Job Summary:
Under general supervision, review and analyze a wide variety of academic personnel appointment and advancement files, ensuring policy/procedure compliance. Manage academic personnel review cycle for Department of Statistics senate files. Maintain academic personnel files; prepare and process all senate faculty merit, promotion, and appointment files. Prepare academic recruitment advertisements. Manage and coordinate the departmental recruitment activities for senate faculty positions in the campus online RECRUIT system. Coordinate and process joint faculty appointments and annual renewal; call for and process faculty summer salary requests; call for and process buyouts and sabbatical leave requests, and coordinate the annual outside professional activities process. Research UC policies and procedures and advise faculty, department MSO, and administrators on all academic personnel matters, issues involving academic rank and series concepts, leaves of absence/sabbatical, benefits, retirement, compensation plans, salary, and employee labor relations. Manage the non-senate and visitor personnel process for non-senate appointments in the Department of Statistics. Prepare and process assigned senate and non-senate merits, promotions, and appointment files. Respond to a variety of administrative issues and requests for information on behalf of the Chair and Dean’s Office. Serve as department electronic vote coordinator.

Job Description:
Job Essential Function 1
Percent of Time: 60%
ACADEMIC PERSONNEL ADMINISTRATION
- Oversee Department of Statistics recruitment and appointment activity for Senate academics. Ensure compliance with recruitment policies and procedures. Create and/or review all recruitment and appointment documents to ensure that actions and supporting materials submitted to Academic Personnel for approval are accurate, appropriate, and compliant with University requirements.
- Responsible for coordinating the entire H1B visa process from beginning to end. Serves as the coordinator for all international Senate academic appointments. Serves as liaison between the department, the International Office, and the applicant on all issues related to H-1 visas. Initiates the H1B process, gathers and compiles all required information for H-1 applicants, including preparing all required forms. Complete labor conditions statement for the California Labor Board indicating the salary to be paid and insure that salary agreement meets with California Labor Board standards. Draft all letters for the department Chair to the International Office to request approval for H-1 Visa status.
- Provide direct consultation regarding academic personnel issues to department MSO, Chair, and other campus administrators as well as to academic appointees. Identify problems, elicit specific needs and anticipate general and/or long-range needs. Research practices on the UCI campus and/or other UC campuses to bring historical perspective to current issues. Recommend alternative actions as needed.
- Responsible for maintaining academic personnel files for the Department of Statistics and for the timely preparation and processing of all faculty merit, promotion, and appointment files.
Responsible for collecting and organizing dossier materials and for tracking the progress of each case from initiation through submission to the Dean's office. Track, update and maintain spreadsheet of teaching evaluation averages and provide teaching evaluations to the Chair for review. Serve as departmental voting administrator. Prepare and distribute ballots, tabulate, and report votes for all academic and curricular matters.

- Create and manage a variety of databases for (1) tracking merits and promotions, appointments, layoffs, sabbaticals, separations, renewals, and other transactions for academic appointments, and (2) tracking affiliated, adjunct, and other courtesy joint appointments for reappointment, renewal, and other actions.

- Manage the annual academic personnel review process for senate faculty in the Department of Statistics. Determine and verify eligibility for merit increase, promotion, midcareer evaluation, tenure review, renewal, among other actions, and create a communication campaign targeting those individuals accordingly regarding deadlines for receipt of required documentation. Analyze and advise ad-hoc committee members of each potential action; create, distribute, calculate, and certify faculty votes; and ensure all dossiers are complete and processed in a timely manner. Advise faculty members undergoing review with respect to content and format of required forms and documents. Provide support for AP-10 creation and analyze information received from faculty. Revise and update as needed to assure accuracy and appropriateness. Solicit, obtain, and verify letters of evaluation from external referees at other institutions in support of departmental actions. Prepare confidential documents and correspondence appropriate for each case. Proofread to ensure accuracy and consistency of information throughout the file.

- Ensure that individual academic salaries are in compliance with University and campus policies, including limits on off-scale salaries. Provide recommendations to the MSO and Chair on all senate academic appointments and reviews, equity, or pay increases. Develop and present information regarding exceptional and unusual personnel matters. Calculate and ensure the accuracy of range-adjusted senate salaries (off-scale, Above Scale, and academic administrator salaries). Post-audit payroll/personnel documents for accuracy. Review post-authorization notifications for accuracy of payroll entries for Department senate faculty.

- Assist MSO with preparation of academic recruitment advertisements in consultation with Chair and/or search committees for posting in scientific journals, on the Internet, and other media for senate positions. Ensure equal employment opportunity search requirements are met. Research advertisement venues and ensure that ads are submitted for approval to Dean's Office and Academic Affairs in time to meet journal deadlines.

- Manage and coordinate the department recruitment activities for senate faculty positions in the campus on-line RECRUIT system. Establish and maintain recruitment requirements for each posting and assign the appropriate access rights for the Chairs, Editors, and Reviewers. Advise and assist the search committees as needed.

- Responsible for coordinating and processing joint faculty appointments and annual renewals.

- Manage the summer salary process for the Department of Statistics. Responsible for sending out the annual call for faculty summer salary requests. Coordinate memos and worksheets per Bren School guidelines and at the direction of the MSO. Work with faculty and financial analysts to obtain signature approvals and ensure accurate worksheets. Once approved by the Chair, submit all required documentation to Bren School Personnel Manager.

- Manage the sabbatical process for the Department of Statistics. Responsible for sending out the annual call for sabbatical leave requests for the faculty. Calculate sabbatical leave credits and verify count with Dean's Office. Process sabbatical leave forms and notify faculty of sabbatical regulations.
• Responsible for coordinating the annual outside professional activities process.
• Serve as UCI directory OLDUS coordinator for the department. Coordinate with Bren School Communications Office to update and maintain senate and non-senate directory information on the department website. Manage and update ListSers for Department senate and non-senate faculty.
• Research UC policies and procedures and provide guidance to Chair and Department MSO on all academic personnel matters.
• Drafts justification memos and appointment letters for the Chair and faculty members based on appointee background, experience, and special circumstances. Coordinate with faculty members on potential appointee, and with area coordinators as necessary to obtain all information to proceed with appointment letter and justification.
• Assist faculty with UC Path, the new shared services hub, and help them obtain and understand payroll, benefits and HR information.
• Special projects as needed by the Chair and Department MSO.

Job Essential Function 2
Percent of Time: 35%
NON-SENATE PERSONNEL ADMINISTRATION
• Assist in managing the academic visitor program for the department by initiating documents required for inviting foreign and domestic scholars and researchers to UCI. Compose invitation letters and coordinate gathering of materials with potential visitors and faculty. Determine visa requirements and prepare appropriate documentation. Research and determine appointment titles and levels, and prepare dossiers for non-senate academic research appointments. Notify Department Chair and MSO of upcoming visits, and provide UCI and local housing information to visitors.
• With direction from the Department Chair and Department MSO, responsible for lecturer on-boarding process. Gather pertinent employment information and process documents. Orient new lecturers to UCI and ICS administrative policies and procedures. Ensure timely submission of required documents to Bren School Personnel Office. Assist with compilation of academic personnel files, including appointments, merits, and promotions. Prepare dossier materials, including required academic personnel forms, etc.
• Manage appointment process for all grant-supported and non-senate employees of department faculty. Work closely with Dean's Office Financial Analysts and Personnel Office to assemble necessary documentation to employ undergraduate students, academics, and staff assigned to research groups.
• Track and independently manage appointments and renewals in the non-senate database. Compose and submit academic advertisements for approval when necessary. Consult with Personnel Office to determine appointment titles and levels and prepare dossiers. Gather pertinent appointment information and submit for approvals. Follow-up with faculty and Bren School Personnel Office to ensure all appointments are processed.

Job Essential Function 3
Percent of Time: 5%
ADMINISTRATIVE
• Provide backup support for Department KFS, PalCard, room and seminar scheduling, and facilities requests.
Skills, Knowledge and Abilities:

Required:

- Skill to maintain confidentiality and to effectively communicate and perform responsibilities with tact, sensitivity, diplomacy, and discretion.
- Strong skills to independently assess priorities and prioritize assignments in order to meet multiple deadlines and complete projects in times of heavy workload, competing objectives, and frequent interruptions.
- Analytical skills to assess situations, define problems and/or objectives, identify relevant factors, identify patterns and relationships, anticipate possible outcomes and their implications, and formulate logical and objective conclusions.
- Ability to independently prioritize and organize multiple complex projects as well as routinely work in an environment of heavy workload, deadline pressures, and frequent interruptions.
- Strong interpersonal skills, and excellent oral and written communication skills. Ability to write concise, logical, and grammatically correct analytical reports, procedural documents, and memos. Ability to proofread and correct before documents are released.
- Demonstrated ability to work as part of a team and to develop and maintain effective working relationships with faculty, staff, campus administrators, students, and professionals throughout and outside of the University.
- Demonstrated clear and effective oral communication skills and the ability to interact with professionalism and diplomacy in situations of conflict.
- Extensive working knowledge of personal computers and proficiency utilizing standard software programs and information technology.
- Demonstrated ability to work independently yet coordinate with a team.
- Skill in managing and organizing filing systems.

Desired:

- Experience reviewing and interpreting UCI Academic Personnel Policies and Procedures. Experience working within the academic and administrative structure of institutions of higher education.
- 3-5 Years relevant work experience with a B.A./B.S. degree, or equivalent experience
- Experience working in an academic department.
- Familiarity with university and campus-wide policies and procedures.
- Knowledge of UCI campus departments and central administrative offices, their services, and roles.
- Familiarity with the varied and complex issues related to the role of a Department Chair and the operations of an Academic Department Office.
- Familiarity with the mission, organizational structure, policies, and procedures of the Donald Bren School of Information and Computer Sciences.

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