
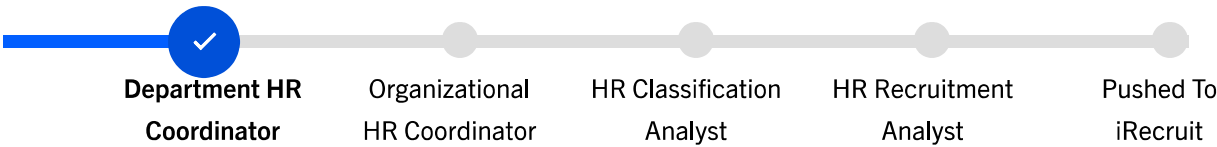


# ACAD HR ANL 2

Recruitment ID: 29630277 | JD ID: 29630280 | Job Code: 007714

The recruitment is missing some required information. The following fields must be completed before the recruitment can be classified.

 Click to Expand



[Edit Job Description](#)

## General Information

**Working Title:** Academic Personnel Analyst 2

**Personnel Program Code:** Professional & Support Staff

**Department:** CHA&SS Dean's Office

**Department Head:** Daryle Williams

**Supervisor:** Susan Brown

**FLSA:** Non Exempt

**HEERA Code:** All others, Not Confidential

**Grade:** 20

## Position(s) Directly Supervised (if applicable)

Job Code	Job Title	FTE
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## Generic Scope

Professional who applies acquired job skills, policies, and procedures to complete substantive assignments/projects/tasks of moderate scope and complexity; exercises judgment within defined guidelines and practices to determine appropriate action.

## Custom Scope

Applies professional UC academic HR concepts, organization and/or system wide policies, and procedures to provide guidance to supervisors and managers to resolve a variety of academic human resources issues of moderate scope and complexity.

## Level of Supervision Received

**Supervision** - The incumbent performs a variety of routine duties within established policies and procedures or by referral to the supervisor's guidelines.

## Position Custom Scope

Under the general direction of the Academic Personnel Director in the Dean's Office for the College of Humanities, Arts, and Social Sciences (CHASS), the Analyst will provide critical analytical and administrative support in Academic Personnel for multiple departments within the College. The Analyst will be responsible for complex reviews and analysis concerning a variety of academic personnel actions, including merit, promotion, and appointment action, and will provide recommendations and direction to Department Chairs and departmental staff regarding the interpretation and implementation of academic personnel policies and procedures. The Analyst is expected to analyze problems fully, gather data and information and evaluate alternate solutions to, and make recommendations on department Academic Personnel Business processes. The Analyst will maintain a comprehensive level of knowledge of systemwide and local academic personnel policies and procedures. The Analyst will maintain strict confidentiality at all times and will provide the highest level of customer service to the CHASS community in a courteous and professional manner. The incumbent will serve as back up support in all areas to the other Academic Personnel Analysts in the Dean's Office. Working independently with multiple assigned departments, the Analyst will provide leadership, policy interpretation, critical analysis and administrative support in the management of the centralized processes for CHASS Academic Personnel Business. We are seeking 2 limited positions working 17 hours a week for a duration of approximately 6 months. The limited positions will work less than 1000 hours during this appointment.

## Key Responsibilities

Description	% Time
Determines and assembles materials for academic review cases.	35 %

Description	% Time
<p>Working independently with multiple assigned departments, the Analyst provides leadership, policy interpretation, critical analysis and administrative support in the management of the centralized processes for CHASS Academic Personnel Business. Using independent judgement, research and analyze campus policies and procedures to provide guidance to faculty, Department Chairs and staff. Create and coordinate eligibility lists and timelines with Department Chairs for academic personnel actions (merits and promotions) in assigned departments. Work directly with department faculty from a wide variety of disciplines to assemble and complete review files, providing analytical and administrative support and advice. Critically review files to ensure accuracy and compliance with applicable policies and procedures, Academic Personnel Manual (APM) and the Call. Maintain and manage data, analyze and summarize reports for assigned departments, such as; Bylaw 55, Sabbatical history and credits, leave history, advancement summaries and other reports as directed. Conduct Dean's level review of files prepared by other Analysts and make recommendations to AP Assistant Director regarding necessary revisions to the file. Independently administer Affirmative Action Guideline One recruitment's for assigned departments, ensuring compliance with policies and procedures. Communicate with and advise Department Chairs and staff regarding recruitment guidelines and content of recruitment plans. In consultation with Department Chairs, complete recruitment plan in APRecruit. Provide administrative support to assigned departments regarding senate faculty leaves of absence, FML, and other leaves.</p>	<p>20 %</p>

Description	% Time
<p>Using independent judgement, research and analyze campus policies and procedures to provide guidance to faculty, Department Chairs and staff of assigned departments for a variety of complex personnel actions for non-senate appointees including recruitment, appointment/re-appointments, excellence reviews, merit reviews, Lecturer assessment files and Instructional Workload Course equivalency (IWC) requests. Communicate with and advise Department Chairs and staff regarding recruitment guidelines and content of recruitment plans in AP Recruit. Conduct Dean's level review of recruitments and waivers for non-senate appointees. Create non-senate appointment letters for approval by the Dean or Associate Dean. Prepare directives, communicate regulations, and other instructions for issuance to Department Chairs and staff to include the Unit 18 Lecturer contract, appropriate policies in the Academic Personnel Manual, the Academic Student Employee (ASE) contract and related campus/college Academic Personnel policies and procedures. Provide administrative support to assigned departments regarding non-senate leaves of absence, such as family and medical leave (FML).</p>	15 %
<p>Under general supervision provides advice and guidance on documented faculty or other academic staff compensation programs, academic personnel policies and procedures.</p>	10 %
<p>Supports faculty search committees.</p>	10 %
<p>Assesses and summarizes data and comments from teaching evaluations.</p>	5 %
<p>Assist with the development and delivery of training programs and materials, in academic personnel and related subject areas. Provide one-on-one and group training for eFile and AP Recruit users, especially new faculty/chairs/FAO's. Collect data and information from multiple sources and prepare reports as needed. Provide feedback and proposals for the improvement of the eFile and APRecruit systems.</p>	5 %
<p>Under guidance from manager counsels faculty and other academic staff concerning work-related problems, work-eligibility (visa) matters such as J-1 processing, and benefits considerations.</p>	0 %
<p>Implements policies and programs in recruiting, instructional labor relations, wage and salary administration, and training.</p>	0 %

# Education & Experience

## Education Requirements

Degree	Requirement
Bachelor's degree in related area and/or equivalent experience/training.	Required

## Experience Requirements

Experience	Requirement
2 - 4 years of related experience.	Required
Minimum 2-4 years of experience in UC Academic Personnel, Academic Affairs or Human Resources experience	Preferred

## Licenses Requirements

License	Requirement
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## Certifications Requirements

Certification	Requirement
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## Educational Condition Requirements

Educational Condition	Requirement
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# Knowledge, Skills & Abilities

Description	Requirement
Must have organizational and time management skills to plan, coordinate, and direct numerous, complex projects and activities with competing deadlines.	Required
Must have analytical skills, and the ability to exercise independent judgment in problem solving.	Required
Demonstrated organization, problem solving and communication skills.	Required

Description	Requirement
College degree with a major in educational administration, business administration, or an allied field, and two years of experience in administrative analysis or operations research or an equivalent combination of education and experience.	Required
Knowledge of human resources management systems and other related business software programs and systems.	Required
Skilled in organizing tasks, documents, and materials with efficiency and accuracy.	Required
Basic knowledge of and ability to apply/interpret organization and college policies and procedures which govern academic HR.	Required
Excellent communication and interpersonal skills to effectively and professionally communicate using tact and diplomacy.	Required
Skilled in working as part of a team and collaborating with colleagues.	Required
Skilled in accurate record keeping with strict attention to detail. Skilled in editing and formatting documents in word processing applications. Skilled in entering, recording, and maintaining information in electronic or written format.	Required
Experience and skills in interpreting and applying complex policies and procedures.	Required
Analytical skills to conduct analysis and develop recommendations to Chairs/unit management.	Required
Ability to manage a large portfolio of functions, tracking and prioritizing critical tasks to completion. Ability to prioritize and follow multiple timelines to ensure deadlines are met. Ability to follow oral and written instructions.	Required
Knowledge of unit academic culture and educational goals of discipline(s) served.	Required
Knowledge of organization, college and departmental formal and informal policies and procedures and understanding of variances to stated policies.	Required
Working experience with online systems. Hired applicant must successfully pass a background check through the Department of Justice.	Required

Description	Requirement
Experience working with sensitive information and documents, maintaining strict confidence at all times.	Required
Experience reading, interpreting, and utilizing UC academic personnel policies and procedures, such as the Academic Personnel Manual (APM), the Call, the Hiring Toolkit, the Unit 18 Memorandum of Understanding (MOU), ASE Agreement, Postdoc agreement, and the Affirmative Action and Recruitment guidelines. Experience using University online applications, including eFile, APRecruit and the Payroll Personnel System (PPS). Administrative experience in an academic environment Working knowledge of academic dossier preparation Knowledge of policies and procedures as they relate to this position, particularly personnel administration.	Preferred

# Special Requirements & Conditions

Special Requirements & Conditions	Requirement
Overtime when needed.	Required

# Environment

## Working Environment

- Campus

# Items Used & Other Requirements

## Items Used

- Standard Office Equipment

## Physical Requirements

- **Bend:** Occasionally
- **Sit:** Frequently
- **Squat:** N/A
- **Stand:** Frequently
- **Crawl:** N/A

- **Walk:** Frequently
- **Climb:** N/A

## Mental Requirements

- **Read/Comprehend:** Constantly
- **Write:** Constantly
- **Perform Calculations:** Frequently
- **Communicate Orally:** Constantly
- **Reason & Analyze:** Constantly

## Environmental Requirements

- **Is exposed to excessive noise:** No
- **Is around moving machinery:** No
- **Is exposed to marked changes in temperature and/or humidity:** No
- **Drives motorized equipment:** No
- **Works in confined quarters:** No
- **Dust:** No
- **Fumes:** No

## Critical Position

Is Critical Position: No