Job Description

Job Title: Payroll/HR Analyst (7595U) #17716

Job ID: 17716

Location: Main Campus-Berkeley

Full/Part Time: Full-Time

Department: Law

Regular/Temporary: Regular

About Berkeley

The University of California, Berkeley, is one of the world's most iconic teaching and research institutions. Since 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world. Berkeley's culture of openness, freedom and acceptance—academic and artistic, political and cultural—make it a very special place for students, faculty and staff.

Berkeley is committed to hiring and developing staff who want to work in a high performing culture that supports the outstanding work of our faculty and students. In deciding whether to apply for a staff position at Berkeley, candidates are strongly encouraged to consider the alignment of the Berkeley Workplace Culture with their potential for success at http://jobs.berkeley.edu/why-berkeley.html.

Application Review Date

The First Review Date for this job is: April 30, 2014

Departmental Overview

UC Berkeley School of Law (Boalt Hall) is one of the nation's great centers for legal education, ever exploring and pushing new intellectual boundaries while tackling urgent, real-world issues. Berkeley Law is also known for its vibrant and engaged community of students and scholars who are committed to providing leadership and making a difference on problems of local, national, and global import.

The Payroll/HR Analyst manages the payroll activities and related systems operations for the School of Law. Functions include interpretation and communication of policies and procedures regarding recruitment and employment activity, as well as data collection, report preparation and distribution, and records and database management. In addition, provides front-line service to meet customer needs and ensures each action is handled with confidentiality, timeliness, accuracy, and sensitivity.

Responsibilities

60% Payroll and Appointment Administration

• Compiles payroll and personnel information, collects data, prepares documents or reports and confirms appropriate authorizations for specific appointment and payroll actions. Applies knowledge of pay cycle end dates, deadlines, system restrictions and interface issues between HCM and PPS to ensure timely transaction processing in both systems. Documents payroll processes and procedures.

• Applies payroll concepts to perform complex analysis and calculations regarding pay processing adjustments, retroactive pay, overpayments and terminal pay in OPTRS. Identifies, researches and corrects invalid pay postings.

• Provides analysis for complex pay policies regarding issues such as vacation, leave of absence, disability, workers' compensation, union contracts, government regulations, non-resident alien payroll issues, withholding exemptions, etc.

• Generates reports in HR BAIRS and Page Center for faculty review of research appointments, processing of expense transfers, analysis of personnel activity and compliance issues, and reconciliation of financial data.

• Participates in audits of internal records, workers' compensation, tax filings and related documentation. Verifies compliance with federal and state payroll and records-retention requirements.

• Trains and provides advice and counsel to employees and supervisors on CalTime payroll system.

10% Hiring Process

• Manages employment forms processing for new and rehired staff and student employees; forwards documentation to HR Analyst for updating HCM system.

• Schedules background checks; maintains background check files.

15% Recruitment Administration

• Posts and manages staff postings for full requisition life cycle on TAM.

• Lists undergraduate student postings on the Work Study and CalJobs recruitment websites.

• Complies with appropriate campus policies and procedures to document and close requisitions. Advises hiring managers on documentation requirements to close job reqs and process hires. Ensures the law school's staff recruitment records are maintained in accordance with campus and law school practices.

• Applies campus guidelines for documenting and processing student waiver of recruitment requests.

15% General

• Under general supervision, provides advice and counsel to client groups according to established human resources policies and procedures.

• Manages sensitive and confidential information appropriately.

• Interacts effectively and collaboratively with client groups, and works in a collaborative manner with others across campus.

• Exercises judgment within defined procedures and practices to determine appropriate course of action.

Required Qualifications

• Experience in payroll processing, policies and procedures, recruitment, and hiring, with working knowledge of federal and state employment laws and best practices.

• Strong analytical skills to conduct analysis and develop recommendations.

• Proficient in communicating clearly and effectively verbally and in writing.

• Excellent interpersonal and proactive listening skills with ability to persuade and negotiate with sensitivity and discretion, to use sound judgment and professional demeanor at all times.

• Excellent customer service skills with the ability to effectively handle difficult or volatile situations/individuals using tact and diplomacy.

• Excellent computer skills with proficiency in MS Word, Excel, database management with experience in reporting, tracking, and data analysis, and ability to quickly learn new software programs as needed.

• Ability to work independently as well as on a team and to establish and maintain effective working relationships.

• Must be a highly motivated, flexible self-starter, extremely resourceful, dependable, results-oriented with strong attention to detail.

• Strong initiative and creative problem-solving skills to anticipate and proactively develop solutions.

• Strong organizational and time management skills to successfully manage multiple and competing needs with frequent interruptions; adept at shifting multiple priorities, meeting high pressure demands and tight deadlines.

• Ability to maintain the highest standards of confidentiality and discretion with sensitive information.

• Ability to successfully complete a criminal background check.

Preferred Qualifications

• Familiarity with campus-specific computer application programs and processes (TAM, HCM, BAIRS, OPTRS, PPS, Cal Agenda, Kronos/CalTime, etc.) preferred.

• Familiarity with UC staff personnel policies/procedures, bargaining agreements and related University regulations preferred.

Salary & Benefits

The hiring salary range: $46,200 - $65,000.

For information on the comprehensive benefits package offered by the University visit:

http://atyourservice.ucop.edu/forms_pubs/misc/benefits_of_belonging.pdf

How to Apply

Please submit your cover letter and resume as a single attachment when applying.

Criminal Background Check

This position has been designated as sensitive and may require a Criminal Background Check. We reserve the right to make employment contingent upon successful completion of a Criminal 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, national origin, disability, or protected veteran status. For the complete University of California nondiscrimination and affirmative action policy see:

http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct

If you'd like more information about your EEO rights as an applicant under the law, please see:

http://www1.eeoc.gov/employers/upload/eeoc_self_print_poster.pdf