

JOB DETAILS

Date Last Edited:	1/23/2023 1:41:28 PM
*Action Requested:	New Position
Status of Job Description:	Classified
Classified By:	June Ramirez
Classified On:	08/24/2022
Employee Relations Code:	A-Manager - Not Confidential
System Title (JD form name):	JD-BBEQI-000547-845589
*Position Number:	TEMP_2445592
*Employee Name:	Vacant
*Supervisor Name:	Cal Bear
*Department:	E&I Immediate Office (BBEQI) The Division of Equity & Inclusion provides leadership, accountability & inspiration to the UC Berkeley campus in integrating equity, inclusion, and diversity into all aspects of university life.
*Department Summary:	SAMPLE JD
Sub Division:	Equity & Inclusion Div (VCEI3)
Division:	Campus Support (CAMSU)
Job Code:	000547
UC Payroll Title:	ADMIN MGR 1 (000547)
Job Category:	Supervisory and Management
Job Level:	Manager 1
Job Family:	General Administration
Job Function:	Administrative Operations
Personnel Program:	MSP-Manager and Senior
Salary Structure:	Grade 25
Default FLSA Status:	Exempt
Union Code:	99 - Non-Represented
Working Environment:	Campus, medical center or other university setting and various external venues.

JOB SUMMARY

Working Title:	SAMPLE JD Administrative Manager 1
<i>*Job Summary (Purpose of the Position – please give a brief description of the overall purpose of the position. “Why does this position exist?”)</i>	
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, instructional facilities, and student services. General management includes long and short-range strategic planning in determining the mission and directing all activities of multi-disciplinary departments through subordinate management staff.	
<i>Generic Scope</i>	
Spends the majority of time (50% or more) achieving organizational objectives through the coordinated achievements of subordinate staff. Establishes departmental goals and objectives, functions with autonomy. Manages the accountability and stewardship of human, financial, and often physical resources in compliance with departmental and organizational goals and objectives. Ensures subordinate supervisors and professionals adhere to defined internal controls. Manages systems and procedures to protect departmental assets.	

**Custom Scope*

Responsible for managing the administrative operations of a school, OR a medium to a large academic department, OR several small departments within a college, OR a medium to the large non-academic department. May report to a Dean. Administrative services typically include all or most of the following functions: IT, facilities, student services, contracts and grants, budgetary financial management, financial services, budget, business contracts, instructional support services, disaster planning, and/or human resources. Manages a professional staff, typically large, and/or comprised of professionals in various fields. Assumes accountability for decisions made by subordinates. Performs long and short-term planning for a function. Erroneous decisions or failure to achieve goals results in additional costs and personnel, and serious delays in overall schedules.

Key Responsibilities

*Key Responsibilities	*Percentage of Time	*Essential/Not Essential
<p>Manages, plans, and administers all administrative operations of a school, a medium to large academic department, several small departments within a college, or a medium to the large non-academic department.</p> <p>Administrative services typically include all or most of the following functions: IT, facilities, student services, laboratories, contracts and grants, budgetary financial management, space planning, recharge administration, and/or human resources. Coordinate and manager activities for other UC locations or external universities. Prepares short and long-range planning for administrative services operations and improvements to processes. Establishes and recommends change to policies that affect the assigned unit(s).</p> <p>Develops and monitors operational and budget processes, staff FTE, finance, human resources, and space planning.</p> <p>Creates strategies for continued success and future growth of the programs.</p> <p>Serves as the liaison between internal unit and other departments and divisions to ensure the department is represented in interdepartmental matters.</p>	40%	Essential
<p>Manage administrative functions for highly complex operations such as clinical laboratories or patient care facilities, typically to include significant budgetary accountability. Works closely with Finance Manager to forecast and project on budgets and spending.</p> <p>Ensures accurate policy interpretation and integration of best practices to effectively conduct accounting, payroll and other business services. Directs legal support services for business contracts and external vendors, ensuring compliance with UC policies and procedures.</p>	25%	Essential
<p>Develops and prepares budgets and financial reports for grants, general appropriations, endowments, and other funds. Fund appropriations are typically moderate in complexity.</p> <p>Manages resources to maintain the building, participates in new building initiatives, and ensures the safety and security of buildings and personnel. Develops and implements processes for staff planning and managing Resource Tracking for the budget.</p> <p>Oversees academic programs in consultation with the chairs and SAOs.</p>	10%	Essential
<p>Represents the department on business affairs to the institution community.</p> <p>Plans for physical plant rehabilitation and renovation. Leads the school's disaster planning and business resumption planning for academic and operating activities.</p>	10%	Essential
<p>Oversees the preparation and management of grant and contract proposals involving a diverse and/or wide variety of funding sources and agencies.</p>	10%	Essential
<p>Career and professional development. Stay up to date and current on Administrative Operations, trends, and best practices.</p>	5%	Essential

KNOWLEDGE, SKILLS AND ABILITIES

*KSAs	*Required/Preferred
Broad knowledge of the organization's processes, protocols and procedures with a focus on budget, account and fund management and / or personnel management under labor contract(s) and personnel policy.	Required
Broad knowledge of financial analysis and reporting techniques; human resources and risk management planning; and / or accounting and payroll.	Required
Strong verbal and written communication skills; ability to influence / persuade all levels of staff.	Required

KNOWLEDGE, SKILLS AND ABILITIES

*KSAs	*Required/Preferred
Skills in organization and customer service to effectively manage multiple important priorities. Proven ability to organize department work functions in an efficient and effective manner.	Required
Broad knowledge of common organization-specific and other computer application programs.	Required
Skills to work collaboratively with other locations.	Required
Proven skills to quickly evaluate complex issues and identify multiple options for resolution.	Required
Demonstrated management and conflict resolution skills to effectively lead and motivate others.	Required

EDUCATION

Education Level	Required/ Preferred
Bachelor's degree in related area and / or equivalent experience / training	Required
Master's degree.	Preferred

BUDGETARY RESPONSIBILITIES

Type of Budget	Amount	Notes
Total Budget	\$0	

SUPERVISION

*Level of Supervision Received	Direction
Description	
Indicates that the incumbent establishes procedures for attaining specific goals and objectives in a broad area of work. Only the final results of work done are typically reviewed. Incumbent typically develops procedures within the limits of established policy guidelines.	

APPOINTMENT DETAILS

*FTE:	1.0
*Employee Class:	Staff: Career
Working Days:	Monday; Tuesday; Wednesday; Thursday; Friday
Working Hours:	8am - 5pm
Work Location:	

*PROBLEM SOLVING EXAMPLES

Common problems solved by this position:

Example #1: Advises Chairs on reassigning teaching and committee service assignments to accommodate faculty leaves and sabbaticals. Recruits for and hires lecturers as needed.

Example #2: Evaluates departmental space, staffing needs, and resources to maximize administrative research and teaching operations.

Example #3: Ensures subordinate supervisors and staff follow internal controls and standards.

Less frequent and more complex problems solved by this position:

Example #1: Coordinates relocation of several research facilities to accommodate growth and contraction of different research programs while allowing for appropriate future growth.

Example #2: Monitoring the organization’s administrative functions to ensure an effective balance of centralized vs. decentralized activities to maximize resources.

Example #3: Develop and recommend strategies to address staff retention issues.

Problems or situations that are referred to the supervisor of this position:

Example #1: Highly sensitive situations involving a faculty member.

Example #2: The service provider has defaulted on the lease in areas of notification, improvements, and response to customers.

Example #3: Personnel issues related to academic policy involving SVSH and disciplinary actions.

***PHYSICAL ENVIRONMENTAL AND MENTAL REQUIREMENTS**

PHYSICAL DEMANDS

A thorough completion of this section is needed for compliance with legal standards such as the Americans with Disabilities Act. The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Requirements	Never 0 Hours	Occasional Up to 3 Hours	Frequent 3 to 6 Hours	Continuous 6 to 8+ Hours	Is Essential
Sitting				X	X
Standing		X			
Walking		X			
Squatting		X			
Bending		X			
Waist Twisting	X				
Kneeling	X				
Crawling	X				
Body positions other	X				
Climbing stairs		X			
Climbing ladders	X				
Climbing other	X				
Reaching overhead		X			
Reaching shoulder height		X			
Reaching below shoulder height		X			
Lifting 0-20 lbs. below waist		X			

PHYSICAL DEMANDS

A thorough completion of this section is needed for compliance with legal standards such as the Americans with Disabilities Act. The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Requirements	Never 0 Hours	Occasional Up to 3 Hours	Frequent 3 to 6 Hours	Continuous 6 to 8+ Hours	Is Essential
Lifting 21-30 lbs. below waist		X			
Lifting 31-60 lbs. below waist	X				
Lifting over 60 lbs. below waist	X				
Lifting 0-20 lbs. above waist		X			
Lifting 21-30 lbs. above waist		X			
Lifting 31-60 lbs. above waist	X				
Lifting over 60 lbs. above waist	X				
Lifting up to 0-20 lbs. overhead		X			
Lifting up to 20-30 lbs. overhead		X			
Lifting over 30 lbs. overhead	X				
Carrying 0-20 lbs.		X			
Carrying 21-30 lbs.		X			
Carrying 31-60 lbs.	X				
Carrying over 60 lbs.	X				
Pushing 0-20 lbs.	X				
Pushing 21-30 lbs.	X				
Pushing 31-60 lbs.	X				
Pushing over 60 lbs.	X				
Pulling 0-10 lbs.	X				
Pulling 11-25 lbs.	X				
Pulling 26-50 lbs.	X				
Pulling 51-75 lbs.	X				
Pulling over 76 lbs.	X				
Fine finger manipulation	X				
Gross manipulation	X				
Simple grasp	X				
Power grasp	X				
Repetitive hand/arm use		X			

ENVIRONMENTAL REQUIREMENTS

While performing the duties of this job, the associate is required to work within the selected working environments.

Exposures	Never 0 Hours	Occasional Up to 3 hours	Frequent 3 to 6 hours	Continuous 6 to 8+ hours	Is Essential
Loud noise		X			
Moving machinery	X				
Background noise		X			
Dim or bright lighting		X			
Dust, fumes or gases	X				

ENVIRONMENTAL REQUIREMENTS

While performing the duties of this job, the associate is required to work within the selected working environments.

Exposures	Never 0 Hours	Occasional Up to 3 hours	Frequent 3 to 6 hours	Continuous 6 to 8+ hours	Is Essential
Marked changes in temperature	X				
Marked changes in humidity	X				
Chemicals or toxic substances	X				
Latex	X				
Radiation	X				
Microwave	X				
Combative patients	X				
Works in confined quarters	X				
Exposures other	X				
Ability to differentiate color		X			
Operating motor vehicles	X				
Operating motorized equipment	X				
Use of protective equipment	X				
Miscellaneous other	X				

MENTAL DEMANDS

While performing the duties of this job, the associate is required to work within the selected working environments.

	Never 0 Hours	Occasional Up to 3 hours	Frequent 3 to 6 hours	Continuous 6 to 8+ hours	Is Essential
Read/Comprehend			X		X
Write			X		X
Perform calculations				X	X
Oral communication				X	X
Reason and analyze			X		X
Mental demands other	X				

Job Standards Special Conditions

	Required/ Preferred
Must pass a background check.	Required

*REPORTING REQUIREMENTS AND CRITICAL POSITIONS

- CANRA (U13): Mandated Child Abuse Reporter
- Clery Act (U15): Campus Security Authority
- Credentials Verification (U06): For clinical practitioner
- Criminal history check (U02): Satisfactory criminal history background check
- DMV Pull Program: Must enroll in the DMV Pull-Notice Program
- Driver's License (U08): Must maintain valid CA DL and clean DMV record
- Form 700 (U16): Statement of Economic Interest Filer

*REPORTING REQUIREMENTS AND CRITICAL POSITIONS

- Other special conditions of employment
- None of the above are applicable to this position

*ESSENTIAL ELEMENTS OF CRITICAL POSITIONS

- Possession of building master keys for access to residences, offices, or other facilities.
- Direct responsibility for the care, safety and security of people, including children and minors, or property, including personal and University.
- Direct access to or responsibility for controlled substances (as defined in BFBBUS-50); access to certain high risk hazardous chemicals, biological or radioactive/nuclear materials for which background checks are required by federal or state regulations or access to any other hazardous material specifically designated by the UC Executive Director of Environmental Health and Safety.
- Direct access to and/or responsibility for protected, personal, or other sensitive institutional information, including information on students, faculty, staff, or other University constituents, and IT resources that process, transmit or store restricted or sensitive institutional information.
- Responsibility for operating commercial vehicles, machinery or toxic systems that could result in accidental death, injury or health problems.
- A requirement for a professional license, certificate, or degree, the absence of which would expose the University to legal liability and/or negative public reaction.
- Direct access to and/or responsibility for information affecting national security.
- Direct access to or responsibility for cash, cash equivalents, checks, or University property, disbursements or receipts (as defined in BUS-49, Section III.C.).
- Authority for committing the financial resources of the University through contracts or agreements.
- Position requires annual filing of State of Economic Interests (Form 700).
- None of the above are applicable to this position.

Employee Name	
Employee Signature	
Employee Date	
Supervisor Name	
Supervisor Signature	
Supv Date	
Department Head Name	
Dept Head Signature	
Dept Head Date	