

HR Director (7597U) - College of Engineering Dean's  
Office  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=261552>

Downloaded On: Aug. 22, 2025 8:56pm

Posted Aug. 22, 2025, set to expire Jun. 30, 2026

<b>Job Title</b>	HR Director (7597U) - College of Engineering Dean's Office
<b>Department</b>	
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Aug. 22, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Director/Manager
<b>Academic Field(s)</b>	Human Resources
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**Job Description**

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**HR Director (7597U) - College of Engineering Dean's Office**

**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

The College of Engineering at UC Berkeley is recognized for its educational and research excellence, consistently ranking among the top three Engineering colleges in the United States. With more than 250 regular faculty members, 2,400 graduate students and 4,200 undergraduate students located in seven academic departments, Engineering is the second largest college on the Berkeley campus. A multiunit Dean's Office provides administrative, student services, development, and capital projects services. CoE occupies ten buildings on the Berkeley campus and has extensive facilities at the Richmond Field Station. Operating expenditures for the College as a whole are close to \$300 million annually.

The Human Resources Director reports to the Executive Assistant Dean for the College of Engineering. Managing the staff HR function, they work through department managers and HR professionals in the Dean's Office and academic departments providing guidance and serving as the resident expert on staff human resources matters in the College. Responsibilities include planning, analyzing, recommending, developing, implementing, administering, coordinating, and/or evaluating Human Resources policies, labor contracts, statutes, programs and procedures covering the following: recruitment, compensation, employee relations, labor relations, , benefits, welfare programs, training, organizational design and development, multi location appointments, visa procurement, intercampus transfers, HR data/trend analysis, program evaluation, and employee services. The HR Director provides high-level expertise and professional-level advice to the Dean, Associate and Assistant Deans, department chairs, managers and staff. Works closely with the ERSO regional on operational matters related to staff human resources.

### Application Review Date

The First Review Date for this job is: September 3, 2025 - Open Until Filled

### Responsibilities

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**50% Human Resources Planning, Analysis, and Project Management; Human Resources Administration and Management**

- The HR Director provides leadership and recommends creative solutions ensuring the effective use of human resources for the College of Engineering. Works with Department Managers to define HR functional objectives for the CoE and develops short and long-term strategies for achieving those objectives. Recommends and establishes improvements or changes in personnel policies and practices which affect the College and/or individual departments.
- Develops and coordinates staff HR plans (strategic and operational). Works through department managers to define and implement objectives.
- Conducts CoE compensation trend analyses, and consults with Central HR for broader market data to make salary recommendations and ensure CoE remains competitive in recruiting and hiring excellent staff.
- Provides analysis and interpretation of campus and system wide staff personnel policies, contracts, and programs. Ensures consistent application of policies across units within the College and monitors conformance.
- Oversees implementation, and as appropriate customization, of campus programs for the CoE, e.g. STAR Awards, Merit and Across the Board Pay Programs, Career Compass, PPSM and labor contracts, policy changes, etc. Ensures departments have tools and training available to successfully implement programs. Works through department managers to implement programs.
- Responsible for creating a work environment that is inclusive. Responsible for ensuring that the organization's commitment to diversity is integrated throughout staff HR programs. Determines and promotes strategies to "operationalize" diversity in staff-related HR protocols and procedures.
- Works with direct manager, other CoE and campus managers, department HR managers; represents the CoE in campus meetings and occasionally at system wide meetings on matters pertaining to personnel policies and practices.
- Analyzes proposals from HR, other central campus units., and system-wide. Serves as the primary College representative on staff HR issues, including revisions to campus policies and procedures. Represents the College's views, requirements and objectives to HR regarding such issues as the classification of positions, salaries, diversity, leaves, grievances, recruitment, investigations, employee development and HR systems.
- The incumbent may be asked by various Vice Chancellors' offices to serve on campus-wide committees. S/he also serves as an impartial reviewer of staffing disputes and grievances in units outside the CoE.
- Carries out special projects on HR-related and certain operations issues. Defines the project, determines areas for consultation and delegation, develops and executes plans and makes presentations to appropriate audiences.
- Manages, through departmental managers and supervisors the coordination of staff HR activities

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for the College of Engineering (CoE) with responsibility for results in terms of costs, methods, and employees.

- Serves as consultant and primary contact on HR issues for CoE. Advises senior management on matters concerning several HR functional areas and departments. Guides and advises managers on methods and approaches for administering personnel policies and procedures. Makes recommendations and implements decisions on issues (operational and budget processes, staff FTE, finance, compensation, human resources and space planning) that have department-wide (Dean's Office) and College-wide impact.

### **15% Total Rewards**

- Administers staff merit pay programs for CoE staff within campus and control unit guidelines, monitoring equitability and encouraging quality performance.
- Responsible for analyzing and approving all CoE staff salary requests for reclassification, hire, transfer, and promotion. Ensures compliance with law (FLSA), campus policy and union contracts.
- Conducts CoE compensation trend analyses, and consults with Central HR for broader market data to make salary recommendations and ensure CoE remains competitive in recruiting and hiring excellent staff.
- Oversees classification and reclassification review process. Works with departmental managers and central Compensation to provide comparative analysis and determine appropriate levels. Manages classification and reclassification request process in coordination with appropriate campus units.
- Guides and assists managers/supervisors, department chairs, the Dean and supervisors in developing effective performance standards and evaluation processes.
- Direct benefits for CoE Dean's Office staff. The CoE-HR office acts as a resource to all academic departments on complex benefits issues, e.g. disability management, workers' compensation, transitional work agreements, FMLA leave management and benefits continuation, retirement benefits. Works closely with central HR to ensure compliance with OP programs and state and local laws. Provides back -up services to smaller departments.

### **15% Employee & Labor Relations**

- Coaches managers and chairs on personnel performance issues. Advises Dean, department Chairs and managers on complex personnel matters such as the termination of career staff employees, layoffs, medical separations, responses to grievances. Coaches management and staff on implications of alternative strategies, serving as "local expert" on HR-related legal and

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policy issues. Acts as mediator if appropriate. Acts with full authority in the resolution of employee grievances, as delegated by the Dean, and in coordination with the EVCP.

- Responds to grievances and/or coaches and directs department managers through the process
- Investigates staff concerns regarding complex HR issues such as harassment, discrimination. Collaborates with Dean's Office managers, academic department managers, and campus groups such as Title IX, Disability Management services, OPHD, campus ER/LR to design and implement interventions.

**10% Recruitment and Organizational Assessment**

- Oversees coordination of staff recruitment, selection, and waivers for the College. Advises managers, department chairs and Dean in analyzing organizational needs, recommending staffing patterns and work design, consulting on classification levels, job description creation, recruitment strategies, selection and hiring processes. Analyzes recruitment sources and trends for College. Determines and promotes strategies to increase diversity in staff recruitment and hiring.

**10% Organizational Diagnosis/Development**

- Provides expert analysis of organization and staffing patterns in and across units and departments. In coordination with Department Managers makes recommendations for organizational realignment and restructuring. Provides change management guidelines to facilitate implementation and works with managers to evaluate outcomes.
- Develops and monitors operational and budget processes, staff FTE, finance, human resources and space planning. Hires, evaluates and develops support staff. Works within allocated budget; may prepare annual budget.
- In coordination and collaboration with ERSO, orients newly hired staff and students, serves as department benefits counselor for the 70+ Dean's Office staff, provides counsel to all CoE academic departments on the recruitment/hire process, serves as back-up authorizer for all CoE hires, and serves as CoE counselor on FMLA and Workers' Comp-related issues.
- Coordinates with Executive Assistant Dean for Administration and Department Managers to ensure requests for additional FTE or reallocation of existing FTE are within budget.

**Required Qualifications**

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

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- Broad knowledge of organizational and systemwide personnel policies and applicable laws and regulations.
- Direct knowledge of specific functions in a university's HR management information systems.
- Strong communication skills (written and oral) with a diversity of communication styles; may make oral or written presentations.
- Ability to make decisions regarding hiring, evaluating, and development of subordinates.
- Strong management skills that include collaboration, coaching and developing subordinates; ability to build relationships.
- Thorough understanding of the unit goals and ability to determine the best way of achieving unit goals.
- Demonstrated ability to handle extremely difficult or volatile situations / individuals effectively.
- Seven to ten years of progressively responsible management experience in human resources and related knowledge in the area of law, policy, and regulation, and the legal and human implications of decisions.
- Demonstrated knowledge of administering labor/union contracts, dispute resolution, grievance procedures, and facilitation and mediation processes.
- Knowledge of the organizational environment of higher education and large research universities to understand client priorities, issues, motivations and constraints.
- Demonstrated understanding of the principles of organizational development and the pressures created in a large institution undergoing change driven by internal and external forces.
- Has direct knowledge of specific functions in the campus HR management information systems.
- Understands the uses and limitations of institutional data.
- Superior consulting, relationship-building, and strategic thinking skills. Ability to facilitate and influence people at all levels. Ability to persuade through both logic and appeal to positive motivations.
- Has strong management skills that include collaboration, coaching and developing subordinates, team building, conflict management, ability to build relationships.
- Maintains a thorough understanding of the unit goals and how this position supports those goals. Exercises leadership relating short-term actions to long-range plans.
- Demonstrated ability to handle extremely difficult or volatile situations/individuals effectively.
- Demonstrated analytical, problem-solving, project planning and implementation skills.
- Ability to handle multiple constituencies, agendas, engagements and tasks, and to deal productively with ambiguity and conflict.

### **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 salary or hourly range that the University reasonably expects to pay for this position is \$101,600 to \$145,700 yearly (\$8,466.67 to \$12,141.67 monthly). This is a 100% FTE career position eligible for full benefits. This position is FLSA Exempt and paid monthly.

**How to Apply**

To apply, please submit your resume and cover letter.

**Referral Source info**

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 E-mail** 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.

**Misconduct Disclosure**

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

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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/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/psc/ucb/EMPLOYEE/HRMS/c/HRS\\_HRAM\\_FL.HRS.CG\\_S](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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