

**BASSC Workforce Development Specialist (4169U) -
79843**
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=260095>

Downloaded On: Jul. 25, 2025 12:47am

Posted Jul. 23, 2025, set to expire Jun. 30, 2026

Job Title	BASSC Workforce Development Specialist (4169U) - 79843
Department	School of Social Welfare
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jul. 23, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Social Work Public Policy & Administration
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Job Description

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About Berkeley

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public

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mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). 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 full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

Departmental Overview

Located within the world's finest public university and one of the most diverse regions in the nation, the UC Berkeley School of Social Welfare strives to transform the systems that perpetuate poverty and social disadvantage. Berkeley Social Welfare develops effective leaders and scholars committed to solving complex social problems; produces, disseminates and utilizes research to improve social-service delivery and policy through critical thinking and evidence-based knowledge; and prepares the next generation of culturally-competent social workers, researchers and teachers dedicated to serving the most vulnerable members of our society.

This position will be located within Berkeley School of Social Welfare, in the Bay Area Social Services Consortium and the Mack Center on Public and Nonprofit Management in the Human Services.

The mission of the Bay Area Social Services Consortium (BASSC) and the Mack Center on Nonprofit and Public Sector Management in the Human Services is to expand the knowledge base and capacity of nonprofit and public sector human service organizations by conducting practice research with our agency partners, providing professional development programming, and facilitating regional convenings promoting information sharing and mutual support. This work involves sustained collaboration among County public sector Executive Directors, Managers, and Supervisors through professional development programs designed to provide leadership training to mid-level managers and supervisors. In addition, the collaboration includes university researchers, Deans and Directors and public-sector researchers who jointly develop research agendas, design and implement studies, translate research findings into policy agendas and program reforms.

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Position Summary

The position is responsible for providing coordination and analysis for the professional development programs and regional initiatives of BASSC and the Mack Center. With supervision and direction from the Principal Investigator and BASSC Director, the incumbent will independently (1) provide program and project management, (2) design and implement program and project content; (3) supervise and train staff and students participating in program and project activities; (4) collaborate with external partners to facilitate information gathering and analysis, and (5) prepare evaluation reports, stakeholder reports, and presentations.

Application Review Date

The First Review Date for this job is: 08/04/2025.

Responsibilities

- Manages professional development programs; oversees outreach, registration, orientation, delivery.
- Specific tasks include: budget management, event coordination, calendar management, and travel coordination.
- Plans and develops programs and curriculum, and adjusts existing courses and curriculum in an accredited and/or certified public education environment.
- Collaborates with key stakeholders and external consultants to design and deliver program content.
- Includes recruiting and engaging with instructors to design sessions, consulting on session materials (e.g., presentations, handouts, activities).
- Uses considerable discretion to determine methods and procedures for current and new course offering and topics.
- Responsible for gathering and analyzing information from multiple sources to assess stakeholder needs and identify best and promising practices for human services management.
- Synthesizes and summarizes information to inform program and project design and content.
- Shares recommendations with leaders and stakeholders.
- Establishes evaluation criteria for measuring desired results and impact.
- Responsible for evaluation activities, including session and final program evaluations: ensuring strong response rates; analyzing data and reporting to leaders and stakeholders.
- Collaborates with the Principal Investigator and BASSC Director on writing: publications, manuscripts, research reports, presentations, abstracts, or meeting summaries.
- Orients, mentors and supervises students providing support to programs and projects.

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- Collaborates with BASSC team members, BASSC Agency and University Directors, and their designated staff, to ensure programs and projects are coordinated and linked effectively.
- Provides reporting at BASSC meetings, interfaces with liaisons from counties, represents BASSC staff at committee meetings.

Required Qualifications

- Knowledge of county human service agencies, including organizational structures, services provided, workforce characteristics.
- Knowledge of best practices in leadership, management and supervision; particularly in human service organizations and settings.
- Experience managing and delivering professional development programs, including content design, working with instructors, and administration
- Experience with program design, including assessing needs, gathering information for content, designing content and materials
- Experience with program evaluation; proficient in use of Qualtrics, Google forms and/or other tools for data gathering.
- Ability to collaborate effectively and professionally with multiple internal stakeholders and external partners and consultants; requires political acumen and attention to confidentiality.
- Excellent writing and presentation skills; experience writing for and presenting to multiple, diverse audiences.
- Commitment to and understanding of services and challenges impacting communities served by the public sector.
- Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- Previous experience working in county human services.
- Master's degree or other advanced degree in public health, social work, public policy, or another related area and/or equivalent experience/training.

Salary & Benefits

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

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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 annual salary range that the University reasonably expects to pay for this position is \$90,000.00 - \$115,000.00.

- This is a 1-year, full-time (40 hours/week), contract appointment that is eligible for UC benefits with the possibility of extension.
- This is an exempt monthly-paid position.

How to Apply

- To apply, please submit your resume and cover letter.

Other Information

- This is not a visa opportunity.
- This position will be located within Berkeley School of Social Welfare, in the Bay Area Social Services Consortium and the Mack Center on Public and Nonprofit Management in the Human Services.
- This position is eligible for up to 80% remote work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

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.

SB 791 and AB 810 Misconduct Disclosure Requirement: As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been

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subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

Equal Employment Opportunity

The University of California is an Equal Opportunity Employer. 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 status under state or federal law.

To apply, visit

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

Contact Information

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

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Contact

N/A

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