

UC San Diego  
Academic HR Analyst 1  
Hiring Pay Scale: \$53,800-\$68,200 annually

Physics is a prominent, highly-ranked, and research-intensive department at UC San Diego, with 400+ employees, annual expenditures of roughly \$30M, annual course enrollment greater than 16K, and over 140K square feet of space in 8 campus buildings. Research and instructional activity occurs over an unusually broad range of disciplinary areas, including: astrophysics & astronomy, atomic/molecular physics, biophysics, condensed matter physics, controlled fusion & plasma physics, elementary particle physics, nanoscience, and nonlinear dynamics.

Research activity occurs both on-campus and in multiple off-campus locations, including: U.S. National Laboratories such as Argonne, Lawrence Livermore, and LANL (Los Alamos National Lab); observatories throughout the world; Antarctica; and the Large Hadron Collider at CERN (the European Organization for Nuclear Research) in Switzerland. Research collaborations frequently involve other U.S. and international universities, National Labs; research institutes such as The Scripps Research Institute and the Salk Institute; and/or companies such as SAIC and General Atomics. Sponsored research activities are funded by 40-50 different funding agencies, including NSF, NIH, DOE, DOD, and AFOSR.

Instruction occurs at multiple levels. With approximately 150 students, the doctoral program has a flexible and broad-based curriculum which leads to a Ph.D. in Physics or a Ph.D. in Physics with a Specialization in Biophysics. With nearly 600 Physics majors, the undergraduate major program is one of the most productive in the nation. Students may obtain B.S. degrees with optional specializations in Astrophysics, Biophysics, Computational Physics, Earth Sciences, or Materials Physics, or B.A. degrees with an optional specialization in Secondary Education. A unique 5-year contiguous program leading to a B.S./M.S. in Materials Physics is also available. Lower division courses allow students to satisfy their general education requirements and serve as foundational courses for students majoring in the sciences and engineering.

Under supervision of the Department HR and AP Manager, the Academic HR Analyst 1 is responsible for supporting the analysis and administration of academic affairs and personnel matters for the Department of Physics.

Learns to apply professional UC Academic HR concepts, organization and / or system wide policies, and procedures in the completion of UC Academic HR assignments that are of limited scope and impact. Receives instructions on most work assignments, and regularly consults with more senior academic HR Analysts and / or manager in the course of completing assignments. Exercises some judgment within defined procedures and policies to determine appropriate action.

Duties include responsibility for supporting: new appointments, recruitment and hiring, merit and promotion files of assigned academic employees; grievance/disciplinary actions; formation and/or submission of policy exceptions; visas; and UCPath data entry.

Additionally, the incumbent may provide backup support for staff human resources in the Department of Physics.

- Vacations may not be scheduled during peak periods.

## QUALIFICATIONS

- Knowledge of and ability to apply / interpret organization and college policies and procedures which govern academic HR. Familiarity with human resources administration. General knowledge of state and federal law as they pertain to human resources administration, with the ability to interpret policies and procedures relevant to represented and non-represented employees.
- Knowledge of unit academic culture and educational goals of discipline(s) served. Familiarity with faculty scholarly activities such as research, teaching and professional service.
- Knowledge of organization, college, and departmental formal and informal policies and procedures, and understanding of variances to stated policies. Ability to interpret unit agreements as well as contract negotiations, and to implement wage agreement components. Ability to communicate these issues to management and employees as required.
- Familiarity with leave administration (e.g. FMLA, CFRA, PDL).
- Knowledge of organization's human resource management system (HRMS) and other related business software programs and systems. Skill to operate a personal computer and in-depth knowledge of computer environments, including a variety of standard web and business- and research-related software such as MS Office Word, PowerPoint, Outlook, Access, and Excel, Adobe products, and internet search engines. Knowledge of and ability to use Web-based applications, with the ability and willingness to increase skills as needed to meet the demands of business.
- Analytical skills to conduct analysis and develop recommendations, demonstrating organizational and problem-solving skills. Skills in researching and evaluating information, preparing concise, well-organized reports, summaries and policy documents.
- Skills to communicate effectively, both verbally and in writing. Strong communication skills utilizing nuance, tact, diplomacy and flexibility. Ability to communicate effectively one-on-one or in group settings, taking into account differences in social, cultural, professional, and educational backgrounds, in writing and electronically. Excellent proofreading skills to check accuracy, clarity, grammatical and syntactical correctness and continuity.
- Demonstrated ability to learn and work independently with a variety of computer applications and University information systems (UCPath, Cognos, Interfolio, Ecotime, RSAS, APOL systems, etc.).
- Ability to maintain confidentiality, to work independently and exercise good judgment to identify problems and recommend reasonable course of action for problem resolution.
- Ability to prioritize, follow through on tasks, handle multiple tasks simultaneously, and meet deadlines independently; respond to urgent requests with the demonstrated ability to function well in a high-volume environment with frequent interruptions
- Demonstrated understanding of the importance of ensuring an equitable, inclusive, and diverse working environment, with the ability to work as a part of a diverse and collaborative team. Demonstrated competency and commitment to equity, diversity and inclusion.
- Willingness and demonstrated ability to embrace and consistently uphold the principles of community for a collaborative work environment.

#### SPECIAL CONDITIONS

- Job offer is contingent upon satisfactory clearance based on Background Check results.
- This position is designated as a CANRA mandated reporter.

If employed by the University of California, you will be required to comply with our Policy on Vaccination Programs, which may be amended or revised from time to time. Federal, state, or local public health directives may impose additional requirements.

Apply Online:

<http://50.73.55.13/counter.php?id=289978>

To foster the best possible working and learning environment, UC San Diego strives to cultivate a rich and diverse environment, inclusive and supportive of all students, faculty, staff and visitors. For more information, please visit UC San Diego Principles of Community.

UC San Diego is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age or protected veteran status.

For the University of California's Affirmative Action Policy please visit: <https://policy.ucop.edu/doc/4010393/PPSM-20>

For the University of California's Anti-Discrimination Policy, please visit: <https://policy.ucop.edu/doc/1001004/Anti-Discrimination>