student body; its public mission and commitment to equity and social justice; and its roots in the California experience, animated by such values as innovation, questioning the status quo, and respect for the environment and nature. Since its founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, students and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our [Guiding Values and Principles](#), our [Principles of Community](#), and [our Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and 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 staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. To find out more about how you can grow your career at UC Berkeley, visit [grow.berkeley.edu](http://grow.berkeley.edu).

### Departmental Overview

The Department of Electrical Engineering and Computer Sciences (EECS), in both the College of Engineering and the College of Computing, Data Science, and Society (CDSS) is the largest academic department on the Berkeley campus, consisting of over 130 faculty, active emeriti, professors-in-residence, and adjunct professors, 3600+ undergraduates in both Engineering and CDSS, 750+ graduate students, and 60+ staff. EECS programs are consistently ranked in the top three by many measures, including U.S. News & World Report's national and global ranking. Annual operating budget (not including expenditures related to research, faculty start-ups, and student fellowships) for EECS is \$40+ million.

The Department is actively engaged in teaching and research in the disciplines of Artificial Intelligence, Computational Biology, Databases, Graphics, Hardware / Architecture, Human-Computer Interaction, Operating Systems / Networking, Programming Systems / Software, Scientific Computing, Theory,

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Vision (in Computer Science) as well as Biosystems, Communication/Networking, Communications/Physical Layer, Control, Design, Modeling, and Analysis, Electromagnetics/Antennas, Integrated Circuits, Optics, Physical Electronics Devices, Physical Electronics/MEMS, Optoelectronics, Energy, Robotics, Signal Processing for Image & Video, Signal Processing for Speech & Audio (in Electrical Engineering). Computer Science operates research and instructional laboratories in Soda Hall, Sutardja Dai Hall, and other off-campus sites, and Electrical Engineering operates similar facilities in Cory Hall, Sutardja Dai Hall, and other off-campus sites. EECS also has a significant technical staff support structure to provide support for research and instructional laboratories and fabrication facilities.

The EECS Department Academic Personnel Director (EECS APD) is responsible for advising and guiding the department leadership (Chairs, Vice Chairs, Committee Chairs, senior managers, etc.) and the department Academic Personnel Team in all Academic Personnel (AP) matters related policies and procedures, programs, labor contracts, compensation and salary administration, recruitment, retention, promotions, and faculty welfare, diversity/equity, and misconduct issues. The position partners with the College of Engineering, College of CDSS, and various campus units (APO, OFEW, EVCP, VCR, OPHD, etc.) in establishing and managing departmental goals and objectives that would support the department's strategic AP initiatives for further growth and to maintain its prestigious academic and research ranking and reputation.

#### Application Review Date

The First Review Date for this job is: 5/17/24 - Open until filled

#### Responsibilities

50% Academic Personnel Management: The EECS Department Academic Personnel Director serves as the senior advisor to the EECS Chairs and Vice Chairs on all matters related EECS academic personnel matters and as a key administrator to liaise with the Colleges of CDSS and CoE and campus offices (OFEW, APO, OPHD, etc.). In partnership with the EECS Department Chairs and the CDSS and CoE leadership, the EECS APD serves a key role in providing expert advice and guidance to all academic personnel related initiatives/plans in order to meet the two colleges and departmental objectives and goals.

Analyzes and responds to changing campus and university AP policies and communicates them as appropriate to all constituents and stakeholders.

Designs and implements EECS academic personnel business processes and creates administrative standards for operations, ensuring that policies are implemented consistently in alignment with the

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campus/UCOP academic personnel policies and guidelines (e.g., divisional autonomy, voting counts, bylaws, etc.).

Manages, plans and administers all academic personnel operations for EECS. Solves complex and highly sensitive escalation issues and provides expert and high-level advice and guidance to the leadership, faculty community, and staff members in the following areas:

Academic personnel policy interpretation and recommendations

Faculty conduct matters (e.g, OPHD cases, etc.)

Faculty leaves (e.g., salary savings and impact on the department budget, etc.)

Faculty FTE and salary review/analysis (\$25M in faculty general allocation)

Compliance and risk assessment (faculty conflict of commitment, etc.)

Faculty personnel case reviews and actions

Faculty search/recruitment (policies related to conflict of interests, DEI requirements, etc.)

Faculty retentions

Faculty startup offers (e.g., salary, housing loans, recruitment allowances, etc.)

Unit-18 Lecturer matters (e.g., lay-offs, union matters including grievance cases, etc.)

Annual CRA and ECEDHA surveys (faculty data, FTEs, etc.)

Conducts research and drafts the new policy to apply consistently across divisions; facilitates faculty feedback and comments on the draft and will work with department leadership on announcements and roll out.

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Formulates compensation analysis for department faculty at various ranks across divisions; prepares accurate data with analysis of off-scale increments, rank and step base, and retention packages. Provides leadership with context and make recommendations for accelerated advancements or career equity reviews based on data analysis.

25% Supervision and Management: The EECS Department Academic Personnel Director oversees and manages the Academic Personnel team of five (2 Academic HR Analyst 4s; 4 Academic HR Analyst 3s).

Responsible for providing leadership and mentorship to these team members in order to promote collaborative efforts to create a highly functional AP team to meet the department's academic reputation as one of the top-ranked programs.

Establishes, delegates, oversees assignments and general workflow for the team for quality and quantity of work and to meet operational objectives.

Designs and leads academic personnel meetings and training with the EECS AP Team to ensure efficiency in AP business practices, procedures, and workflow.

Participates in the selection, development, and evaluation of staff to ensure the efficient operation of the academic personnel related functions. Trains staff and creates an effective teamwork environment. Responsible for hiring decisions, interviewing candidates and either making selection decisions or recommending individuals for hire. Provides guidance on performance standards and University procedures.

Develops performance plans and evaluates performance, including providing feedback and coaching. Makes recommendations for employee incentive awards and salary increase, including merits and reclassifications.

20% Strategic Planning Administration: The EECS Department Academic Personnel Director (EECS APD) partners with the Department/Division Chairs and the Director of Administration/Operations in the development of faculty/FTE strategic plans and provides expert advice and guidance on academic personnel guidelines and policies.

Serves as a key liaison to the two Colleges (Engineering and CDSS) and partners closely with the two College Academic Personnel Directors and the Deans to plan and implement important initiatives of

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strategic impact to further strengthen the department's instructional and research programs (e.g., creation and implementation of a third division within the EECS Department; creation of the new department in CDSS and its impact on EECS faculty; realignment of reporting structure/org nodes and FTEs within two separate Colleges, etc.).

Guides and collaborates with the Department/Division Chairs and the Director of Administration/Operations to strategize faculty recruitment and retention goals to maintain and further grow the department's top-ranked faculty and programs.

Provides analysis of academic personnel actions needed to implement a new division; makes recommendations to increase or restructure workload within the AP team to effectively and efficiently handle the work of a new division. Collaborates with leadership to update department AP policies or draft changes to policy as necessary.

Attends meetings with AFT and campus labor relations as the department representative; researches claims and recommend departmental process improvements as a result of the findings.

#### 5% Special Projects:

Provide backup support to the Director of Administration/Operations as necessary and appropriate.

Special academic personnel projects and activities (e.g., new CoE and CDSS faculty initiatives and programs, new division within EECS, etc.).

#### Required Qualifications

- Requires advanced knowledge of and ability to apply/interpret system wide, campus and college policies and procedures which govern academic personnel in the University of California, including in-depth knowledge of campus and system written and unwritten Academic Personnel policies, guidelines and procedures.
- Complete understanding of the academic personnel review process.
- Advanced knowledge of campus and College goals, priorities, values and legal and human implications of decisions.
- Ability to analyze complex management issues; develop project scope and solutions, give professional advice to senior officials and make critical decisions regarding personnel.
- Knowledge of trends in academia, especially in areas of academic planning, faculty management and administration.

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- Able to provide guidance and coaching on process and policies to individual academics, management and committees
- Demonstrated initiative and planning skills, as well as political acumen for assessing strategic options
- Excellent analytical and communications skills for developing and presenting compelling oral and written arguments for case materials and policy documents.
- Ability to communicate effectively with diverse audiences.
- Able to interpret complex academic HR policies and procedures with risk management exposure to the campus.
- Sound judgment/ decision making, analytical, problem solving, critical thinking and resource management skills.
- Extraordinary discretion, tact, and ability to maintain confidentiality.
- Attention to detail and ability to prioritize multiple tasks and meet competing and strict deadlines.
- Bachelors degree in related area or at least five years of progressively responsible experience in an academic business environment 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 salary or hourly range that the University reasonably expects to pay for this position is \$105,500 - 155,000.

Salary is commensurate with experience. This position will have a hybrid working schedule (3 days on campus and 2 days remotely).

Referral Source info



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This job is part of the Employee Referral Program. If a UC Berkeley employee is referring you, please ensure you select the **Referral Source** of "*UCB Employee*". Then enter the employee's **Name** and **Berkeley email** address in the **Specific Referral Source** field. Please enter only one name and email.

#### 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.

#### Equal Employment Opportunity

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant, please see the [U.S. Equal Employment Opportunity Commission](#) poster.

The [University of California's Affirmative action policy](#).

The [University of California's Anti-Discrimination policy](#).

#### To apply, visit

[https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS\\_HRAM.HRS\\_APP\\_SCH](https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCH)





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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

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