

Project Policy Analyst 2 (7397U), Berkeley Public Health -
73676
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=247165>

Downloaded On: Oct. 19, 2024 1:15pm

Posted Oct. 16, 2024, set to expire Feb. 12, 2025

Job Title	Project Policy Analyst 2 (7397U), Berkeley Public Health - 73676
Department	Berkeley Public Health
Institution	University of California, Berkeley Berkeley, California
Date Posted	Oct. 16, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Public Health/Management/Administration Public Health/Biostatistics/Epidemiology
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Job Description

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About Berkeley

At the University of California, Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

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The University of California, Berkeley, is one of the world's leading institutions of higher education, distinguished by its combination of internationally recognized academic and research excellence; the transformative opportunity it provides to a large and diverse student body; its public mission and commitment to equity and social justice; and its roots in the California experience, animated by such values as innovation, questioning the status quo, and respect for the environment and nature. Since its founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, students and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our [Guiding Values and Principles](#), our [Principles of Community](#), and our [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. To find out more about how you can grow your career at UC Berkeley, visit grow.berkeley.edu.

Departmental Overview

Berkeley Public Health (BPH) aims to improve population health, especially for the most vulnerable, through interdisciplinary collaborations, preeminent education, and transformational research. Established in 1943, BPH is a professional school on the UC Berkeley campus that

comprises six academic divisions and nearly 30 research centers and programs. Our department's values include social justice, health as a right, challenging conventional thought, embracing diversity, and creating meaningful impact. We honor our principles of community by centering and valuing everyone in our community; prioritizing prevention while remaining grounded in social justice; promoting safety and respect; practicing self-care and kindness; and remaining optimistic, hopeful, and committed to change. Learn more at: publichealth.berkeley.edu.

Application Review Date

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The First Review Date for this job is: October 28, 2024

Responsibilities

- Applies professional experience to coordinate research group activities pertaining to moderately complex projects, policies and/or processes and functions.
- Coordinates administrative event and program planning, including database management, IRB protocols and amendments, and maintaining records of all study materials on multiple grants.
- Coordinates efforts with a variety of external and internal partner institutions, including senior researchers, research staff, and administrative and financial personnel; holds an understanding of complex study procedures and summarizes best practices in field. Provides technical guidance and quality assessment.
- Prepares, edits and modifies documents including meeting materials, research reports, manuscripts for publication, presentations and proposals.
- Contributes to the development and maintenance of federal grant proposals and awards; coordinates administrative personnel and completes regular progress reports and grant proposal materials for submission to NIH institutes, including navigating NIH grant management systems
- Researches and analyzes processes and procedures and summarizes findings in order to develop or implement changes to database management and study protocols in collaboration with partners and external stakeholders.
- Using subject matter knowledge, collects and prepares information for use in discussions, meetings of senior researchers and external constituents.
- Provides a variety of research and analytical duties in support of a function, program and/or organizational unit.
- Participates in workshops, trainings, and other professional development activities
- Other duties, as assigned

Required Qualifications

- Working knowledge of and/or ability to quickly learn common organization- or research-specific and other computer application programs.
- Proficient in communication and interpersonal skills to communicate effectively, both verbally and in writing.
- Proficient in ability to use discretion and maintain all confidentiality.
- Demonstrates ability to use sound judgment in responding to issues and concerns.
- Demonstrates ability to analyze, research and synthesize large amounts of data with strong attention to detail.

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- Proficient in ability to multi-task with demanding timeframes.
- Working knowledge of applicable policy analysis techniques.

Education/Training:

- Bachelor's degree in related area and / or equivalent experience / training.
- HIPAA Training
- CITI Training

Preferred Qualifications

- Master's degree in public health or related area.

Salary & Benefits

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

- The budgeted salary or hourly range that the University reasonably expects to pay for this position is \$32.50/hr - \$37.50/hr (\$67,860.00 - \$78,300.00/annual). The full pay scale range for this position classification is \$29.31/hr - \$50.38/hr (\$61,200.00 - \$105,200.00/annual, grade 19)
- This is a non-exempt, bi-weekly paid position.
- This is a full-time, Career position that is eligible for full UC benefits.
- This is a 25% remote friendly position. Specific arrangements will be made in collaboration with your supervisor to ensure role responsibilities and department needs are met, and may change based on business requirements.



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How to Apply

To apply, please submit your resume and cover letter.

Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

Other Information

This is not a visa opportunity.

Equal Employment Opportunity

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant, please see the [U.S. Equal Employment Opportunity Commission](#) poster.

The [University of California's Affirmative action policy](#).

The [University of California's Anti-Discrimination policy](#).

To apply, visit

https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_S

Contact Information



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Please reference Academickeys in your cover letter when
applying for or inquiring about this job announcement.

Contact

N/A

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