

Hack Your Job in 10 Days

Make the most of your development time at Berkeley



Hack Your Job in 10 Days

Maximize your paid development leave

Build 10 Day / 80 Hour Plan

Decipher Job Codes

Prototype your next job

Access the job matrix

Infiltrate an elite campus organization

Crowdsource your resume

Peek into salary databases

Superhack: The Reverse Tuition Loophole

Trick your brain into being happy at work

Systemetize your little wins

Activate the Progress Principle

Hack Your Boss - (Hack Achieve Together)

Exploit the Loophole: 10 Days of Career Dev.



<https://hr.berkeley.edu/policies/policies-procedures/ppsm/berkeley-procedures/procedure-50>

Home » Berkeley Procedures » Procedure 50: Professional Development

Procedure 50: Professional Development

BERKELEY PROCEDURES

- Procedure 2: Definition of Terms
- Procedure 20: Recruitment
- Procedure 21: Appointment
- Procedure 23: Performance Management
- Procedure 30: Compensation
- Procedure 36: Classification of Positions
- Procedure 41: Vacation
- **Procedure 50: Professional Development**
- Procedure 60: Layoff and Reduction in Time from Professional and Support Staff Career Positions
- Procedure 63: Investigatory Leave

Note: The following procedure should be read in conjunction with [PPSM 50](#).

A. General

There is no limit on the amount of training or development time per calendar year, which may be designated as job-required by the department head.

B. Professional Development Leave

Non-probationary career employees are eligible for up to 80 hours (non-exempt) or 10 work days (exempt) release time (pro-rated based on appointment) per calendar year for professional development, which should be career-ladder related.

Requests for exceptions to this limit shall be directed in writing by the department head to the control unit head. The control unit head shall respond in writing.

Unused time may not be accumulated or carried over from calendar year to calendar year.

[« Procedure 41: Vacation](#)

[up](#)

[Procedure 60: Layoff and Reduction in Time from Professional and Support Staff Career Positions »](#)

Use your Development Leave



My 10 Day / 80 Hour Plan	
1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

Classes, Certifications, Committees, Communities of Practice, Counseling

Institutional Hacks



Institutional Hacks: Maximize your time

- People
- Access to Campus, Libraries, Museums, Events
- [Perks](#): Free sports tickets, discounts, etc.
- [Benefits](#): 457b, pension, etc.
- Paid Vacation, Holidays, Family Leave, etc.
- **Professional Development Leave + Resources**
 - Use it or lose it
 - Path to greater impact, interest, or salary



Life Hacks

Psychological Hacks: Maximize Happiness

- Work/Life Balance, Lowering Stress
- Personal Growth - Continual Progress

How to get there:

1. Turn your goals into systems
2. Take baby steps
3. Reflect + Improve
4. Level up and repeat



Activate the Progress Principle

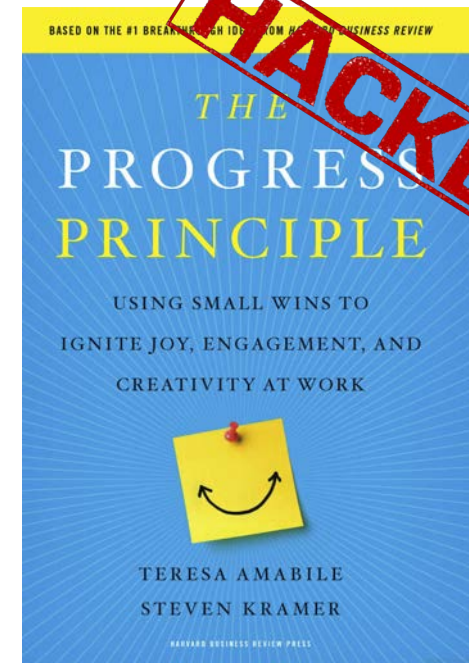


“Of all the positive events that influence inner work life, the single most powerful is progress in meaningful work.”

- 95% of managers surveyed got it wrong
- Most effective way to increase satisfaction, purpose and happiness in your daily work/life is:

Regularly Scheduled Small Wins

- Set yourself up for a series of small wins in your career development and you will boost the quality of your work-life
- The “meaningful work” is your professional development project (you).



Read an article adapted from the book!
The Progress Principle: The Power of Small Wins
<https://hbr.org/2011/05/the-power-of-small-wins>

Use your Dev. Leave

My Ten Day Plan	
1. Baby Step #1	6. Something outside of my comfort zone
2. Join that committee	7. Attend NOW!
3. Do some LinkedIn Learning classes	8.
4. Something your boss wants	9.
5. Web design class at Extension	10.

*Use it or lose it!

Hacking the Job Search @ Cal



Decypher job codes,
filter the noise,
lookup salaries, and
supercharge your job search.

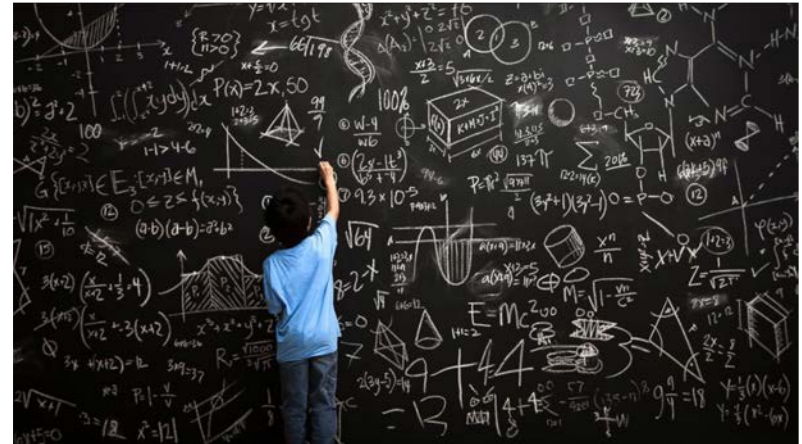
Deciphering “Job Codes”

Do you know what your job code is?

What can you tell about a job based on job code alone?

Job Standard - What the job is

Pay Grade - How much it pays



Decypher your Job Code



Job "Title"	Classification Title	Job Code	Listed Salary Range
Executive Assistant	Administrative Officer 3	7377U	\$67,500 - \$86,000
Operations Manager	Administrative Officer 3	7377U	\$67,500 - \$90,000
Business Services Manager	Administrative Officer 3	7377U	\$67,500 - \$80,000
Operational Lead	Administrative Officer 3	7377U	"Commensurate"
Program Coordinator	Administrative Officer 3	7377U	"Commensurate"
Department Manager	Administrative Officer 3	7377U	\$67,500 - \$90,000
Department Manager	Administrative Officer 4	7378U	\$75,400 - \$115,000
Department Manager	Administrative Manager 1	0547U	\$93,000 - \$184,400

Job Title, Classification, and Job Code can be confusing

Decypher your Job Code



Job “Title”	Classification Title	Job Code	Listed Salary Range
Executive Assistant	Administrative Officer 3	7377U	\$67,500 - \$86,000
Operations Manager	Administrative Officer 3	7377U	\$67,500 - \$90,000
Business Services Manager	Administrative Officer 3	7377U	\$67,500 - \$80,000
Operational Lead	Administrative Officer 3	7377U	“Commensurate”
Program Coordinator	Administrative Officer 3	7377U	“Commensurate”
Department Manager	Administrative Officer 3	7377U	\$67,500 - \$90,000
Department Manager	Administrative Officer 4	7378U	\$75,400 - \$115,000
Department Manager	Administrative Manager 1	0547U	\$93,000 - \$184,400

Same Classification, Different Titles, very different roles and responsibilities.

Decypher your Job Code



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Executive Assistant	Administrative Officer 3	7377U	\$67,500 - \$86,000
Operations Manager	Administrative Officer 3	7377U	\$67,500 - \$90,000
Business Services Manager	Administrative Officer 3	7377U	\$67,500 - \$80,000
Operational Lead	Administrative Officer 3	7377U	"Commensurate"
Program Coordinator	Administrative Officer 3	7377U	"Commensurate"
Department Manager	Administrative Officer 3	7377U	\$67,500 - \$90,000
Department Manager	Administrative Officer 4	7378U	\$75,400 - \$115,000
Department Manager	Administrative Manager 1	0547U	\$93,000 - \$184,400

**Same Job Title, Different Classifications, Different pay range
(and different responsibilities)**

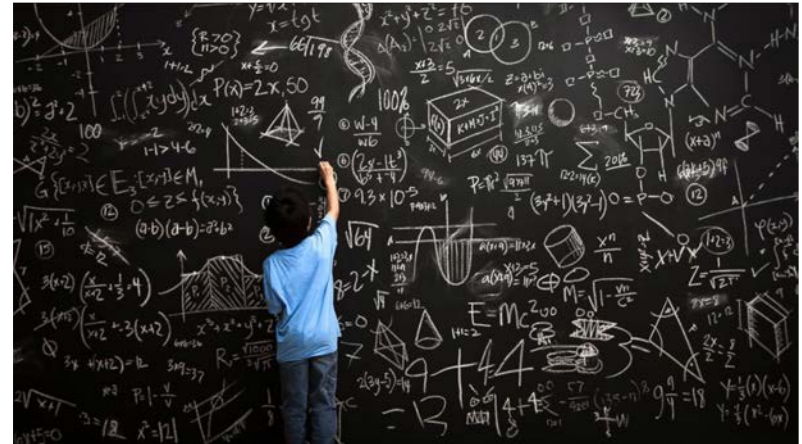
Deciphering “Job Codes”

[Browse the List of Job Codes & Titles](#)

Lookup Salary Ranges by Job Code / Pay Grades
on the [Title Code System](#)

Find your job code & job title:

UCPath: Dashboard > Employee Actions > Personal
Information



Decypher your Job Code



Berkeley Human Resources

Policies ▾ Compensation & Benefits ▾ Labor Relations ▾ Grow ▾ Performance ▾ About HR ▾

Home » Compensation & Benefits » Perks » Staff Appreciation Week » Staff Job Classification Titles

Staff Job Classification Titles

COMPENSATION & BENEFITS

- Compensation
- Benefits
- Perks ▾
 - Staff Appreciation Week ▾
 - Morning Stretch at the Staff Garden
 - Cupcakes? Check!
 - Keynote Speech
 - Ways to Recognize Your Colleagues
 - Encore Bears
 - Contact Benefits

Job Code	Title
0020U	VC UNDERGRAD
0030U	Chancellor
0032U	Vice Chan (Restricted Use)
0033U	Vice Chan (Functional Area)
0034U	Sr Vice Chan (Restricted Use)
0035U	Sr Vice Chan (Functional Area)
0040U	University Provost
0042U	Provost (Functional Area)
0047U	DEAN UNIV EXT
0066U	EXEX VC AND PROVOST
0082U	Chief Campus Counsel

Decypher your Job Code



8302C	Technician, Electronics, Sr
8303C	Technician, Electronics
8304C	Technician, Electronics, Trainee
8311C	Glassblower, Laboratory, Prin
8312C	Glassblower, Laboratory, Sr
8313C	Glassblower, Laboratory
8314C	Glassblower, Laboratory, Trainee
8321U	Technician, Telescope, Prin
8322C	Technician, Telescope, Sr
8323C	Technician, Telescope
8326C	Aerospace Technician 3
8327C	Aerospace Technician 2
8473C	Technician, Automotive
8474C	Technician, Automotive Assist
8483C	Driver

Build your own job

Prototyping and Remodeling

Use the NEW! Systemwide Job Builder to *Design your own job!*

<https://hr.berkeley.edu/compensation-benefits/compensation/job-builder>

- Cross out the parts you don't like, double down on the parts you do.
 - Might this work?



Berkeley Job
Builder

Protoyoun

HACKED

Job Builder

Start here

<https://hr.berkeley.edu/compensation-benefits/compensation/job-builder>

HOME / SEARCH JOB STANDARDS

Location:

University of California, Berkeley ▾

Job Family:

General Administration ▾

Job Function:

All ▾

Job Category:

Professional ▾





Job Code:

All ▾

Search Job Standards

Reset

**View Job Standards,
Create Position,
Download Job Matrix
Reports**

Job Family ▾	Job Function ▾	Category ▾	Job Code ▾	Job Title ▾	Action ▾
General Administration	Administrative Operations	Professional	007376	ADMIN OFCR 2	 
General Administration	Administrative Operations	Professional	007377	ADMIN OFCR 3	 
General Administration	Administrative Operations	Professional	007378	ADMIN OFCR 4	 
General Administration	Business Intelligence	Professional	004960	BUS INTEL SPEC 2	 
General Administration	Business Intelligence	Professional	004959	BUS INTEL SPEC 3	 
General Administration	Business Intelligence	Professional	006794	BUS INTEL SPEC 4	 
					 

Position Description

Location: University of California, Berkeley

Draft last saved: June 24th 2020, 4:54:58 pm

Status

Appointment Type

Physical Health Screening Required ☒ No ☐ Yes

Working Days and Hours

Percent of Time

Campus Work Location

Resume Receiver

Resume Receiver Email

Resume Receiver Phone Ext:

Working Title

Employee Name *required

Position ID

Department *required

Division

Organization

Job Family

Job Function

Job Category

Job Function Summary

Job Name

Job Code

Personnel Program

Salary Grade

FLSA

Job Level

Generic Scope

Custom Scope *required



Create Prototypes

UCOP Systemwide Job Builder

[Job Builder | People & Culture](#)

Key Responsibilities *required

%	Item	Essential
65	Identifies compliance issues of importance to the organization which frequently cross organizational lines. Develops appropriate analytical and procedural framework for addressing the issues in the organization.	Yes No N/A
30	Leads task forces to respond to the highest profile complaint cases and / or those with significant potential impact to the organization. Advises on issues without precedence. Provides industry benchmarks.	Yes No N/A
5	Ensures management corrective actions are in place following complex and or politically sensitive investigations. Confirms appropriate monitoring controls are utilized. Responsible for the most sensitive of investigation subjects.	Yes No N/A
0	Develops proposals and recommendations to guide and support a broader strategic direction for the organization. Leads or participates on system-wide committees to address complex cross-campus issues with significant impact. Topics may include security, integrity of information, conflict of interest and records data management. Typically represents OP or a campus on system-wide committees. Assists department with building expertise in ethics and compliance. Expresses overall viewpoint of leadership.	Yes No N/A
0	Ensures organization has appropriate critical coordinated response systems with effective and efficient controls in place. Confirms organization compliance with legal and regulatory requirements in a complex changing environment. Provides cross functional coordination for risk mitigation.	Yes No N/A
0	Participates with high level management in strategic thinking and planning in regards to ethics and compliance policy. Develops benchmarks / training for complex topics.	Yes No N/A
0	Provides leadership, guidance, education, and policy development to the organization on ethics and compliance; represents the organization to external agencies. Manages external inquiries.	Yes No N/A
0	Is a resource to ethics and compliance professionals; provides coaching and guidance.	Yes No N/A
0	Develops metrics and monitors for themes. Facilitates discussion on related risks and prioritization of resolution.	Yes No N/A
0	Provides feedback and analysis for relevant federal and state laws. May participate in meeting with legislature.	Yes No N/A
Add a Key Responsibility		

Total Time: 100%

Rebalance
duties

HACKED!



[illegible]

Job Matrix Report

Job Family	General Administration	Job Summary	Involves managing or performing the administrative services or managing the full general operations of an academic or non-academic organization(s). Administrative services include activities in finance and human resources and may also include IT, facilities, or student services. General management activities include long and short range strategic planning in determining the mission and directing all activities of multi-disciplinary departments through subordinate management staff.
Job Function	Administrative Operations		
Category	Professional		

Job Level	Intermediate	Experienced	Advanced
Job Title	ADMIN OFCR 2	ADMIN OFCR 3	ADMIN OFCR 4
Job Code	007376	007377	007378
Per. Program	PSS	PSS	PSS
FLSA	Non-Exempt	Exempt	Exempt
Generic Scope	Professional who applies acquired job skills, policies, and procedures to complete substantive assignments / projects / tasks of moderate scope and complexity; exercises judgment within defined guidelines and practices to determine appropriate action.	Experienced professional who knows how to apply theory and put it into practice with in-depth understanding of the professional field; independently performs the full range of responsibilities within the function; possesses broad job knowledge; analyzes problems / issues of diverse scope and determines solutions.	Technical leader with a high degree of knowledge in the overall field and recognized expertise in specific areas; problem-solving frequently requires analysis of unique issues / problems without precedent and / or structure. May manage programs that include formulating strategies and administering policies, processes, and resources; functions with a high degree of autonomy.
Custom Scope	Uses professional concepts to apply organization policies and procedures to oversee a variety of ongoing administrative operational issues. Administers defined operational program. Analyzes and resolves operational problems of moderate scope.	Uses skills as a seasoned and experienced administrative operations professional to manage, plan and administer the operations of a small to mid-sized academic or non-academic department or organizational unit with limited scope. May report to a chair, director, or a higher level administrative operations professional or manager. Perform short- and long-term planning for the organization. May supervise staff or students. Demonstrates good judgment in selecting methods and techniques for obtaining solutions.	Uses advanced administrative concepts and organization objectives to resolve complex issues. Manages, plans, administers and coordinates the administrative operations of a small to mid-sized academic or non-academic department or organizational unit, the operations of which are significantly complex and / or broad in scope. Typically reports to a Chair, Director, or equivalent administrative management. Performance of administrative operations activities are the predominant focus of position; may supervise support staff or small number of professional staff within or outside the scope of main business activities (e.g., student services, facilities, etc.). Performs short and long term planning for the function. Regularly works on highly complex issues where analysis of situations or data requires an in-depth evaluation of variable factors. Exercises judgment in selecting methods, techniques and evaluation criteria for obtaining results. Erroneous decisions or failure to achieve goals result in additional costs, and serious delays in overall schedules.
Key Resp 1	Administers a defined operational program or activities which may include some of the following functions: finance, facilities, payroll, space planning, student services, human resources, communications, informational technology or safety.	Manages, plans and administers a range of administrative operations in a small to medium academic department, or a small to medium non-academic department or program.	Manages, plans, and administers a full range of administrative operations in a small to medium academic department, or a small to medium non-academic department or program, where operations are significantly complex in terms of budgetary funding, number of faculty, staff and students, and / or are broad in scope due to focus of operations (e.g., computer or wet lab space and equipment, fundraising, grant writing, etc.).
Key Resp 2	Gathers and analyzes financial and other resource data; prepares reports or analyses of operational activities, evaluates current and proposed services, etc.	Administrative operations include budgetary financial management and human resources and may include some of the following functions: IT, facilities, student services, and / or contracts and grants.	Administrative operations include budgetary financial management and human resources and may include some of the following functions: IT, facilities, student services, recharge administration and / or contracts and grants.
Key Resp 3	Functions as a resource on issues such as researching complex financial discrepancies, escalated customer service problems and vendor concerns.	Develops and prepares budgets and financial reports for funding which may be complex.	Develops and prepares complex budgets with multiple funding sources for grants, general appropriations, and endowments. Prepares short and long range planning for administrative services operations and improvements to processes.
Key Resp 4	Develops and maintains budgets.	Performs recharge administration.	Provides analysis for highly complex budgetary funding, financial and resource projects.
Key Resp 5	Participates in the development and revision of standard operating procedures and guidelines.	Provides input into non-technical portions of grant and contract proposals.	May serve as special resource for pre- and post-contracts and grants work, interpreting regulations and guidelines on grants and / or contracts, ensuring expenses are paid according to contract, and / or monitoring contract and grant expenditures.
Key Resp 6	Provides guidance to supervisors and managers in developing job descriptions, facilitating benefits communications, and providing guidance on compensation programs, personnel policies, and procedures.	Coordinates and participates in a variety of human resources activities including employment, training, classification, and ensuring the completion of forms and documents related to HR and Payroll for unit / department. Gathers, analyzes, prepares and summarizes financial and HR reports.	Performs administrative operations activities as predominant focus of position, with accountability for operational and budget processes, staff FTE, finance, human resources and space planning.
Key Resp 7	Conducts trend analyses and helps develop resulting recommendations.	May supervise a small staff of support employees and / or students.	Typically supervises support staff or small number of professional staff within or outside the scope of main business activities (e.g., student services, facilities, etc.).
Key Resp 8	Assesses and recommends changes to maintain compliance with federal and state requirements and internal policies.	Performs studies for resource plans, including approaches, trends, sources and uses.	Applies advanced concepts to perform analysis to determine future resource allocations on projects.
Key Resp 9		Serves on committees, representing department / unit.	Represents the department on business issues to the institution community and serves on committees.

Job Matrix Report

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Job Function	Administrative Operations		
Category	Professional		

Job Level	Intermediate	Experienced	Advanced
Key Resp 10	What skills do	Assists in the design and drafting of organizational website content; drafts newsletters and correspondence to organizational constituents.	
Key Resp 11	you need for	Develops and implements procedures for supply inventory and to keep equipment in good working condition.	
Key Resp 12	the next step?	Administers facilities and space logistics and manages equipment needs.	
Key Resp 13		Acts as safety coordinator.	
Key Resp 14		May assist with fundraising related duties.	
Education 1	Bachelor's degree in related area and / or equivalent experience / training.	Bachelor's degree in related area and / or equivalent experience / training.	Bachelor's degree in related area and / or equivalent experience / training.
KSA 1	Ability to use sound judgment in responding to issues and concerns.	Thorough knowledge of University rules and regulations, processes, protocols and procedures for budget, accounting and fund management, and / or personnel management.	Advanced knowledge of University rules and regulations, processes, protocols and procedures for budget, accounting and fund management, and / or personnel management.
KSA 2	Solid communication and interpersonal skills to communicate effectively with all levels of staff verbally and in writing.	Interpersonal skills including verbal and written communication, active listening, critical thinking, persuasiveness, advising and counseling skills.	Advanced interpersonal skills including verbal and written communication, active listening, critical thinking, persuasiveness, advising and counseling skills.
KSA 3	Solid organizational skills and ability to multi-task with demanding timeframes.	Knowledge of a variety of administrative operational activities such as event planning, basic fundraising processes, risk management planning, website design, accounting and payroll, and contracts and grants regulations and guidelines.	Advanced knowledge of a variety of administrative operational activities such as event planning, basic fundraising processes, risk management planning, website design, accounting and payroll, and contracts and grants regulations and guidelines.
KSA 4	Working knowledge of common organization-specific and other computer application programs.	Solid knowledge of common University-specific computer application programs.	Advanced knowledge of common University-specific computer application programs.
KSA 5	Ability to use discretion and maintain confidentiality.	Ability to use discretion and maintain confidentiality.	Ability to use discretion and maintain confidentiality.
KSA 6		Strong skills in short-term planning, analysis, problem-solving, and customer service.	Advanced skills in short- and long-term strategic planning, analysis, problem-solving and customer service.
KSA 7		Thorough knowledge of financial analysis and reporting techniques, and / or human resources policies and procedures for staff and academic employees.	Advanced knowledge of financial analysis and reporting techniques, and / or human resources policies and procedures for staff and academic employees.
Environment	Campus, medical center or other university setting and various external venues.	Campus, medical center or other university setting and various external venues.	Campus, medical center or other university setting and various external venues.
Career Path	Admin Officer 3; General Administration > Project / Policy Analysis > Professional	Admin Officer 4; General Administration > Project / Policy Analysis > Professional; General Administration > Administrative Operations > Supervisory and Management	General Administration > Project Policy Analysis > Professional; General Administration > Administrative Operations > Supervisory and Management

Job Matrix Report

Espionage

Look up salaries by
role



Look them up by
person. Shhh!



Non-Academic Grades

Search Results

[Return To Search](#) | [Print Friendly](#)

CRITERIA

Campus / Business Unit: Berkeley

Effective Date: 06/22/2020

TCS or UCPath: UCPath

Range: Min/Mid/Max

RESULTS

[Click on grade for more details](#)

Pay Rep	Type	Grade / Sal Plan	Effective	Minimum	Midpoint	Maximum
UNC	BK	6	01/01/1910	\$59,676.00	\$85,656.00	\$111,636.00
UNC	BYA	BYA	05/01/2020	\$0.00	\$0.00	\$0.00
UNC	CTBK	15	07/01/2019	\$35,300.00	\$49,800.00	\$64,300.00
UNC	CTBK	16	07/01/2019	\$38,400.00	\$54,500.00	\$70,600.00
UNC	CTBK	17	07/01/2019	\$42,200.00	\$60,200.00	\$78,200.00
UNC	CTBK	18	07/01/2019	\$46,100.00	\$66,200.00	\$86,300.00
UNC	CTBK	19	07/01/2019	\$50,400.00	\$72,800.00	\$95,200.00
UNC	CTBK	20	07/01/2019	\$55,400.00	\$80,400.00	\$105,400.00
UNC	CTBK	21	07/01/2019	\$60,800.00	\$88,500.00	\$116,200.00
UNC	CTBK	22	04/01/2020	\$67,500.00	\$98,900.00	\$130,300.00
UNC	CTBK	23	04/01/2020	\$75,400.00	\$110,800.00	\$146,200.00
UNC	CTBK	24	10/01/2019	\$83,900.00	\$124,200.00	\$164,500.00
UNC	CTBK	25	04/01/2020	\$93,600.00	\$139,000.00	\$184,400.00
UNC	CTBK	26	04/01/2020	\$103,000.00	\$155,600.00	\$208,200.00
UNC	CTBK	27	01/01/2020	\$111,100.00	\$174,500.00	\$237,900.00
UNC	CTBK	28	04/01/2020	\$122,700.00	\$198,800.00	\$274,900.00
UNC	CTBK	29	03/01/2020	\$133,400.00	\$226,700.00	\$320,000.00
UNC	CTBK	30	04/01/2020	\$147,700.00	\$258,400.00	\$355,900.00
UNC	CTGC	23	07/01/2019	\$78,028.00	\$110,800.00	\$143,572.00
UNC	CTGC	25	07/01/2019	\$95,862.00	\$139,000.00	\$182,138.00
UNC	CTGC	27	07/01/2019	\$117,905.00	\$174,500.00	\$231,095.00
UNC	CTGC	28	07/01/2019	\$132,977.00	\$198,800.00	\$264,623.00
UNC	CTGC	30	07/01/2019	\$169,443.00	\$258,400.00	\$347,357.00
UNC	MZ	1H	03/01/2018	\$203,200.00	\$229,000.00	\$301,300.00
UNC	MZ	1M	03/01/2018	\$188,600.00	\$229,500.00	\$335,100.00
UNC	MZ	1N	03/01/2018	\$240,400.00	\$295,100.00	\$418,800.00
UNC	MZ	1Q	03/01/2018	\$222,700.00	\$252,400.00	\$314,200.00
UNC	MZ	1R	03/01/2018	\$182,100.00	\$221,200.00	\$293,200.00
UNC	MZ	1T	03/01/2018	\$224,100.00	\$277,000.00	\$381,300.00
UNC	MZ	1X	03/01/2018	\$184,100.00	\$213,600.00	\$292,700.00
UNC	MZ	2M	03/01/2018	\$172,000.00	\$204,000.00	\$288,600.00
UNC	MZ	2Q	03/01/2018	\$191,900.00	\$254,700.00	\$385,900.00
UNC	MZ	2R	03/01/2018	\$251,700.00	\$297,000.00	\$390,400.00
UNC	MZ	2X	03/01/2018	\$283,800.00	\$334,200.00	\$445,000.00
UNC	MZ	3E	03/01/2018	\$312,100.00	\$377,000.00	\$501,800.00
UNC	MZ	3Q	03/01/2018	\$369,800.00	\$407,000.00	\$591,500.00
UNC	MZ	3Z	03/01/2018	\$504,200.00	\$692,400.00	\$1,234,600.00
UNC	MZ	4J	03/01/2018	\$206,700.00	\$226,700.00	\$363,000.00

Pay Representation: UNC - Non-Represented

Grade Type: CTBK

Grade: 19

Effective: 07/01/2019

Minimum: \$50,400.00

Midpoint: \$72,800.00

Maximum: \$95,200.00

Explore jobs by grade



Title	Title Name	Per Pgm	TUC	OSC	Link
004137	RECR SUPV 2	PSS	99	A10	
004145	BEH HEALTH COUNSELOR 2	PSS	99	H65	
004155	MUSEUM EDUC SUPV 1	PSS	99	A15	
004159	MUSEUM EDUCATOR 3	PSS	99	A15	
004168	PUBL EDUC SPEC 3	PSS	99	A35	
004500	ACAD ACHIEVEMENT CNSLR 2	PSS	99	A30	
004508	ADMISSIONS RECRMT SPEC 2	PSS	99	A15	
004515	CAREER SVC SPEC 2	PSS	99	A25	
004523	CURRICULUM PLNR 3	PSS	99	A30	
004526	FINANCIAL AID OFCR 2	PSS	99	A30	
004535	K to 14 ACAD PREP SPEC 3	PSS	99	A30	
004540	STDT ADVISOR SUPV 1	PSS	99	A30	
004545	STDT ACAD ADVISOR 3	PSS	99	A30	
004549	STDT ACAD SPEC 2	PSS	99	A30	
004555	STDT DISABILITY SPEC 2	PSS	99	A30	
004564	STDT LIFE DEV SPEC 3	PSS	99	A30	
004575	STDT SVC ADVISOR 3	PSS	99	A30	
004578	STDT SVC SUPV 1	PSS	99	A30	
004627	FINANCIAL SVC ANL 2	PSS	99	F35	
004632	EEO REPR 1	PSS	99	F40	
005041	STOREKEEPING SUPV 1	PSS	99	B30	
005194	FAC MGT SPEC 2	PSS	99	G15	
006144	THEATER PROD SPEC 2	PSS	99	D15	
006157	REGISTRAR SPEC 2	PSS	99	A30	
006235	ETHICS AND CMLPNC PROFL 1	PSS	99	F35	
006262	SURVEY RESEARCHER 2	PSS	99	I20	
006291	EVENTS SPEC 2	PSS	99	A15	
006294	EVENTS SUPV 1	PSS	99	A15	
006298	ALUMNI EXTERNAL REL SPEC 2	PSS	99	A15	
006936	QA RELEASE MGT ANL 1	PSS	99	F10	
006943	PAYROLL ANL 2	PSS	99	F35	
007144	EHS SPEC 1 NEX	PSS	99	E10	
007175	DATABASE ADM 1	PSS	99	F10	
007203	ENTERPRISE RISK MGT ANL 2	PSS	99	F35	
007336	IT SCRTRY ANL 1	PSS	99	F10	
007376	ADMIN OFCR 2	PSS	99	F20	
007397	PROJECT POLICY ANL 2	PSS	99	F20	
007449	BROADCAST COMM SPEC 1	PSS	99	D10	
007458	PUBLICATIONS PROD SPEC 3	PSS	99	D10	
007545	FUNDRAISER 1 NEX	PSS	99	A15	
007551	MARKETING SPEC 2	PSS	99	A15	
007577	AUDIT PROFL 1	PSS	99	F35	
007718	BENEFITS ANL 1	PSS	99	F40	
007736	GEN ACCOUNTANT 2	PSS	99	F35	



PRIVACY UPDATE:

You can look up everyone's salary at this URL:

<https://ucannualwage.ucop.edu/wage/>

*And everyone can look up yours.



UNIVERSITY of CALIFORNIA



Compensation at the University of California

University of California Employee Pay

As part of its commitment to transparency and public accountability, each year the University of California publicly reports employee pay data. The report covers UC's career faculty and staff employees, as well as part-time, temporary and student employees.

UC has released its employee pay data for 2018. A summary analysis of UC's 2018 payroll, along with breakdowns of pay by individual employee, personnel category and fund sources is available at <http://compensation.universityofcalifornia.edu/payroll2018/>

2018 UC compensation information has also been reported to the California State Controller's Office.

Below is a searchable database of payroll data. It may be used to search for pay information on an individual UC employee or a group of employees (e.g., employees with the same job titles). By clicking on the category headings at the top of the display, data may also be sorted by location, salary level, and other criteria.

Search UC Annual Wage Data

Calendar Year: 2018 ▼ Location: Berkeley ▼ First Name: Last Name:

Title: Gross Pay Range: -

Search Results

	Year	Location	First Name	Last Name	Title	Gross Pay	Regular Pay	Overtime Pay	Other
1	2018	Berkeley	JUSTIN	WILCOX	HEAD COACH 5	3,003,362.00	250,000.00	0.00	2,75
2	2018	Berkeley	WYKING	JONES	HEAD COACH 5	1,040,400.00	250,000.00	0.00	79
3	2018	Berkeley	LINDSAY	GOTTLIEB	HEAD COACH 5	737,900.00	360,000.00	0.00	37
4	2018	Berkeley	PETER	SIMMON	COACH ASST 3	723,387.00	216,485.00	0.00	50

Next
Opportunity at
Work **2020**
Envision Your Future

Berkeley
UNIVERSITY OF CALIFORNIA

<https://ucannualwage.ucop.edu/wage/>



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Search UC Annual Wage Data

Calendar Year: 2018

Location: Berkeley

First Name:

Last Name:

Title:

Gross Pay Range: -

Search

Clear

Search Results

	Year	Location	First Name	Last Name	Title	Gross Pay	Regular Pay	Overtime Pay	Othe
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4	2018	Berkeley	PETER	SIMMON	COACH AST 3	723,387.00	216,485.00	0.00	50



Search by year, location, name, title, and gross pay range



UNIVERSITY of CALIFORNIA

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Calendar Year: 2018

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Last Name

Title

Gross Pay Range

Search

Clear

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Sort by Name, Title, or Pay

- Shown here sorted by gross pay.
- Coaches top the list



Welcome to your new obsession.

Spam Bots

- *Use the Recruiting Center to set up email notifications every time your job code (or other keyword) comes up.*
- *Save time searching and get timely reminders about in-demand skills.*

Primary Title:
Employee ID:
Service Date:

Dashboard
PeopleSoft Menu >
Worklist
Bookmarks
Employee Actions >
Manager Actions >
Recruiting Workcenter
Forms Library >
Quicklinks >
Help / FAQ >
Edit profile
Log out

UNIVERSITY OF CALIFORNIA UCPATH

Next

Ask UCPATH Center

Welcome UC Hastings Law to UCPATH!

UCPath now serves nearly 170,000 UC employees at 15 UC locations! For just UC Hastings employees, review the information below regarding where to go if you have payroll questions. For all other UC employees – explore all of the self-service features that UCPATH offers.

Feb 24, 2020

HideRead More

Worklist

Direct Reports

Favorites ▾Main Menu ▾> Recruiting WorkCenter> Recruiting WorkCenter

ORACLE®

All ▾SearchAdvanced Search

Home | Worklist | Performance Trace | Add to Favorites

Recruiting WorkCenter

Recruiting Self Service

Employee Self Service

- UC Berkeley Campus Careers
- Check Referral Status
- Confirm Referral
- Routing Response
- Interview Evaluations
- Evaluate Open Ended Questions

Manager Self Service

- My Open Jobs

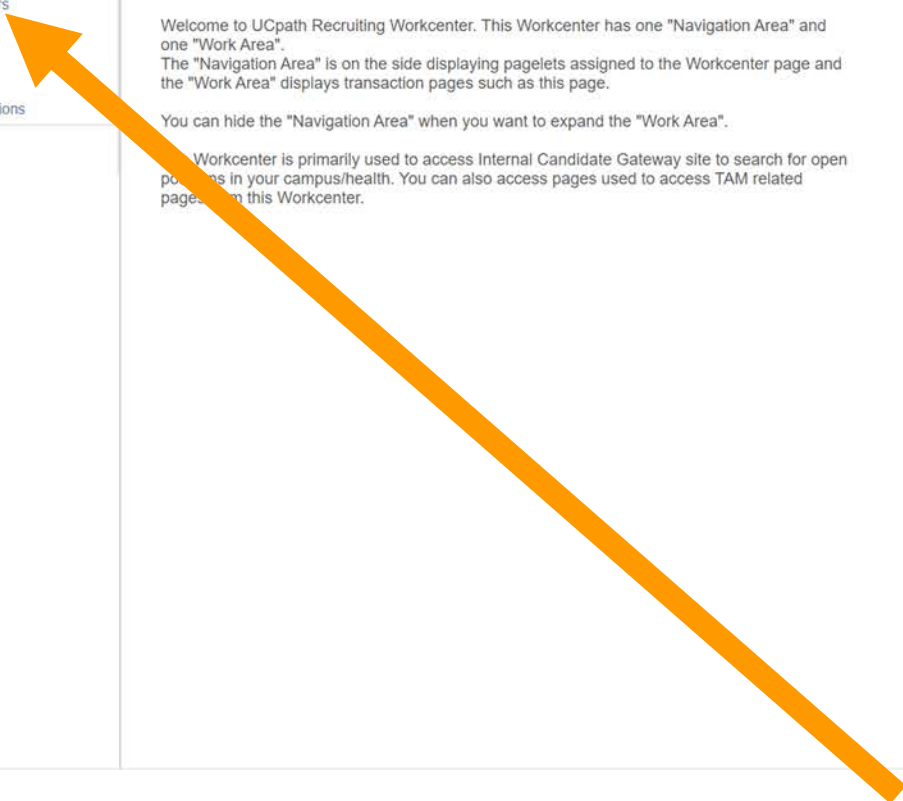
New Window | Help

Welcome to Recruiting Workcenter

Welcome to UCpath Recruiting Workcenter. This Workcenter has one "Navigation Area" and one "Work Area". The "Navigation Area" is on the side displaying pagelets assigned to the Workcenter page and the "Work Area" displays transaction pages such as this page.

You can hide the "Navigation Area" when you want to expand the "Work Area".

Workcenter is primarily used to access Internal Candidate Gateway site to search for open positions in your campus/health. You can also access pages used to access TAM related pages from this Workcenter.



Berkeley
UNIVERSITY OF CALIFORNIA

All ▾

Search



Advanced Search

Job Search

Job Search | My Notifications ² | My Activities | My Favorite Jobs | My Saved Searches | My Contact InformationSign in
Community at
2020
Your Future

Filter by

Recruiting Location

Main Campus-Berkeley (389)
Off Campus-Berkeley (2)

Department

Housing & Dining Services (41)
University Health Services (20)
Haas Core Programs (15)
Facilities Services (12)
International House (12)
More...

Job Family

General Administration (79)
General Services (40)
Student Services (40)
External Affairs (34)
Information Technology (24)
More...

Job Function

Clerical (34)
Project and Policy Analysis (23)
Food Services (16)
Recreation (15)
Student Services Advising (15)

Keywords

Search Tips

Search

Reset Search

Save Search

More Options

390 matches found

Sort By Posted Date

First 1-25 of 390

Search Results

AileyCamp Dance Instructor (Jazz) - Cal Performances (4134U) #6414 - 6414

Department: Cal Performances | Job Code: 004134 - RECR PRG LEADER 3 BYA | Location: Main Campus-Berkeley | Job Function: Recreation

Business Unit: UC Berkeley Campus | Posted Date: 03/02/2020

Applications Programmer (7300U) - #6348 - 6348

Department: Physics | Job Code: 007300 - APPLICATIONS PROGR 3 | Location: Main Campus-Berkeley | Job Function: Applications Programming

Business Unit: UC Berkeley Campus | Posted Date: 03/02/2020

Campus Landscape Architect (0480U) - #6434 - 6434

Department: Phys and Environ Pln | Job Code: 000480 - FAC PROJECT MGT SPEC 5 | Location: Main Campus-Berkeley

Job Function: Facilities Project Management | Business Unit: UC Berkeley Campus

Posted Date: 03/02/2020

Counseling Psychologist 3 (9558C) #6490 - 6490

Department: University Health Services | Job Code: 009558 - CNSLNG PSYCHOLOGIST 3 HX | Location: Main Campus-Berkeley

Job Function: Counseling and Psychology SHS | Business Unit: UC Berkeley Campus

Posted Date: 03/02/2020

Custodial Supervisor 1 (5187U) - #6444 - 6444

Department: Housing & Dining Services | Job Code: 005187 - CUSTODIAL SUPV 1 | Location: Main Campus-Berkeley

Job Function: Custodial and Housekeeping | Business Unit: UC Berkeley Campus

Posted Date: 03/02/2020

Financial Services Analyst 2 (4627U) - #6460 - 6460

Department: Intercollegiate Athletics | Job Code: 004627 - FINANCIAL SVC ANL 2 | Location: Main Campus-Berkeley

Job Function: Financial Services | Business Unit: UC Berkeley Campus

Filter by

Recruiting Location

Main Campus-Berkeley (3)

Department

Cal Performances (3)

Job Family

Sports and Recreation (3)

Job Function

Recreation (3)

Job Posted In

2020/03 (3)

Keywords

[Search Tips](#)

Job Opening ID

Department

Position Number

Job Code

RECR PRG LEADER 3 BYA

Employee Class

Standard Hours

Recruiter

Hiring Manager

Search

Reset Search

Save Search

[Fewer Options](#)

3 matches found

Sort By Posted Date



Search Results

First 1-3 of 3 Last

AlleyCamp Dance Instructor (Jazz) - Cal Performances (4134U) #6414 - 6414

Department: Cal Performances | Job Code: 004134 - RECR PRG LEADER 3 BYA | Location: Main Campus-Berkeley | Job Function: Recreation

Business Unit: UC Berkeley Campus | Posted Date: 03/02/2020



Personal Development Instructor - Cal Performances (4134U) #6432 - 6432

Department: Cal Performances | Job Code: 004134 - RECR PRG LEADER 3 BYA | Location: Main Campus-Berkeley | Job Function: Recreation

Business Unit: UC Berkeley Campus | Posted Date: 03/02/2020



Camp Guidance Counselor - Cal Performances (4134U) - #6428 - 6428

Department: Cal Performances | Job Code: 004134 - RECR PRG LEADER 3 BYA | Location: Main Campus-Berkeley | Job Function: Recreation

Business Unit: UC Berkeley Campus | Posted Date: 03/01/2020



My Saved Search

*Name My Search

☒ Notify me when new jobs meet my criteria

*Send email notification to

Save Search



Identify targets



What's Missing from your Resume?

- Technical skills
- Essential skills
- Transferable Skills
- Projects
- Stretch assignments

Active Listening 	Budget Management 	Collaboration 	Computer Applications 
Conflict Management 	Critical Thinking 	Decision Making 	Leadership 
Negotiation 	Organization 	People Management (Supervisory) 	Political Acumen 
Presentation 	Problem Solving 	Project Management 	Strategic Planning 
Time Management 	Verbal Communication 	Working with Diverse Groups 	Written Communication 

Deploy your Assets

Areas

Exploration

- Career Dev Workshops
- Job builder, Research
- Impactful Careers: [80,000 hours](#)

Feeling Good - Personal Growth

- Assessments - HR, LinkedIn
- Now! Conference and Archive
- Career Counseling
- Volunteering - [Catch a Fire](#)

Being Social - Networking

- Staff orgs, Communities of Practice
- Mentoring

Certifications

- UC Berkeley Extension

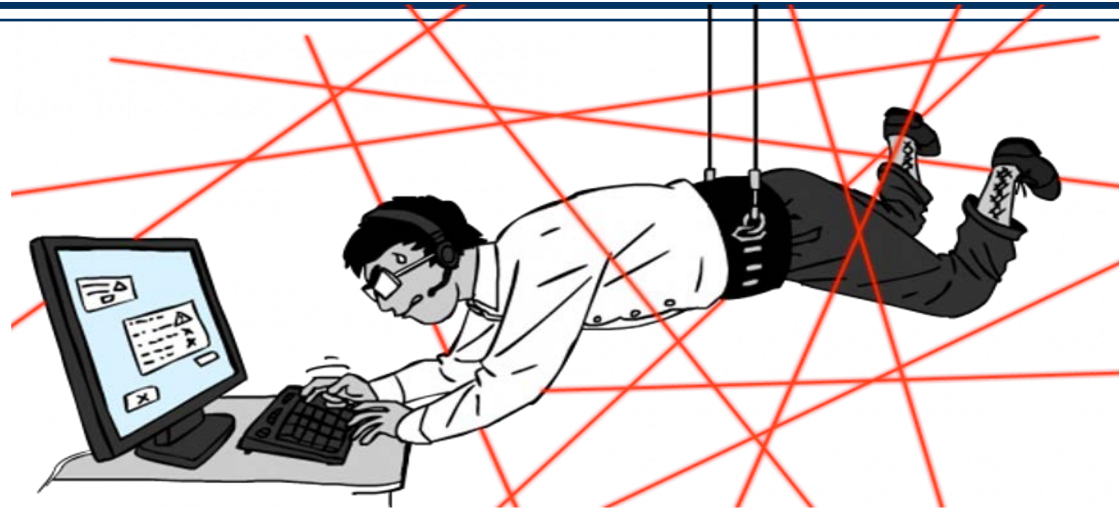
E Learning

- UC Learning Center
- LinkedIn Learning



[Resources Used in this Presentation](#) and many more!
<https://bit.ly/daveshacks>

Infiltrate the BSA Mentorship Program



- Connect with a diverse group of seasoned campus leaders.
- Meet a network of peers
- Micro Mentorships: Opportunities for Informational Interviews with potential mentors
- Crowdsource your resume: get valuable feedback

Superhack: Reverse Tuition



Sponsored Tuition Program

<https://hr.berkeley.edu/news/sponsored-tuition-employees>

You have to sign up and only relevant classes are covered. But by 2030 all of us are going to have Project Management Professional Certs right? Think of what Cal can do with this army of PMPs! No project too small!

Zoom in:
Make a 10-Day Plan



Use your Development Leave



My 10 Day / 80 Hour Plan	
1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

Classes, Certifications, Committees, Communities of Practice, Counseling

10-Day Plans

Sample - I don't know! Commitment Phobe Exploratory Plan

1. Meet with Career Coach
2. UC Learning Center Career Assessments
3. Go to NOW!
4. Attend 1-3 [Career Development Workshops](#)
5. Join [New Professionals Network](#) (BSA) meetings
6. Attend [Community of Practice](#) meetings
7. Join Mentorship program
8. 8x 1-hour meetings with Mentor/Mentee
9. 8x 1-hour meetings with Mentor/Mentee
10. 5-8x LinkedIn Learning Career Development Courses

Engineer serendipity



▷ COURSE

Leadership Strategies for Women

By: Daisy Lovelace and Carolyn Goerner · Released Feb 13, 2019



1 coworker likes this · 35,529 viewers

[Save](#)

[More](#) ▼



▷ COURSE **POPULAR**

Asserting Yourself, an Empowered Choice

By: Emilie Aries · Released 3 months ago

16,369 viewers

[Save](#)

[More](#) ▼



▷ COURSE **POPULAR**

Stop Stressing and Keep Moving Forward

By: How to Be Awesome at Your Job · Released Jan 24, 2020

13,933 viewers

[Save](#)

[More](#) ▼



▷ COURSE

The Secrets to Success at Work

By: Nigel Cumberland · Released 2 months ago

6,271 viewers

[Save](#)

[More](#) ▼



▷ COURSE **UPDATED** **POPULAR**

Career Advice from Some of the Biggest Names in Business

By: LinkedIn News · Updated 1 month ago



3 Information Technology System Administrators · 294,292 viewers

[Save](#)

[More](#) ▼



▷ COURSE **UPDATED** **POPULAR**

Transitioning from Manager to Leader

By: Sara Canaday · Updated 2 months ago



1 coworker likes this · 132,944 viewers

[Save](#)

[More](#) ▼

10-Day Plans

Sample - New Administrator

1. Berkeley Event Planner Certification Day 1
2. Berkeley Event Planner Certification Day 2
3. Berkeley Event Planner Certification Day 3
4. Berkeley Event Planner Certification Day 4
5. Ergonomics Evaluator Training
6. UC Learning Center
7. UC Learning Center
8. UC Learning Center
9. Design Your Life Seminar
10. Attend a NOW! Conference

Event Planner Cert: <https://eventcertificate.berkeley.edu>

Workstation Ergonomics Evaluator Training: <https://uhs.berkeley.edu/facstaff/ergonomics/classes-workshops>

10-Day Plans



Sample - Aspiring Manager

1. [Berkeley People Management Certification: Part 1 Grow Today](#)
2. Berkeley People Management Certification: Part 1 Grow Today
3. BPM Certification: Leading for Equity and Inclusion
4. BPM Course: Elective #1
5. BPM Course: Elective #2
6. BPM Course: Elective #3
7. BPM Course: Elective #4
8. 8 1-hour meetings with mentor
9. 8 1-hour meetings with mentor
10. Join/participate in meetings of Community of Practice: Administrative Management Professionals (AMP)

*With this plan you can attain the “UC Systemwide HR Managing Implicit Bias Certificate” in steps 1+2. By completing 4 more electives, you will receive the “UC Systemwide People Management Certificate.” Both are now required for all new managers.

More info and course links here: <https://hr.berkeley.edu/grow/grow-your-skills/development-leaders/berkeley-people-management-bpm-series-certificate-programs>

10-Day Plans



Sample - Research Administrator

1. RAPDP “Foundational” Classes Day 1
2. RAPDP “Foundational” Classes Day 2
3. RAPDP “Foundational” Classes Day 3
4. RAPDP “Intermediate” Classes Day 1
5. RAPDP “Intermediate” Classes Day 2
6. RAPDP “Intermediate” Classes Day 3
7. RAPDP “Intermediate” Classes Day 4
8. Something different!
9. Cal Answers Training
10. LinkedIn Learning: Excel Pivot Table Basics

* The “Research Administrator Professional Development Program (RAPDP)” consists of 21 workshops of approx. 1-4 hours in length.

Courses: <https://hr.berkeley.edu/research-administration>

Flyer: https://hr.berkeley.edu/sites/default/files/rapdp_curriculum_overview_june2018.pdf

10-Day Plans



Sample - Financial Analyst

1. UC Learning Center: Making Cents of Economic Events
2. Berkeley People Management 110: Foundational Finance
3. Berkeley People Management: Budgeting and Financial Planning
4. LinkedIn Learning: "Become a Financial Analyst" Path (10 Courses Total)
5. LinkedIn Learning: "Become a Financial Analyst" Path
6. LinkedIn Learning: "Become a Financial Analyst" Path
7. LinkedIn Learning: "Become a Financial Analyst" Path
8. LinkedIn Learning: "Become a Financial Analyst" Path
9. LinkedIn Learning: "Become a Financial Analyst" Path
10. Something Different!

10-Day Plans

Sample - Project Management Professional Certification Sprint

1. UC Berkeley Extension PMP Certification Course
2. UC Berkeley Extension PMP Certification Course
3. UC Berkeley Extension PMP Certification Course
4. UC Berkeley Extension PMP Certification Course
5. UC Berkeley Extension PMP Certification Course
6. UC Berkeley Extension PMP Certification Course
7. UC Berkeley Extension PMP Certification Course
8. UC Berkeley Extension PMP Certification Course
9. UC Berkeley Extension PMP Certification Course
10. UC Berkeley Extension PMP Certification Course

x 2.5!

*Please review the PMP Cert. requirement. Roughly estimating the 6 required 30-hour courses + study time comes out to finishing in around 2.5 years. “Most people complete the program in 1-2 years”

<https://extension.berkeley.edu/public/category/courseCategoryCertificateProfile.do?method=load&certificateId=171>
13

10-Day Plans

Sample

1. Salesforce Administrator Certification Class 1
2. Salesforce Administrator Certification Class 2
3. Salesforce Administrator Certification Class 3
4. Salesforce Administrator Certification Class 4
5. Salesforce Administrator Certification Class 5
6. 8 1-hour meetings with mentor
7. 8 1-hour meetings with mentor
8. 8 1-hour meetings with mentor
9. 2 x [EMPOWER](#) Workshop Modules
10. Work on NOW! Presentation

Hack your Review

*Hack your job, Hack your boss, Hack Together
aka “What’s in it for Supervisors?”*



1 2 3 4 5 6 7 8 Play

UC Berkeley's
new performance
program focused
on your
professional
development

Hack Achieve Together

What types of goals are included?

One professional development goal:

- New skills, knowledge, or experiences in support of individual growth

2-4 goals will include one or more of the following types:

- Key job responsibilities
- Special projects or initiatives
- Stretch assignments
- UCB contribution such as committee service, mentoring, community of practice, etc.



Hack Achieve Together

Guided Check-in questions to ensure managers/supervisors and direct reports address each indicator in the Achievement Criteria, in addition to development and support

1. What goals did you accomplish this period? In what ways does your work connect to our overall strategy and/or mission? **(Goal Accomplishment & Job Mastery)**
2. What do you like best about your work? **(Goal Accomplishment)**
3. How have you supported others' work and/or collaborated with others on your work this period? **(Collaboration)**
4. How have you innovated to seek efficiencies or improve work outcomes? **(Innovation)**
5. How have you fostered diversity, equity, inclusion and/or belonging on our team and campus? **(Collaboration, Inclusion & Belonging)**
6. What can I do as your supervisor to better support your success? What additional knowledge, resources, or tool are needed to successfully do your job? **(Development Planning & Manager Support)**

This plan has you covered.

Share your plan with colleagues. Go to things together, have meetings after to share new skills. Look at you leading!

Rinse and Repeat

- **Make a 10 Day Plan To Maximize your Development Leave**
 - Just use it!
- **Activate the Progress Principle with 10 Small Wins (or 80 tiny wins) to boost your daily happiness.**
 - Progress towards a meaningful goal: you
- **Share with your peers, bring them along.**
- **Sync it up with Achieve Together to Ace your Review**
- **Build momentum and do it again!**

← happier, calmer,
more content
and better
compensated
version of you

Go Build your plan!