

# Payroll Personal Analyst - 63934-1A

Updated: Jan 19, 2024

Location: Irvine-Campus

Job Type:

Department: EECS Department Accounts

**Job Opening ID:** 63934

**Reports To:** Chief Administrative Officer

**Working Title:** PAYROLL/PERSONNEL ANALYST

**Department:** EECS 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:** Staff

## Position Summary:

The Department of Electrical Engineering and Computer Science (EECS) has two key goals: to advance the minds of future leaders by providing the finest education to our students and consistently meet industry needs by developing cutting-edge technology. Our faculty believes that engineering plays an integral role in the modernization of society by leading the development of tools and devices that benefit humankind and improve quality of life. Together with our dedicated and hard-working staff who support our educational and research missions, we are working at the forefront of computer science and engineering, including computer system design, high-speed analog and digital circuit design, signal and image processing, electromagnetics, photonics, high-efficiency power electronic circuits and alternative energy generation. EECS is one of six academic departments in the Samueli School of Engineering at UCI. With 38 faculty, over 1050 undergraduates and 350 graduate students, we offer a vibrant academic community and a quality educational experience for our students.

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 Electrical Engineering and Computer Science (EECS). 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 EECS 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 EECS, 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.

% of time	Essential Function (Yes/No)	Key Responsibilities (To be completed by Supervisor)
50	Yes	Initiates and or approves, all faculty 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 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.
5	Yes	Implements policies and programs in recruiting, instructional labor relations, wage and salary administration, and training

5	Yes	Provides guidance and support to the payroll analyst with approvals, case reviews, audits and necessary transactions related to UCPATH .
5	Yes	Timesheet processing for all faculty and staff in EECS
5	Yes	Provides back-up support to AP Analyst on a wide range of Senate functions, including merits/promotions, payroll transactions
5	Yes	Helps AP Analyst with determining and assembling materials for academic review cases.
5	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](#).

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

**Department Website:**

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

**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 acquire and build on 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](mailto:eec@uci.edu)