

Payroll/Personnel Analyst - 67494-1A

Updated: Apr 12, 2024

Location: Irvine-Campus

Job Type:

Department: Chemical & Biomolecular Engr

Job Opening ID: 67494

Reports To: Chief Administrative Officer (CAO)

Working Title: Payroll/Personnel Analyst

Department: Chemical & Biomolecular Engr

Bargaining Unit: 99

FLSA: Non-Exempt

Payroll Job Code: 007714

Job Location: UCI Campus- Irvine

Percent of Time: 100%

Work Schedule: 8-5

Employee Class: Career

Position Summary:

The Department of Chemical and Biomolecular Engineering (CBE) is one of six academic departments in the Samueli School of Engineering at UCI. Staff are responsible for administrative duties associated with a fluctuating population of approximately 110 employees. With 17 faculty, 275 undergraduates and 90 graduate students, we offer a vibrant academic community and a quality educational experience for our students. Our faculty expertise and active research programs span topics ranging from the development of novel systems to produce biofuels and commodity chemicals for synthesis of materials and pharmaceuticals; to processes and systems that enable sustainable energy storage and conversion; to the development of nano- and biotechnologies for discovery and design of novel active molecules, materials and devices with applications in sustainable energy, sensing and human health.

Applies professional UC Academic and non-Academic HR concepts, organization and / or system wide policies, and procedures to provide guidance to supervisors and managers to resolve a variety of academic and non-Academic human resources issues of moderate scope and complexity for the Department of Chemical and Biomolecular Engineering (CBE). The position reviews, analyzes, prepares and processes a wide variety of staff, student and academic personnel appointments. Coordinates and manages the preparation of merit, mid-career, promotion, and other academic review dossiers for Senate and non-Senate faculty, ensuring policy/procedure compliance. Incumbent will process all merit, promotion and appointment entries, faculty recruitment, processing of summer salaries, course buyouts, sabbaticals, joint appointments, and helping with department electronic voting process. The position manages and coordinates the senate and non-Senate positions in the campus online RECRUIT system, including preparing recruitment advertisements, and coordinating onboarding procedures. Advises and recommends options to the faculty for hiring lab personnel (to include but not limited to: technicians, GSR's, student assistants). Provides support and coordination for CBE, tracking throughput on all action items and updating Chair and CAO apprised of progress. The position conducts the necessary research of UC policies and procedures

and advises on matters, issues involving academic and non-academic rank and series concepts, including leaves of absence/sabbatical, benefits, retirement, compensation plans, salary, and employee labor relations. Ensures accuracy of payroll entries for appropriate and timely processing. Position is responsible for all issues relating to non-citizen immigration procedures and applications for temporary visas, J-1, H-1B and permanent resident visas and coordinating with the International Center. The position is responsible for all payroll entry and department timesheet administration. The position interprets policy and develops/implements procedures to ensure compliance and supports effective operations, as well as provides corrective guidance as needed. The position serves as the primary department payroll contact and expert, as both a payroll system (UCPath) transaction initiator and approver, working closely with the CAO and School Dean's office to ensure that all paperwork and system transactions are timely and accurate. The position will also support the Department Chair, CAO, serving and participating in special projects and or other duties as assigned.

Key Responsibilities

List key functions and the estimated percentage of time spent performing each of the responsibilities. Indicate which responsibilities are considered "Essential" to the successful performance of the job as defined by the EEOC: "Essential functions are the basic job duties that an employee must be able to perform. You should carefully examine each job to determine which functions or tasks are essential to performance."

% of time	Essential Function (Yes/No)	Key Responsibilities (To be completed by Supervisor)
35	Yes	Initiates and processes all faculty, other academics, all student and staff payroll entries in UCPath, including merits, promotions, NSTPs, summer salaries, buyouts, sabbaticals, joint appointments.
10	Yes	Under general supervision provides advice and guidance on documented faculty or other academic staff compensation programs, academic personnel policies and procedures.
10	Yes	Under guidance from CAO, counsels faculty and other academic and non-academic staff concerning work-related problems, work-eligibility (visa) matters such as J-1 processing, and benefits considerations.
10	Yes	Implements policies and programs in recruiting, instructional labor relations, wage and salary administration, and training
5	Yes	Timesheet processing for academic personnel and staff in CBE
10	Yes	Manage and coordinate academic recruitments in AP Recruit
10	Yes	Assists CAO with determining and assembling materials for academic review cases for Senate faculty.
10	Yes	Supports department with other operations functions, projects and duties as assigned

Total Compensation:

In addition to the salary range listed below, we offer a wealth of benefits to make working at UCI

even more rewarding. These benefits may include medical insurance, sick and vacation time, retirement savings plans, and access to a number of discounts and perks. Please utilize the links listed here to learn more about our [compensation practices](#) and [benefits](#).

The expected pay range for this recruitment is \$29.26 - \$34.77 (Hourly Rate). The Full Salary Range for the salary grade this position is assigned to is \$29.26 - \$51.29 (Hourly Rate).

Department Website:

<https://engineering.uci.edu/dept/cbe>

Required:

- Experience in one or more areas Academic Personnel, UC Path, UCI's time reporting system, and international scholar onboarding and employment is required.
- 3-5yrs of related experience
- Bachelor's degree in related area and / or equivalent experience / training.
- Basic knowledge of and ability to apply / interpret organization and college policies and procedures which govern academic HR.
- Knowledge of organization, college and departmental formal and informal policies and procedures and understanding of variances to stated policies.
- Knowledge of human resources management systems and other related business software programs and systems.
- Knowledge of unit academic culture and educational goals of discipline(s) served.
- Analytical skills to conduct analysis and develop recommendations to Chairs / unit management. Demonstrated organization, problem solving, and communication skills.
- Professional and finetune communication and demeanor Ability to effectively and efficiently manage heavy workloads, fluctuating deadlines and providing a quick turnaround response.
- Skill and ability to accurately and effectively process large volumes of employment documents and payroll system transactions with a minimal margin of error.

Preferred:

- Knowledge and proficient use of organization's payroll system, UCPath and highly preferred to be successful in this role.
- Knowledge of UC academic personnel guidelines

Special Conditions Preferred:

- Ability to work overtime as needed and pre-approved.

Conditions of Employment:

The University of California, Irvine (UCI) seeks to provide a safe and healthy environment for the entire UCI community. As part of this commitment, all applicants who accept an offer of employment must comply with the following conditions of employment:

- Background Check and Live Scan
- Legal Right to work in the United States
- Vaccination Policies
- Smoking and Tobacco Policy
- Drug Free Environment

The following additional conditions may apply, some of which are dependent upon business unit or job specific requirements.

- California Child Abuse and Neglect Reporting Act
- E-Verify
- Pre-Placement Health Evaluation

Details of each policy may be reviewed by visiting the following page - <https://hr.uci.edu/new-hire/conditions-of-employment.php>

Closing Statement:

The University of California, Irvine is an Equal Opportunity/Affirmative Action Employer advancing inclusive excellence. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected categories covered by the [UC nondiscrimination policy](#). We are committed to attracting and retaining a diverse workforce along with honoring unique experiences, perspectives, and identities. Together, our community strives to create and maintain working and learning environments that are inclusive, equitable, and welcoming.

UCI provides reasonable accommodations for applicants with disabilities upon request. For more information, please contact Human Resources at (949) 824-0500 or eec@uci.edu