

## DRAFT Career Path: Academic Human Resources Analyst

Provides Academic HR advice and services to departments and schools including merit and promotion, appointments and reappointments, and compensation. Counsels Chairs, Senate faculty members, and/or non-Senate instructors on academic issues governed by UC Academic HR policy.

	Entry	Experienced	Expert
General Scope	Entry-level professional; learns to use professional concepts to resolve problems of limited scope and complexity; works on assignments of limited variety and complexity, requiring limited judgment and decision making.	Experienced, journey-level professional who knows how to apply theory and put it into practice with full understanding of the professional field; has broad job knowledge or substantive knowledge in a specialized field; works on problems of diverse scope where analysis of data requires evaluation of identifiable factors.	Recognized campus expert. Has significant impact and influence on university policy and program development. Is assigned the highest level of analytical duties that involve in-depth knowledge and understanding of numerous variables and interrelationships. Regularly leads projects of critical importance which carry substantial consequences of success or failure.
Custom Scope	<ul style="list-style-type: none"> <li>• Applies professional HR concepts to UC-specific Academic HR practices and procedures, applies existing university procedures to analyze information and resolve routine matters.</li> <li>• Independently addresses problems of limited variety and complexity, such as accurate and complete preparation of standard aspects of faculty advancement/appointment cases or faculty recruiting processes.</li> <li>• Contact with others is primarily within the department or school.</li> <li>• Receives instruction on new work assignments.</li> <li>• Exercises judgment within defined procedures and policies to determine appropriate action.</li> <li>• Performs varied analyses under direct supervision and following established policies and procedures.</li> </ul>	<ul style="list-style-type: none"> <li>• As a seasoned experienced professional with a comprehensive understanding of UC, UCSF, school and department academic practices, policies, and procedures, an experienced analyst resolves moderate to complex academic HR-related issues in imaginative and practical ways.</li> <li>• Works on problems of diverse scope where analysis of situations requires evaluation of various factors, e.g., past departmental experience, Budget Committee interpretations, fiscal climate, and other budgetary/fiscal constraints.</li> <li>• General guidelines may be provided on new assignments, initiatives and goals.</li> </ul>	<ul style="list-style-type: none"> <li>• Recognized functional expert who regularly leads HR projects critical to UCSF.</li> <li>• Assigned highest level of analytical duties that lead to new/and/or not yet tested recommendations.</li> <li>• Provides strategic direction to large organizations or university-wide regarding Academic HR issues of the most complex nature.</li> <li>• Provides strategic direction on Academic HR programs such as recruitment, salary administration, and conflict-of-interest reporting.</li> <li>• Advises on Academic HR labor relations strategy, faculty welfare, and faculty retention to all levels of management.</li> <li>• Determines methods and procedures on new assignments, and provides direction and guidance to Academic HR specialists.</li> </ul>

	<b>Entry</b>	<b>Experienced</b>	<b>Expert</b>
Key Responsibilities	<ul style="list-style-type: none"> <li>• With minimal supervision, advises faculty on appropriate titles for post doc and specialist academic appointments using CV.</li> <li>• Counsels Senate/non-Senate faculty members on routine work-related problems such as payroll and benefits for which clear guidelines apply.</li> <li>• May work with business unit managers to facilitate benefits and faculty welfare communications.</li> <li>• Conducts analyses for compliance with routine policies such as payroll, benefits and packets.</li> <li>• Assists with administering policies and programs in recruiting, wage and salary administration, and training for post docs and specialists.</li> <li>• Manages sensitive and confidential information effectively.</li> </ul>	<ul style="list-style-type: none"> <li>• With minimal supervision, advises faculty on more complex CVs for post doc, specialist and non faculty academic appointments.</li> <li>• Counsels Senate and non-Senate faculty and other academic staff concerning complex work-related problems, work-eligibility (visa) matters, sabbatical, and routine leaves of absence.</li> <li>• Provides in-depth analyses of complex academic personnel cases.</li> <li>• Interprets system wide and UCSF general policies, procedures and practices and well as state and federal employment law.</li> <li>• Identifies and customizes training needs for diverse constituencies.</li> <li>• Collaborates with faculty and staff on matters of HR policy and practice.</li> <li>• Reviews, analyzes, and interprets compensation guidelines and policies to provide strategic advice and counsel to clients.</li> <li>• Prioritizes work assignments.</li> <li>• Manages sensitive and confidential information effectively.</li> </ul>	<ul style="list-style-type: none"> <li>• Advises non faculty academic appointments and makes recommendations on faculty appointments.</li> <li>• Counsels faculty/instructional employees concerning complex and/or particularly sensitive work-related or career-related problems; provides feedback to management and makes strategic recommendations; explains payroll and benefits details of Compensation Plan.</li> <li>• Provides analysis and counsel regarding advancement, merit and promotion cases for faculty.</li> <li>• Designs and conducts training at the department or school level.</li> <li>• Directs and designs academic personnel studies and summary reports critical to UCSF on proposed unit, department, school and/ or campus policies that impact university resources.</li> <li>• Provides complex policy guidance and analysis.</li> <li>• Performs highly complex analyses, identifying problems, potential solutions and implementation approaches.</li> <li>• May supervise other analysts.</li> <li>• Influences and collaborates with senior managers and faculty on matters of HR strategy, practices, and policy</li> <li>• Serves as a lead within department and on committees to counsel on Academic HR initiatives.</li> <li>• Manages sensitive and confidential information effectively.</li> </ul>

	Entry	Experienced	Expert
Knowledge and Skills	<ul style="list-style-type: none"> <li>• Working knowledge of areas such as benefits/faculty welfare policies and practices, and curriculum/academic programs.</li> <li>• Demonstrates analytical skills to conduct analysis and develop recommendations.</li> <li>• Applies knowledge of academic personnel policies that relate to appointment and pay in order to establish and troubleshoot transactions appropriately.</li> <li>• Able to understand customer expectations and to use available resources, policies, and opportunities to support customers while upholding institutional policy and values.</li> <li>• Acquiring knowledge of university-specific software programs and systems.</li> <li>• Working knowledge and ability to advise on basic visa policies and procedures.</li> </ul>	<ul style="list-style-type: none"> <li>• Requires in-depth knowledge of and ability to apply and interpret university and school policies and procedures.</li> <li>• Thorough knowledge of department and school priorities, goals and values and legal and human implications of decisions.</li> <li>• Applies knowledge of academic personnel policies that relate to recruitment, routine leaves, merit and promotion.</li> <li>• Able to analyze complex management issues; develop project scope and solutions, give professional advice to senior officials and make recommendations regarding academic personnel. May be involved in advising faculty on staff personnel issues.</li> <li>• Uses creativity in approaching unique problems.</li> <li>• Demonstrates strong technical, organizational, mathematical, analytical, and written and oral communication skills.</li> <li>• Advanced knowledge of university-specific software programs and systems.</li> <li>• Advanced ability to advise on complex visa policies and procedures.</li> </ul>	<ul style="list-style-type: none"> <li>• Expert knowledge of and ability to apply and interpret system, university and school policies and procedures that may be complex and conflicting.</li> <li>• Thorough and broad knowledge of university and school goals, priorities and values and the legal and human implications of decisions.</li> <li>• Specialized knowledge of trends in academia, especially in academic planning, human resource management and administration.</li> <li>• Applies knowledge of academic personnel policies that are complex and vague or poorly defined and sometime are in conflict.</li> <li>• Able to analyze highly sensitive and complex management issues; develop project scope and solutions, give professional advice to senior officials and make critical decisions regarding academic and staff personnel.</li> <li>• Demonstrates skill in organizing and prioritizing competing work assignments, employing political acumen and integrating information to determine appropriate courses of action while understanding the wider context.</li> <li>• Possesses excellent critical and innovative thinking skills to address complex issues and present nuanced analyses.</li> <li>• Demonstrates leadership and initiative.</li> <li>• Demonstrates expert technical, organizational, mathematical, analytical, and written and oral communication skills.</li> <li>• Able to communicate effectively with diverse audiences.</li> <li>• Has expert knowledge of university-specific software programs and systems.</li> <li>• Ability to advise on complex visa policies and procedures</li> </ul>