Personnel/Payroll Analyst - 56829-1A

Updated: Jul 26, 2023
Location: Irvine-Campus
Job Type:
Department: MAE Department Accounts

Job Opening ID: 56829
Working Title: 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
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 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 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 help with academic personnel review cycle process for MAE Department senate files, to include helping maintain academic personnel (AP) files, helping with processing all merit, promotion and appointment entries, faculty recruitment, processing of
summer salaries, course buyouts, sabbaticals, joint appointments, and helping with department electronic voting process. Incumbent will manage and maintain all staff and non-Senate personnel files, preparing and processing all merit, promotion, and appointment files. The position manages and coordinates the departmental recruitment activities for staff and non-Senate positions in the campus online RECRUIT system, including preparing recruitment advertisements, and onboarding procedures. The position functions as the contact and liaison for all interactions with the Department Chair regarding non-Senate cases. Provides support and coordination for MAE, 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 advise 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, H-1B and permanent resident visas. The position provides back-up to all 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, AP 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, 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.”

Example:

25% Essential Performs basic design, development, modification and debugging of software. Evaluates basic software for functional areas. Analyzes existing software or works to formulate logic for basic systems, prepares basic specifications and performs coding.

<table>
<thead>
<tr>
<th>% of time</th>
<th>Essential Function (Yes/No)</th>
<th>Key Responsibilities (To be completed by Supervisor)</th>
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</thead>
<tbody>
<tr>
<td>50</td>
<td>Yes</td>
<td>Initiates and or approves, all faculty and staff payroll entries in UCPath, including merits, promotions, NSTPs, summer salaries, buyouts, sabbaticals, joint appointments</td>
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<tr>
<td>Number</td>
<td>Yes</td>
<td>Description</td>
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<td>10</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>15</td>
<td>Yes</td>
<td>Under guidance from manager 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.</td>
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<td>10</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>Yes</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>Timesheet processing for all faculty and staff in MAE</td>
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<td>15</td>
<td>Yes</td>
<td>Provides back-up support to AP Analyst on a wide range of Senate functions, including merits/promotions, payroll transactions</td>
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<td>Yes</td>
<td>Helps AP Analyst with determining and assembling materials for academic review cases.</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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**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.

$29.26 - $34.77 (Hourly Rate) Expected Pay Range within the Full Salary Range $29.26 - $51.29 (Hourly Rate)

**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. Will require knowledge of organization's payroll system, UCPATH Professional and finetune communication and demeanor Ability to effectively and efficiently manage heavy workloads, fluctuating deadlines and providing a quick turnaround response.

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

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.