Academic Personnel/Payroll Analyst - 41087-1A

Updated: Aug 22, 2022
Location: Irvine-Campus
Job Type:
Department: MAE Department Accounts

Job Opening ID: 41087
Reports To: Chief Administrative Officer (CAO)
Working Title: Academic Personnel/Payroll Analyst
Department: MAE Department Accounts
Bargaining Unit: 99
FLSA: Non-Exempt
Payroll Job Code: 007714
Job Location: UCI Campus- Irvine
Percent of Time: 100%
Work Schedule: 8-5, M-F
Employee Class: Career

Position Summary:

The Department of Mechanical and Aerospace Engineering (MAE) is one of the largest academic departments in the Samueli School of Engineering at UCI. Staff are responsible for administrative duties associated with a fluctuating population of approximate 200 employees. This includes our largest faculty population of 30 faculty, 30 non-senate academics, 8 career staff, 200 graduate students and 1300 undergraduate students. The Mechanical and Aerospace Engineering provides a vibrant intellectual environment for our students, along with technologically advanced laboratories in a wide range of subjects, including biomedical engineering, design and manufacturing, control and robotics, energy and the environment, fluid mechanics, aerodynamics, propulsion, structures, nanomaterials and microsystems. Our faculty members are scholars and leaders in their disciplines, and have achieved worldwide recognition and honors for their creative and pioneering contributions, and their dedicated teaching.

Applies professional UC Academic HR concepts, organization and / or system wide policies, and procedures to provide guidance to supervisors and managers to resolve a variety of academic human resources issues of moderate scope and complexity for the Department of Mechanical and
Aerospace (MAE). The position reviews and analyzes a wide variety of staff and academic personnel appointment, merit and advancement files, ensuring policy/procedure compliance. Incumbent will manage academic personnel review cycle process for MAE Department senate files, to include maintaining academic personnel (AP) files, preparing and processing all senate faculty merit, promotion, and appointment files. The position manages and coordinates the departmental recruitment activities for senate faculty positions in the campus online RECRUIT system, including preparing recruitment advertisements, coordinating site visits and travel arrangements. The position handles all administrative duties related to all Senate actions including coordination of summer salaries, course buyouts, sabbaticals, joint appointments, outside professional activities process and all department electronic voting process. The position functions as the contact and liaison for all interactions with the Department Chair regarding AP cases. Provides support and coordination for MAE, including providing program support for special events with all logistics involved, tracking throughput on all action items and updating Chair and Chief Administrative Officer (CAO) apprised of progress, providing administrative support for Department faculty. The position conducts the necessary research of UC policies and procedures and advise matters, issues involving academic rank and series concepts, including leaves of absence/sabbatical, benefits, retirement, compensation plans, salary, and employee labor relations Reviews 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, H-1B and permanent resident visas. The position provides back-up to all non-senate actions, payroll entry and department timesheet administration. The position interprets policy and develop/implement procedures to ensure compliance and support effective operations, as well as providing 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, Personnel Analyst 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, Graduate Analyst and Undergraduate Analyst as back-up with the preparation of quarterly and 3-year teaching plans and TA assignments. Incumbent will serve and participate in special projects and or other duties as assigned. Incumbent may perform as lead person to MAE staff in the CAO’s absence.

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<th>% of time</th>
<th>Essential Function (Yes/No)</th>
<th>Key Responsibilities (To be completed by Supervisor)</th>
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<tbody>
<tr>
<td>20</td>
<td>Yes</td>
<td>Under general supervision provides advice and guidance on documented faculty or other academic staff compensation programs, academic personnel policies and procedures.</td>
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<td>10</td>
<td>Yes</td>
<td>Supports faculty search committees.</td>
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<td>20</td>
<td>Yes</td>
<td>Assesses and summarizes data and comments from teaching evaluations.</td>
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<td>Yes</td>
<td>Under guidance from manager counsels faculty and other academic staff concerning work-related problems, work-eligibility (visa) matters such as J-1 processing, and benefits considerations.</td>
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<td>30</td>
<td>Yes</td>
<td>Implements policies and programs in recruiting, instructional labor relations, wage and salary administration, and training.</td>
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<td>Determines and assembles materials for academic review cases.</td>
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<td>Yes</td>
<td>Initiates and or approves, all faculty payroll entries in UCPath, including merits, promotions, NSTPs, summer salaries, buyouts, sabbaticals, joint appointments</td>
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<td>20</td>
<td>Provides guidance and support to the payroll analyst with approvals, case reviews, audits and necessary transactions related to UCPATH</td>
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<td>Yes</td>
<td>Provides coordinating support to student programs</td>
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<td>Yes</td>
<td>Provides back-up support to a wide range of non-senate functions, payroll transactions and timesheet processing.</td>
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<td>Yes</td>
<td>Supports Chair &amp; CAO as backup with TA assignments and teaching plans</td>
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<td>Yes</td>
<td>Supports department with other operations functions, projects and duties as assigned</td>
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**100%**

**Compensation Range:**

$28.02 - $33.43

**Department Website:**

[https://engineering.uci.edu/dept/mae](https://engineering.uci.edu/dept/mae)

**Required:**

Bachelor's degree in related area and / or equivalent experience / training. Demonstrated organization, problem solving, and communication skills. 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 and proficient use of organization's payroll system, UCPATH will be required to be successful in this role. Ability to effectively and efficiently manage heavy workloads, fluctuating deadlines and providing a quick turnaround response. Knowledge of human resources management systems and other related business software programs and systems. Professional and fine-tune communication and demeanor Knowledge of unit academic culture and educational goals of discipline(s) served. Analytical skills to conduct analysis and develop recommendations to Chairs / unit management.

**Preferred:**

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

**Special Conditions Required:**

Ability to work overtime as approved by the supervisor.
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](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](https://hr.uci.edu/). 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](mailto:eec@uci.edu).

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