

DEFINITIONS AND GROUPING OF STAFF POSITIONS

POLICY NUMBER: RESERVED FOR FUTURE USE

POLICY TYPE: ADMINISTRATIVE

RESPONSIBLE OFFICIAL TITLE: DIRECTOR OF HUMAN RESOURCES

RESPONSIBLE OFFICE: OFFICE OF HUMAN RESOURCES

I. POLICY STATEMENT

Managerial/Supervisory Staff Positions:

This designation is applied to those positions that are responsible for performing either general and/or special assistance to an administrative officer by assisting in developing and administering plans, systems, procedures or policies; or by providing specialized administrative financial or management skills, abilities, and knowledge; or by providing a co-coordinative function between several units or sections of the organization.

This designation may also be applied to those positions having duties and responsibilities involving supervisory and/or managerial functions in the operation of a department, office, craft, trade, or section of a department, or division; or may be applied to a position that requires formal training at college or university level.

These positions may have the responsibility of assignment of work, scheduling of work, or reviewing work of other staff members. Authority to employ and discharge may or may not be a responsibility of these positions depending upon the specific assignment.

These positions must be recommended by the Department Head and Director of Human Resources, and be approved by the President. Examples, for illustrative purposes only, are listed below:

- Manager;
- Superintendent;
- Assistant Manager;
- Supervisor;
- Assistant to Director;
- Coordinator.

Professional Staff Positions:

These positions have an unusual variation in the degree of education, skill, or background necessary for job performance. These positions may require considerable judgment, responsibility, and initiative and may require special certification and/or equivalent university level training.

These positions may be connected with the faculty, staff, or public. A wide range of professional skills are included in this category due to the nature and scope of the many special functions assigned to various departments.

These positions require a specialized service in a recognized profession or skill and may

include such responsibilities as consulting or advisory services to the staff, students, or public as part of an administrative or management organization.

Qualifications necessary for receiving this designation require training or education of a formal nature that is normally associated with university or college degree level attainment or its equivalent. This designation may also be applied to certain occupational categories that require registration or certification of qualified graduates from a recognized school or program of three years or more in a specialized field.

Positions receiving this designation must be recommended by the Department Head and Director of Human Resources, and be approved by the President. Examples, for illustrative purposes only, are listed below:

- Engineer;
- Artist;
- Accountant;
- Photographer;
- Registered Nurse;
- Editor.

Technical and Scientific Staff Positions:

These positions are generally involved in performing the necessary supporting tasks that are vital to the successful completion of research or instructional activities and may be assigned responsibilities of a technical nature. These positions require comprehensive and extensive training or formal education in a specialized field.

This designation will be applied to those occupational categories that require graduation from a recognized school or program in the applicable specialty of two years duration; or two years of college or university level attainment; or its equivalent.

Positions receiving this designation must be recommended by the Department Head and approved by the Director of Human Resources. Examples, for illustrative purposes only, are listed below:

- Practical Nurse;
- Lab Assistant;
- Laboratory Technician;
- Draftsman;
- Lab Preparator;
- Printer.

Office and Clerical Staff Positions:

These positions provide a wide range of services connected with processing, collecting, recording, and distributing a variety of records, reports, and other informational data concerned with students, faculty, staff, finances, and other related University Services.

These positions may require high school education or above and range from routine, repetitive jobs to those which require extensive experience, skill or ability.

Positions receiving this designation must be recommended by the Department Head and approved by the Director of Human Resources. Examples, for illustrative purposes only, are listed below:

- Clerk/Typist;
- Library Assistant;
- Receptionist;
- Account Clerk;
- Secretary;
- Records Clerk;
- Keypunch Operator;
- Administrative Secretary.

Service and Maintenance Positions:

These positions provide the services necessary to construct, repair, maintain, and operate the various physical plant facilities. These positions range from those that require minimal education and unskilled duties to those that require highly developed skills, abilities, or knowledge involving extensive experience or apprenticeships and/or special schooling.

Positions receiving this designation must be recommended by the Department Head and approved by the Director of Human Resources. Examples, for illustrative purposes only, are listed below:

- Custodian;
- Stationary Engineer;
- Groundsman;
- Safety Officers;
- Painter;
- Mail Carriers;
- General Maintenance;
- Shipping/Receiving Clerk.

II. ENTITIES AFFECTED

Staff

REVISION HISTORY

REVISION TYPE	MONTH/YEAR APPROVED
Choose an item.	
Choose an item.	
Choose an item.	
Choose an item.	
Choose an item.	

Choose an item.	
Choose an item.	