Job Summary:
The Academic Personnel Analyst is a seasoned experienced professional with a comprehensive understanding of UC, campus, and unit academic practices, policies, and procedures. Reviews and analyzes a wide variety of academic personnel files and manages the academic personnel review cycle for department’s senate and non-senate employees as well as visitor appointments for the department and its associated research groups. Manages academic recruitment activities, joint faculty appointments, the processing of leave requests, summer salary, and annual outside professional activities. Advises faculty, department chair, and administrators on academic personnel matters. Researches and resolves moderate to complex academic HR-related issues affecting a broad range of academic titles in imaginative and practical ways.

Job Description:
Job Essential Function 1
Percent of Time: 35%
Provides strategic advice, recommendations, and counsel to unit head, department manager, and other campus administrators by analyzing and interpreting system-wide and organization policies, collective bargaining agreements, academic personnel procedures and practices. Develops and presents information by referencing the Academic Personnel Manual (APM), Memoranda of Understanding (MOU), and related policy statements that supplement the APM and local Academic Personnel Procedures (APP) to perform analysis and recommend actions as needed.

Job Essential Function 2
Percent of Time: 20%
Manages and coordinates the academic recruitment search process in campus on-line RECRUIT system, including placement of ads, drafting of search plans, and conducting the initial screening of materials submitted. Oversees appointment activity and ensures documentation is accurate and in compliance with recruitment policies and procedures. Maintain personnel files and dossier materials and organize progress of each case from initiation through submission and entry into system. Researches advertisement venues and ensures ads meet journal deadlines. Manages the non-senate and academic visitor program by initiating and composing documents, coordinating materials, determining requirements, onboarding, and appointment files.

Job Essential Function 3
Percent of Time: 15%
Analyzes merit and promotion cases for faculty and independently create and manage a variety of databases for tracking merits and promotions, appointments, layoffs, sabbaticals, separations, renewals, etc.. Responsible for tracking, updating, and maintaining spreadsheet of teaching evaluation averages and provide for Chair for review. Serve as departmental voting administrator and prepare and distribute ballots, tabulate, and report votes. Calculates and ensures accuracy of salary range-adjustments and completes post-audit of payroll and personnel transactions for accuracy.
Job Essential Function 4
Percent of Time: 10%
Counsels Senate and non-Senate faculty and other academic staff concerning moderate to complex work-related problems. Assists faculty with questions on shared services hub, UC Path, and helps them obtain and understand payroll, administrative policies and procedures, benefits and HR information.

Job Essential Function 5
Percent of Time: 10%
Facilitates/manages the academic review, summer salary, joint faculty appointment, course buyout, salary exchange, annual outside professional activities, and leave processes, identifying issues relating to policy and compensation. Determine and verify eligibility actions and approaching deadlines for receipt of required documentation.

Job Essential Function 6
Percent of Time: 5%
Analyzes and interprets guidelines and policies to provide advice and counsel to unit clients on issues such as compensation, work-eligibility (visa) matters such as H1-B processing or PR application, and benefits considerations. Coordinates and prepares the entire H1B visa process and serves as main contact for all international senate academic appointments. Develops school policies and procedures for hiring academic appointments.

Job Essential Function 7
Percent of Time: 5%
Serves 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 ListServs for Department senate and non-senate faculty. Create and maintain quarterly reports and maintain mater calendar for Academic Personnel. Administrative support duties to support the Department Chair, Vice Chair, Vice Chair for Graduate Studies and Department MSO.

Skills, Knowledge and Abilities:
Required:

- Thorough knowledge of systemwide and organization policies, union contracts, procedures and practices that govern academic HR administration. Familiarity with the operations of an Academic Department office.

- Excellent critical and innovative thinking to address moderately complex issues and present nuanced analyses.

- Ability to analyze complex management issues, develop project scope and solutions, give professional advice to senior officials, and make critical decisions regarding personnel.

- Requires thorough knowledge of and ability to apply / interpret organization and college policies and procedures which govern academic HR.
Knowledge of trends in academia, especially in areas of academic planning, human resource management and administration.

Ability to communicate effectively with diverse audiences.

Thorough knowledge of UCI campus departments and central administrative offices, organization and college goals, priorities and values and the legal and human implications of decisions.

Please apply via the link below:
https://careersucirvine.ttcportals.com/jobs/10468855-senior-academic-personnel-analyst