

## **NON-EXEMPT/HOURLY DESCRIPTIONS**

*This category includes support, operational, technical, skilled or semi-skilled positions, where the skills are typically acquired through vocational education and/or apprenticeships, certifications, specialized, or on-the-job training. Problems are typically solved through knowledge of past practices and procedural guidelines, or knowledge gained through a certification or licensing program. For levels 2 and 3, these positions require specialized knowledge of processes and procedures.*

### **LEVEL 1**

Applies basic skills while developing some specialized skills in procedures, operations, techniques, tools, materials, and/or equipment appropriate to area of specialization; performs routine and/or repetitive tasks; limited decision making required; generally works under close supervision; has no or limited experience; work is performed from within specific limits of established procedures and/or defined instructions.

### **LEVEL 2**

Applies skills and job knowledge in area of specialization; may adapt procedures, operations, techniques, tools, materials, and/or equipment to meet needs of area of specialization; may work on non-routine tasks; resolves issues/makes working decisions within area of specialization or responsibility with minimal supervision.

### **LEVEL 3**

Regularly works on tasks that are varied and complex. Applies full range of specialized skills and job knowledge; frequently adapts procedures, techniques, tools, materials, and/or equipment to meet specialized needs; may serve as lead; performs broad and/or focused assignments under general supervision; originality and ingenuity are often required to help establish procedures in functional area; relies on experience and judgment to plan and accomplish assigned tasks.

## **PROFESSIONAL DESCRIPTIONS**

*This category includes positions which require a theoretical and conceptual knowledge of the specialization. Problems are typically solved through analysis and strategic thinking. At more senior levels, incumbents may independently manage or administer professional or independent programs, policies and resources.*

### **ASSOCIATE**

Entry-level professional with limited or no prior experience to contribute on a project or work team. Incumbent learns to use professional concepts to resolve problems of limited scope and complexity under close supervision while achieving day-to-day objectives. Works on developmental assignments that are initially routine in nature, requiring limited judgment and decision making. This level is typically focused on self-development. Requires theoretical knowledge through specific education and training. Typically hold a Bachelor's Degree or equivalent relevant professional experience.

### **INTERMEDIATE**

Fully competent and productive professional contributor who applies acquired job skills, policies, and procedures to complete substantive assignments/projects/tasks of moderate scope and complexity. Works independently with general supervision; exercises judgment within defined guidelines and practices to determine appropriate action. May provide guidance and assistance to entry level professionals and/or support

employees. Typically hold a Bachelor's Degree and 2 years of professional experience or equivalent relevant experience.

## **SENIOR**

Recognized subject matter expert who knows how to apply theory and put it into practice with in-depth understanding of the professional field with limited oversight from managers. Independently performs the full range of responsibilities within the function; requires deep job knowledge of area typically obtained through higher education combined with experience. Manages large projects or processes and problems faced are difficult and often complex; analyzes problems/issues of diverse scope and determines solutions. May manage programs that include formulating strategies and administering policies, processes, and resources; functions with a high degree of autonomy. Influences others regarding policies, practices and procedures. Typically hold a Bachelor's or Advanced Degree and 5 years of professional experience or equivalent relevant experience.

## **PRINCIPAL**

Recognized master in professional discipline with significant impact and influence on campus policy and program development. Establishes critical strategic and operational goals; develops and implements new products, processes, standards or operational plans to achieve strategies. Regularly leads projects of critical importance to the campus; these projects carry substantial consequences of success or failure. Requires significant influence and communication with executive leadership. Problems faced are frequently complex and multidimensional, requiring broad based consideration of variables that impact multiple areas of the organization. Typically hold an Advanced Degree and 8 years of professional experience or equivalent relevant experience, including mastery level knowledge of level area, typically obtained through advanced education combined with experience.

## **SUPERVISORY & MANAGERIAL DESCRIPTIONS**

*This category includes positions where the incumbent primarily achieves department objectives through the coordinated achievements of subordinate staff who report to the incumbent.*

### **SUPERVISOR**

Provides immediate supervision to a unit or group of operational or technical employees. Sets and delegates day-to-day tasks to achieve operational objectives. A portion of time may be spent performing individual tasks related to the unit; however, supervisory activities must constitute a primary part of the job. Supervises unit operations to ensure compliance with departmental or campus policies, procedures, and defined internal controls. Problems typically involve a single area, process or constituent group. Ensures accountability and stewardship of campus resources (operational, financial, and human) in compliance with departmental standards and procedures.

### **MANAGER**

Provides direct supervision typically to professionals or skilled technical employees at the entry or intermediate level. Functions as advisor to unit and administration and sets goals and objectives for team members for achievement of operational results. Analyzes and resolves problems through drawing from prior experiences. Interprets policies (e.g., fiscal management, HR, contracts and grants, resource management in defined areas) and demonstrates solid subject matter knowledge. Exercises judgment within defined procedures and policies to determine appropriate action. Supervises staff to assure accountability and stewardship of campus resources (operational, financial, and human) in compliance with departmental goals and objectives.

## **SENIOR MANAGER**

Spends the majority of time (50% or more) achieving organizational objectives through the coordinated achievements of subordinate staff. Manages experienced professionals who exercise latitude and independence in assignments. 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 campus wide goals and objectives. Ensures subordinate supervisors and professionals adhere to defined internal controls with a focus on policy and strategy implementation. Manages systems and procedures to protect departmental assets and requires practical knowledge in leading and managing the execution of processes, projects and tactics within one area. May report to a Chair, Unit Director, or equivalent administrative management.

## **ASSISTANT DIRECTOR**

Manages a large team typically consisting of both experienced professionals and subordinate Managers. Focuses on tactical and operational plans with short to mid-term focus; significant responsibility to achieve broadly stated goals through subordinate Managers. Determines objectives, directs programs, develops strategies and policies, manages human, financial, and physical resources, and functions with a high degree of autonomy. Requires broad management and leadership knowledge to lead project or program teams in one department/job family. Proactively assesses risk to establish systems and procedures to protect organizational assets. Determines campus strategies for a program with campus wide impact. May report to an Associate/Assistant Vice President or Dean.

## **DIRECTOR**

Oversees through subordinate Managers a large, complex organization with multiple functional disciplines/occupations, OR manages a program, regardless of size, that has critical impact upon the campus. Significant responsibility for formulating and administering policies and programs, manages significant human, financial, and physical resources, and functions with a very high degree of autonomy. Frequently influences business decisions made by senior leadership. Oversees through subordinate Managers the accountability and stewardship of campus resources and the development of systems and procedures to protect organizational assets. Negotiates and influences others to understand and accept new concepts, practices and approaches. Reports to an Associate Vice President, Vice President, or Dean.

## **EXECUTIVE DESCRIPTIONS**

*Typically top executives and function heads – Provides strategic vision and direction across multiple functions. Goal achievement is thorough direct and indirect reports' performance.*

## **SENIOR or EXECUTIVE DIRECTOR**

Directs through subordinate Managers multiple large and complex critical programs impacting broad constituencies across major portions of campus. Identifies objectives, manages very significant human, financial, and physical resources, and functions with an extremely high degree of autonomy. Accountable for formulating and administering policies and programs for major functions. Operational or program results can affect overall campus wide performance and reputation. Directs through subordinate Managers the development of strategic goals and objectives to achieve accountability and stewardship of university resources in a manner consistent with campus and system wide objectives and initiatives. Usually reports to one of the following: Associate/Assistant Vice President, Vice President or Provost.

## **ASSOCIATE VICE PRESIDENT**

Accountable for leading departments or major areas within a division through managers and directors. Works under broad, administrative direction with responsibility for providing strategic leadership and direction in the planning, implementing, improving, and evaluating of an administrative department and promoting operational improvements. Oversees and provides direction for budgets and operational forecasts. Makes complex, independent decisions for situations with precedent to ensure department or area within a division objectives are met.