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<ul style="list-style-type: none"> - Job Levels are not tied to Job Grades within the salary structure. Jobs are tied independently to grades based on the market. - On a job-by-job basis, additional years of relevant work experience and/or other specialized training may be used in lieu of minimum education requirement. - Supervisory responsibilities include the authority to hire, terminate, discipline, appraise performance, or strongly recommend such actions. - Not all functions will start at Level 1 and/or progress up to every level. - Not all functions will start at Level 4. 									
Level	Minimum Education Required	Minimum Years of Experience Required (YOE)	Licenses and/or Certifications Required	Supervisory Responsibilities	Typical Amount of Supervision Required	Typical Complexity, Accountability, Scope	Typical Level of Autonomy	Typical Management Responsibilities	Example of Typical Job Duties
People Leader: Level 1 "Supervisor"	Bachelor's Degree	2	May be required based on specific area/discipline.	Functions in a lead capacity over 2+ FTE employees. Must have at least 2 FTE direct reports.	Requires minimal supervision. Work is expected to be done autonomously.	Advanced problem solving skills are required.	Exercises discretion and independent judgment in significant matters.	Has authority to hire and fire employees. Conducts performance reviews, and handles disciplinary matters. Directly supervises at least the equivalent of two full-time regular staff, and may also be responsible for students and/or temps.	Supervises a team of employees that generally perform similar non-exempt work; reports to a higher level manager. Prioritizes, coordinates, and schedules work and effectively uses resources (e.g., staff, materials, expenses), focusing on the day-to-day operations of how to implement management decisions. Oversees staff training and development; ensures overall team adherence to policies and procedures. Supervises staff, including hiring, distributing and reviewing work, performance reviews, and documenting disciplinary actions and other human resource administration; manages work schedules and approves timecards; provides professional development opportunities. Monitors teams expenses and resources needs for own area of operation.
People Leader: Level 2 "Manager"	Bachelor's Degree	3	May be required based on specific area/discipline.	First-line supervisor over 2+ FTE employees.	Requires minimal supervision. Work is expected to be done autonomously.	Work is complex and strategic in nature, sets policy, anticipates trends. Decisions and actions have a direct impact on the operational and strategic outcomes of department or can impact a Responsibility Center or the entire University. High level of problem-solving skills are required.	Exercises discretion and independent judgment in significant matters.	Has authority to hire and fire employees. Conducts performance reviews, and handles disciplinary matters. Directly supervises at least the equivalent of two full-time regular staff, and may also be responsible for students and/or temps.	Manages a team of employees; sets direction and deploys resources across team(s); plays a more active role in directing operations and creating goals. Manages short-term objectives and contributes to longer-term planning to support department goals, objectives, and operational excellence. Holds authority to make decisions regarding use of resources (e.g., staff, materials, budget). Supervises staff, including hiring, distributing and reviewing work, performance reviews, and documenting disciplinary actions and other human resource administration; manages work schedules and approves timecards; provides professional development opportunities. Manages expenses and resources for operations.
People Leader: Level 3 "Assistant Director"	Bachelor's Degree	5	May be required based on specific area/discipline.	Manages a division, department, function or program and typically supervises other managers. Manages 2+ FTE.	Requires minimal supervision. Work is expected to be done autonomously.	Work is complex and strategic in nature, sets policy, anticipates trends. Decisions and actions have a direct impact on the operational and strategic outcomes of department or can impact a Responsibility Center or the entire University. High level of problem-solving skills are required.	Exercises discretion and independent judgment in significant matters.	Has authority to hire and fire employees. Conducts performance reviews, and handles disciplinary matters. Directly supervises at least the equivalent of two full-time regular staff, and may also be responsible for students and/or temps.	Manages a department or mid-size operation and may manage employees who have direct reports. Manages short-term objectives and longer-term planning to support department goals, objectives, and operational excellence. Provides input on budget development for function and tracks budget for area of expertise. Oversees review and implementation of policies and procedures; holds authority to make decisions on policy and procedure changes within area of operation. Provides input on budget development for function and tracks budget for own area of responsibility. Supervises staff, including hiring, distributing and reviewing work, performance reviews, and documenting disciplinary actions and other human resource administration; manages work schedules and approves timecards; provides professional development opportunities.
People Leader: Level 4 "Director"	Bachelor's Degree	7	May be required based on specific area/discipline.	Manages a division, department, function or program and typically supervises other managers and/or Assistant Directors/Manages 2+ FTE	Requires minimal supervision. Work is expected to be done autonomously.	Work is complex and strategic in nature, sets policy, anticipates trends. Decisions and actions have a direct impact on the operational and strategic outcomes of department or can impact a Responsibility Center or the entire University. High level of problem-solving skills are required.	Exercises discretion and independent judgment in significant matters.	Has authority to hire and fire employees. Conducts performance reviews, and handles disciplinary matters. Directly supervises at least the equivalent of two full-time regular staff, and may also be responsible for students and/or temps.	Oversees a more complex department or multiple teams. Oversees strategy and overall direction for group(s); decisions have broader impact across the University. Develops and executes the operational plan for area. Contributes to the strategic plan for school/college/division. Develops budget proposals; monitors and tracks budget for department or functional area(s). Supervises staff, including hiring, distributing and reviewing work, performance reviews, and documenting disciplinary actions and other human resource administration; manages work schedules and approves timecards; provides professional development opportunities.
Program Leader: Level 1 "Supervisor"	Bachelor's Degree	2	May be required based on specific area/discipline.	Manages a function or program. Not required to be a direct supervisor, but may supervise or lead employees.	Requires minimal supervision. Work is expected to be done autonomously.	Advanced problem solving skills are required. -OR- Routine problem solving is required, generally guided by policies, procedures and business plans. Decisions outside of standard policies are referred to a higher level manager.	Exercises discretion and independent judgment in significant matters.	Leads the work of others, but does not have direct management responsibility for staff, students, or temps. -MAY- Participates in hiring, firing, conducting performance reviews, and handling disciplinary matters for students and/or temps.	Manages all aspects of a small and/or less complex program/process. Works to execute priorities related to program operations. Assists in coordinating and scheduling work and effectively uses resources (e.g., staff, materials, expenses), focusing on the day-to-day operations of how to implement management decisions. Monitors expenses as part of program/operations budget.
Program Leader: Level 2 "Manager"	Bachelor's Degree	3	May be required based on specific area/discipline.	Manages a function or program. Not required to be a direct supervisor, but may supervise or lead employees.	Requires minimal supervision. Work is expected to be done autonomously.	Advanced problem solving skills are required.	Exercises discretion and independent judgment in significant matters.	Leads the work of others, but does not have direct management responsibility for staff, students, or temps. -MAY- Participates in hiring, firing, conducting performance reviews, and handling disciplinary matters for students and/or temps.	Manages all aspects of a mid-sized and/or moderately complex program/process. Executes and helps set priorities related to the execution of the program operations. Coordinates and schedules work and effectively uses resources (e.g., staff, materials, expenses), focusing on the day-to-day operations of how to implement management decisions. Manages short-term objectives and contributes to longer-term planning to support program goals, objectives, and operational excellence. Manages a portion or all of the program/operations budget.
Program Leader: Level 3 "Assistant Director"	Bachelor's Degree	5	May be required based on specific area/discipline.	Manages a department, function or program. Not required to be a direct supervisor, but may supervise or lead employees.	Requires minimal supervision. Work is expected to be done autonomously.	Work is complex and strategic in nature, sets policy, anticipates trends. Decisions and actions have a direct impact on the operational and strategic outcomes of department or can impact a Responsibility Center or the entire University. High level of problem-solving skills are required.	Exercises discretion and independent judgment in significant matters.	Leads the work of others, but does not have direct management responsibility for staff, students, or temps. -MAY- Participates in hiring, firing, conducting performance reviews, and handling disciplinary matters for students and/or temps.	Manages all aspects of a large, complex program/process or multiple small or moderately complex programs/processes. Executes and sets priorities related to the execution of the program operations. Manages coordination and work schedules, effective use of resources (e.g., staff, materials, expenses), and day-to-day operations. Manages short-term objectives and longer-term planning to support program goals, objectives, and operational excellence. Manages the program budget for area of responsibility.
Program Leader: Level 4 "Director"	Bachelor's Degree	7	May be required based on specific area/discipline.	Manages a division, department, function or program. Not required to be a direct supervisor, but may supervise or lead employees.	Requires minimal supervision. Work is expected to be done autonomously.	Work is complex and strategic in nature, sets policy, anticipates trends. Decisions and actions have a direct impact on the operational and strategic outcomes of department or can impact a Responsibility Center or the entire University. High level of problem-solving skills are required.	Exercises discretion and independent judgment in significant matters.	Leads the work of others, but does not have direct management responsibility for staff, students, or temps. -MAY- Participates in hiring, firing, conducting performance reviews, and handling disciplinary matters for students and/or temps.	Manages all aspects of a large, complex program/process or multiple small or complex programs/processes. Executes and sets priorities related to the execution of the program operations. Manages coordination and work schedules, effective use of resources (e.g., staff, materials, expenses), and day-to-day operations. Manages short-term objectives and longer-term planning to support program goals, objectives, and operational excellence. Manages the program budget for area of responsibility.
Individual Contributor 1: Level 1	High School Diploma/GED	0	May be required based on specific area/discipline.	Has no authority or responsibility for the supervision of employees.	Requires direct supervision. Tasks are provided for the employee to perform. -OR- Requires some supervision. Work is expected to be done autonomously with overall guidance and direction from leadership.	Routine problem solving is required, generally guided by policies, procedures and business plans. Decisions outside of standard policies are referred to a higher level manager.	Follows prescribed procedures.	No management responsibilities.	Completes routine tasks as assigned. Performs specific job responsibilities following the standards and procedures of the job and department at the close direction of a supervisor; does not change procedures without supervisor's approval. Serves as an entry-level contributor.
Individual Contributor 1: Level 2	High School Diploma/GED; some roles may require an Associate's Degree	1	May be required based on specific area/discipline.	Has no authority or responsibility for the supervision of employees.	Requires direct supervision. Tasks are provided for the employee to perform. -OR- Requires some supervision. Work is expected to be done autonomously with overall guidance and direction from leadership.	Routine problem solving is required, generally guided by policies, procedures and business plans. Decisions outside of standard policies are referred to a higher level manager.	Follows prescribed procedures.	No management responsibilities.	Completes mostly routine tasks as assigned, some independently. Performs a variety of job responsibilities following the standards and procedures of the job and department at the direction of a supervisor; certain specific activities may be performed independently according to specific procedures. Does not change procedures without supervisor's approval. Understands area goals and how own job contributes to achievement of these goals by following standards and practices for the department. Serves as an intermediate-level contributor.
Individual Contributor 1: Level 3	High School Diploma/GED; some roles may require an Associate's Degree	2	May be required based on specific area/discipline.	Has no authority or responsibility for the supervision of employees.	Requires direct supervision. Tasks are provided for the employee to perform. -OR- Requires some supervision. Work is expected to be done autonomously with overall guidance and direction from leadership.	Routine problem solving is required, generally guided by policies, procedures and business plans. Decisions outside of standard policies are referred to a higher level manager.	Follows prescribed procedures.	No management responsibilities.	Completes mostly routine tasks as assigned, most independently. Performs a variety of job responsibilities following the standards and procedures of the job and department under general supervision. May identify areas for improved efficiency or effectiveness of policies, processes, and procedures in area; makes recommendations to supervisor. Understands area goals and how own job contributes to achievement of these goals by following standards and practices for the department and/or division. Serves as a senior-level contributor. Assists lower-level team members and provides ad-hoc training as needed; may serve as a team lead.
Individual Contributor 2: Level 1	Bachelor's Degree	0	May be required based on specific area/discipline.	Has no authority or responsibility for the supervision of employees.	Requires some supervision. Work is expected to be done autonomously with overall guidance and direction from leadership. -OR- Requires minimal supervision. Work is expected to be done autonomously.	Routine problem solving is required, generally guided by policies, procedures and business plans. Decisions outside of standard policies are referred to a higher level manager. -OR- Advanced problem solving skills are required.	Follows prescribed procedures.	No management responsibilities.	Completes mostly routine tasks as assigned, some independently. Performs specific job responsibilities, pre-determined work steps, or established activities within the area at the direction of a supervisor and/or as outlined in a project plan. Does not change procedures without supervisor's approval. Understands area goals and how own job contributes to achievement of these goals by following standards and practices for the department. Serves as an entry-level contributor.
Individual Contributor 2: Level 2	Bachelor's Degree	1	May be required based on specific area/discipline.	Has no authority or responsibility for the supervision of employees.	Requires some supervision. Work is expected to be done autonomously with overall guidance and direction from leadership. -OR- Requires minimal supervision. Work is expected to be done autonomously.	Routine problem solving is required, generally guided by policies, procedures and business plans. Decisions outside of standard policies are referred to a higher level manager. -OR- Advanced problem solving skills are required.	Follows prescribed procedures. -MAY- Exercises discretion and independent judgment in significant matters.	No management responsibilities.	Completes routine and moderately complex tasks as assigned, some independently. Performs a variety of job responsibilities following the standards and procedures of the job and department at the direction of a supervisor and/or as outlined in a project plan; certain specific activities may be performed independently according to specific procedures. May make observations and suggestions on potential procedure changes to supervisor. Understands area goals and how own job contributes to achievement of these goals by following standards and practices for the department and division. Serves as an intermediate-level contributor. May assist lower-level team members and provide ad-hoc training as needed.
Individual Contributor 2: Level 3	Bachelor's Degree	2	May be required based on specific area/discipline.	Has no authority or responsibility for the supervision of employees.	Requires some supervision. Work is expected to be done autonomously with overall guidance and direction from leadership. -OR- Requires minimal supervision. Work is expected to be done autonomously.	Advanced problem solving skills are required. -OR- Routine problem solving is required, generally guided by policies, procedures and business plans. Decisions outside of standard policies are referred to a higher level manager.	Follows prescribed procedures. -MAY- Exercises discretion and independent judgment in significant matters.	No management responsibilities.	Completes more complex tasks as assigned, most independently. Performs a variety of job responsibilities following the standards and practices of the department and division. Identifies areas for improved efficiency or effectiveness of policies, processes, and procedures in area; makes recommendations to supervisor. Understands area goals and how own job contributes to achievement of these goals by following standards and practices for the department and division. Serves as a senior-level contributor. Assists lower-level team members and provides ad-hoc training as needed; may serve as a team lead.

Individual Contributor 2: Level 4	Bachelor's Degree	3	May be required based on specific area/discipline.	May function in a lead capacity over employees, by providing day-to-day direction, on a regular basis but is not a direct supervisor.	Requires some supervision. Work is expected to be done autonomously with overall guidance and direction from leadership. OR: Requires minimal supervision. Work is expected to be done autonomously.	Advanced problem solving skills are required. - OR: Routine problem solving is required, generally guided by policies, procedures and business plans. Decisions outside of standard policies are referred to a higher level manager.	Exercises discretion and independent judgment in significant matters.	No management responsibilities.	<ul style="list-style-type: none"> Completes diverse and complex tasks independently Performs a wide variety of job responsibilities with limited supervisor oversight and is responsible for delivering results for more complex problems and initiatives in own area Reviews, analyzes, and evaluates the effectiveness of unit/program/project and makes recommendations for enhancements Assists in the administration of a single unit/program/project or multiple aspects of larger units/programs/projects, including contributing to operations and/or implementation planning Serves as an expert-level contributor Leads other team members, serving in a coaching and mentoring role; may assist in team management as necessary, although has no formal people management responsibility
Academic Advisor: Level 1	Bachelor's Degree	0	None required	Has no authority or responsibility for the supervision of employees.	Requires some supervision. Work is expected to be done autonomously with overall guidance and direction from leadership.	Routine problem solving is required, generally guided by policies, procedures and business plans. Decisions outside of standard policies are referred to a higher level manager.	Follows prescribed procedures.	No management responsibilities.	<ul style="list-style-type: none"> Uses basic advising knowledge, theory, and practical experience to serve as an academic liaison for students, helping them to identify academic and career goals, select appropriate courses, and plan for degree attainment/monitor progress Connects students to helpful resources and services May participate in and assist with the planning of unit and/or University-sponsored activities (e.g., teaching seminar, programming) Manages small, routine projects
Academic Advisor: Level 2	Master's Degree	2	None required	Has no authority or responsibility for the supervision of employees.	Requires some supervision. Work is expected to be done autonomously with overall guidance and direction from leadership.	Advanced problem solving skills are required.	Exercises discretion and independent judgment in significant matters.	No management responsibilities.	<ul style="list-style-type: none"> Uses advanced advising knowledge, theory, and practical experience to serve as an academic liaison for students, helping them to identify academic and career goals, select appropriate courses, and plan for degree attainment/monitor progress Helps students interpret and apply school and University policies and uses an established network to connect them to helpful resources and services Facilitates and plans unit-sponsored activities (e.g., teaching seminar, programming) Manages small to medium sized, moderately complex projects May serve as a team lead on one or more academic advising-related areas
Academic Advisor: Level 3	Master's Degree	3	None required	May function in a lead capacity over employees, by providing day-to-day direction, on a regular basis but is not a direct supervisor.	Requires some supervision. Work is expected to be done autonomously with overall guidance and direction from leadership.	Advanced problem solving skills are required.	Exercises discretion and independent judgment in significant matters.	No management responsibilities.	<ul style="list-style-type: none"> Uses expert-level advising knowledge, theory, and practical experience to serve as an academic liaison for students, helping them to identify academic and career goals, select appropriate courses, and plan for degree attainment/monitor progress Assists colleagues in navigating advising issues and problems, interpreting academic policies, building a professional network, connecting to resources and services, and training on use of technology Leads the facilitation, planning, and implementation of unit- and/or University-sponsored activities (e.g., teaching seminar, programming) Manages large, complex projects May serve as a team lead on one or more academic advising-related areas
Administrative Support: Level 1	High School Diploma/GED	0	None required	Has no authority or responsibility for the supervision of employees.	Requires direct supervision. Tasks are provided for the employee to perform.	Routine problem solving is required, generally guided by policies, procedures and business plans. Decisions outside of standard policies are referred to a higher level manager.	Follows prescribed procedures.	No management responsibilities.	<ul style="list-style-type: none"> Provides routine office support in a small unit or secondary office support in a larger unit Schedules and confirms appointments for individuals and regular meetings, including event logistics May respond directly to routine inquiries requiring basic knowledge of departmental policies and procedures Prepares routine correspondence and files using templates and other existing documents
Administrative Support: Level 2	High School Diploma/GED	1	None required	Has no authority or responsibility for the supervision of employees.	Requires direct supervision. Tasks are provided for the employee to perform. OR: Requires some supervision. Work is expected to be done autonomously with overall guidance and direction from leadership.	Routine problem solving is required, generally guided by policies, procedures and business plans. Decisions outside of standard policies are referred to a higher level manager.	Follows prescribed procedures.	No management responsibilities.	<ul style="list-style-type: none"> Provides mostly routine office support in multiple small or a large unit(s) Schedules and confirms appointments for individuals and all of the unit's meetings, including event logistics Responds to routine inquiries requiring broad knowledge of departmental policies and procedures Prepares mostly routine correspondence and files using templates and other existing documents
Administrative Support: Level 3	Associate's Degree	3	None required	Has no authority or responsibility for the supervision of employees.	Requires some supervision. Work is expected to be done autonomously with overall guidance and direction from leadership.	Routine problem solving is required, generally guided by policies, procedures and business plans. Decisions outside of standard policies are referred to a higher level manager.	Follows prescribed procedures.	No management responsibilities.	<ul style="list-style-type: none"> Provides advanced office support in a large and/or complex unit Coordinates all aspects of the unit's meetings and events and may prepare literatures for key team members Responds to varied and often complex inquiries requiring an advanced understanding of institution and departmental policies and procedures Prepares complex correspondence and files often without prior templates Assists lower level team members and provides ad-hoc training as needed May help maintain manuals and procedures for own work flows
Administrative Support: Level 4	Associate's Degree	5	None required	Has no authority or responsibility for the supervision of employees.	Requires some supervision. Work is expected to be done autonomously with overall guidance and direction from leadership.	Routine problem solving is required, generally guided by policies, procedures and business plans. Decisions outside of standard policies are referred to a higher level manager.	Follows prescribed procedures.	No management responsibilities.	<ul style="list-style-type: none"> Provides the highest-level of office support in a large and/or complex, University-wide unit Manages all aspects of the unit's meetings and events and prepares complex itineraries for key team members Responds to complex inquiries requiring an in-depth understanding of institution and departmental policies and procedures Prepares and reviews complex correspondence and creates templates for future use within the unit Assists lower level team members and provides ad-hoc training as needed; may serve as a team lead Creates and maintains manuals and procedures for own work flows
Data Science: Level 1	Master's Degree	0	None required	Has no authority or responsibility for the supervision of employees.	Requires minimal supervision. Work is expected to be done autonomously.	Routine problem solving is required, generally guided by policies, procedures and business plans. Decisions outside of standard policies are referred to a higher level manager.	Exercises discretion and independent judgment in significant matters.	No management responsibilities.	<ul style="list-style-type: none"> Assists in the execution of research objectives, data collection, and data management Performs routine procedures, statistical analysis, scientific analysis, and reporting Collects, organizes, maintains, reviews, and integrates data and data sets to support analysis and study design Performs descriptive and exploratory analysis Creates routine reports, charts, exhibits, and other relevant data summarizations and analysis reporting tools Utilizes statistical software in analysis and interpretation of research data
Data Science: Level 2	Master's Degree	3	None required	Not required, but may assist with training	Requires minimal supervision. Work is expected to be done autonomously.	Advanced problem solving skills are required.	Exercises discretion and independent judgment in significant matters.	No management responsibilities.	<ul style="list-style-type: none"> Utilizes advanced statistical methods to mine and analyze complex and unstructured data sets Performs research, analysis, and modeling on organizational data and data sets Collects, organizes, maintains, reviews, and integrates data and data sets to support advanced analysis and study design Provides complex analysis of research data Develops and applies advanced algorithms to key metrics Utilizes statistical software in analysis and interpretation of research data
Data Science: Level 3	Master's Degree	6	None required	Not required, but may assist with training, supervision and/or work independently with collaborators within or outside of the University	Requires minimal supervision. Work is expected to be done autonomously.	Advanced problem solving skills are required.	Exercises discretion and independent judgment in significant matters.	No management responsibilities.	<ul style="list-style-type: none"> Oversees large, complex data sets Utilizes advanced programming methods for raw data extraction and aggregation, statistical analysis, and document programming to create analytic data files Creates statistical reports of analyses; assists in planning statistical models and application Assists with manuscripts, scientific presentations, grant proposals, and/or regulatory submissions Maintains data infrastructure to support advanced analysis Tracks data assets; performs statistical and interpretive reporting Utilizes statistical software in analysis and interpretation of research data
Data Science: Level 4	Master's Degree	9	None required	Not required, but may assist with training, supervision and/or work independently with collaborators within or outside of the university	Requires minimal supervision. Work is expected to be done autonomously.	Advanced problem solving skills are required.	Exercises discretion and independent judgment in significant matters.	No management responsibilities.	<ul style="list-style-type: none"> Provides subject matter expertise in data manipulation, statistical data methodologies, data analysis, and development of new data science methods Collaborates on high-level study design, data collection, data set analysis, protocol development, statistical analysis and inference, and report writing and presentations for internal and external audiences Leads development of complex analytical plans and complex and creative exhibits, dashboards, and charts Creates and facilitates systems and procedures for quality data monitoring Ensures and provides high-level statistical support and analysis Creates research study reports for internal and external monitoring committees, authors, and regulatory bodies; contributes to manuscripts, grant submissions, and/or scientific presentations Enhances and maintains data infrastructure capable of supporting advanced analyses Utilizes statistical software in analysis and interpretation of research data
Analytics: Level 1	Bachelor's Degree	1	None required	Has no authority or responsibility for the supervision of employees.	Requires direct supervision. Tasks are provided for the employee to perform.	Routine problem solving is required, generally guided by policies, procedures and business plans. Decisions outside of standard policies are referred to a higher level manager.	Follows prescribed procedures.	No management responsibilities.	<ul style="list-style-type: none"> Serves as an entry-level contributor Evaluates business requirements and performs basic data integration and analysis Escalates complex issues to senior data analysts for further action Develops routine analytical and reporting tools Follows standard procedures for analytical and reporting tool development Integrates data from one or multiple sources into analytical tools Provides technical support on customized analytics and reporting tools
Analytics: Level 2	Bachelor's Degree	3	None required	Has no authority or responsibility for the supervision of employees.	Requires some supervision. Work is expected to be done autonomously with overall guidance and direction from leadership.	Routine problem solving is required, generally guided by policies, procedures and business plans. Decisions outside of standard policies are referred to a higher level manager.	Exercises discretion and independent judgment in significant matters.	No management responsibilities.	<ul style="list-style-type: none"> Serves as an intermediate contributor Evaluates business requirements and performs moderately advanced data integration and analysis Escalates complex issues to senior data analysts for further action Develops moderately advanced analytical and reporting tools Follows standard procedures for analytical and reporting tool development Supports reporting and decision-making Integrates data from one or multiple sources into analytical tools Provides technical support on customized analytics and reporting tools
Analytics: Level 3	Bachelor's Degree	5	None required	Has no authority or responsibility for the supervision of employees.	Requires some supervision. Work is expected to be done autonomously with overall guidance and direction from leadership.	Advanced problem solving skills are required.	Exercises discretion and independent judgment in significant matters.	No management responsibilities.	<ul style="list-style-type: none"> Serves as a senior-level contributor Assists lower-level staff and may maintain process documentation Evaluates business requirements and performs advanced data integration and analysis Develops advanced analytical and reporting tools Follows industry standards for analytical and reporting tool development Plays a key role in reporting and decision-making Integrates data from multiple sources into analytical tools Provides technical support on customized analytics and reporting tools
Analytics: Level 4	Master's Degree	7	None required	May function in a lead capacity over employees, by providing day-to-day direction, on a regular basis but is not a direct supervisor.	Requires minimal supervision. Work is expected to be done autonomously.	Advanced problem solving skills are required.	Exercises discretion and independent judgment in significant matters.	No management responsibilities. -MAY- Leads the work of others, but does not have direct management responsibility for staff, students, or temps.	<ul style="list-style-type: none"> Serves as an expert-level contributor Trains lower-level staff and develops process documentation as directed Evaluates business requirements and performs expert data integration and analysis Develops expert-level analytical and reporting tools Follows industry standards for analytical and reporting tool development and makes recommendations for improvement Plays a key role in reporting and decision-making Integrates data from multiple sources into analytical tools Provides technical support on customized analytics and reporting tools
Database: Level 1	Bachelor's Degree	1	None required	Has no authority or responsibility for the supervision of employees.	Requires some supervision. Work is expected to be done autonomously with overall guidance and direction from leadership. OR: Requires minimal supervision. Work is expected to be done autonomously.	Routine problem solving is required, generally guided by policies, procedures and business plans. Decisions outside of standard policies are referred to a higher level manager.	Exercises discretion and independent judgment in significant matters.	No management responsibilities.	<ul style="list-style-type: none"> Manages and maintains databases Supports one or multiple, basic (i.e., low complexity) services/databases Plans and/or maintains database architecture and applications and/or reporting Monitors and troubleshoots databases, including backup and recovery

Database: Level 2	Bachelor's Degree	2	None required	Has no authority or responsibility for the supervision of employees.	Requires minimal supervision. Work is expected to be done autonomously.	Advanced problem solving skills are required.	Exercises discretion and independent judgment in significant matters.	No management responsibilities.	-Manages and maintains databases -Supports multiple, moderately complex services/databases -Plans and/or maintains database architecture, applications, and/or reporting -Monitors and troubleshoots databases, including backup and recovery
Database: Level 3	Bachelor's Degree	3	None required	Has no authority or responsibility for the supervision of employees.	Requires minimal supervision. Work is expected to be done autonomously.	Advanced problem solving skills are required.	Exercises discretion and independent judgment in significant matters.	No management responsibilities.	- Designs, develops, manages, and maintains databases -Supports multiple, more complex services/databases -Plans and/or maintains database architecture, applications, and/or reporting - Optimizes database access, reporting, and warehouse structures - Implements architecture/reporting updates and integrates with existing structure - Trains and assists lower level staff
Database: Level 4	Bachelor's Degree	5	None required	May function in a lead capacity over employees, by providing day-to-day direction, on a regular basis but is not a direct supervisor.	Requires minimal supervision. Work is expected to be done autonomously.	Advanced problem solving skills are required.	Exercises discretion and independent judgment in significant matters.	No management responsibilities.	- Designs, develops, manages, and maintains databases -Supports multiple, diverse, and/or complex services/databases -Plans and/or maintains database architecture, applications, and/or reporting - Optimizes database access, reporting, and warehouse structures - Develops and implements architecture/reporting updates and integrates with existing structure - Trains and assists lower level staff, may serve as team lead
End User Support: Level 1	Associate's Degree	0	Certifications preferred: - CompTIA A+ Certification	Has no authority or responsibility for the supervision of employees.	Requires direct supervision. Tasks are provided for the employee to perform.	Routine problem solving is required, generally guided by policies, procedures and business plans. Decisions outside of standard policies are referred to a higher level manager.	Follows prescribed procedures.	No management responsibilities.	-Maintains and provides technical support for end-user computer and IT resources primarily focused on computing devices and associated peripherals and equipment -Researches, recognizes, isolates, and resolves routine user problems; escalates more complex issues -Configures, installs, and troubleshoots hardware and associated software -Uses case management databases and systems -Maintains accurate information and data regarding end user issues
End User Support: Level 2	Associate's Degree	3	Certifications preferred: - CompTIA A+ Certification - Microsoft Certified: Modern Desktop Administrator - Apple Certified Support Professional (ACSP) certification	Has no authority or responsibility for the supervision of employees.	Requires some supervision. Work is expected to be done autonomously with overall guidance and direction from leadership.	Routine problem solving is required, generally guided by policies, procedures and business plans. Decisions outside of standard policies are referred to a higher level manager.	Follows prescribed procedures.	No management responsibilities.	-Maintains and provides advanced technical support for a wide range of end-user computer and IT resources including computing devices, associated networking, operating systems, and end user applications -Researches, recognizes, isolates, and resolves moderately complex user problems; escalates particularly unique or more complex issues -Utilizes endpoint management tools to maintain the availability, reliability, and security of devices -Configures, installs, and troubleshoots hardware and associated software -Uses case management databases and systems -Maintains accurate information and data regarding end user issue
End User Support: Level 3	Associate's Degree	5	Certifications or relevant experience required: - CompTIA A+ Certification - Microsoft Certified: Modern Desktop Administrator - Apple Certified Support Professional (ACSP) certification Certifications preferred: - RED HAT CERTIFICATION: Red Hat Certified System Administrator	Has no authority or responsibility for the supervision of employees.	Requires some supervision. Work is expected to be done autonomously with overall guidance and direction from leadership.	Routine problem solving is required, generally guided by policies, procedures and business plans. Decisions outside of standard policies are referred to a higher level manager.	Follows prescribed procedures.	No management responsibilities.	-Maintains and provides expert-level technical support for a wide range of end-user computer and IT resources including computing devices, associated networking, operating systems, and end user applications -Researches, recognizes, isolates, and resolves diverse and complex user problems; handles escalated issues or questions -Utilizes endpoint management tools to develop deployments to maintain the availability, reliability, and security of devices -Configures, installs, and troubleshoots hardware and associated software -Uses case management databases and systems -Maintains accurate information and data regarding end user issues - Trains and assists lower level support staff with resolving technical issues; may serve as team lead
Project Management: Level 1	Bachelor's Degree	0	None required	Has no authority or responsibility for the supervision of employees.	Requires some supervision. Work is expected to be done autonomously with overall guidance and direction from leadership. -OR- Requires minimal supervision. Work is expected to be done autonomously.	Advanced problem solving skills are required. -OR- Routine problem solving is required, generally guided by policies, procedures and business plans. Decisions outside of standard policies are referred to a higher level manager.	Exercises discretion and independent judgment in significant matters.	No management responsibilities.	-Manages small, routine projects -Coordinates team members and resources -Coordinates and maintains schedules, timelines, processes/workflows, etc. -Tracks project progress and maintains accurate records and files; provides detailed reports to senior management
Project Management: Level 2	Bachelor's Degree	2	None required	Has no authority or responsibility for the supervision of employees.	Requires some supervision. Work is expected to be done autonomously with overall guidance and direction from leadership. -OR- Requires minimal supervision. Work is expected to be done autonomously.	Advanced problem solving skills are required.	Exercises discretion and independent judgment in significant matters.	No management responsibilities.	-Manages multiple small, routine projects or a moderately complex project -Coordinates team members and resources -Coordinates schedules, timelines, processes/workflows, etc. -Tracks project progress and maintains accurate records and files; provides detailed reports to senior management -Assists or manages projects from idea through implementation and adoption within budget, on time, and in scope
Project Management: Level 3	Bachelor's Degree	4	PMP or related certification preferred	Has no authority or responsibility for the supervision of employees.	Requires minimal supervision. Work is expected to be done autonomously.	Advanced problem solving skills are required.	Exercises discretion and independent judgment in significant matters.	No management responsibilities.	-Manages large and/or more complex projects -Coordinates team members and resources; assigns individual responsibilities -Manages schedules, timelines, processes/workflows, etc. -Tracks project progress and maintains accurate records and files; provides detailed reports to senior management -Assists or manages projects from idea through implementation and adoption within budget, on time, and in scope - Trains and assists lower-level Project Managers; may serve as team lead
Project Management: Level 4	Bachelor's Degree	6	PMP or related certification required	May function in a lead capacity over employees, by providing day-to-day direction, on a regular basis but is not a direct supervisor.	Requires minimal supervision. Work is expected to be done autonomously.	Advanced problem solving skills are required.	Exercises discretion and independent judgment in significant matters.	No management responsibilities.	-Manages simultaneous large, diverse, and complex projects -Identifies and coordinates team members and resources; assigns individual responsibilities -Manages schedules, timelines, processes/workflows, etc., potentially in various work streams -Tracks project progress and maintains accurate records and files; provides detailed reports to senior management -Assists or manages projects from idea through implementation and adoption within budget, on time, and in scope -Leads other Project Managers and team members
IT Security: Level 1	Bachelor's Degree	1	May be required based on specific area/discipline.	Has no authority or responsibility for the supervision of employees.	Requires minimal supervision. Work is expected to be done autonomously.	Routine problem solving is required, generally guided by policies, procedures and business plans. Decisions outside of standard policies are referred to a higher level manager.	Exercises discretion and independent judgment in significant matters.	No management responsibilities.	-Performs routine procedures to ensure the security of all IT assets, resources, and data and to protect systems, networks, and applications -Assists in documenting new process and procedures -Assists in compliance reviews and conducts vulnerability scanning -Installs software such as firewalls and implements secure systems, networks, and databases
IT Security: Level 2	Bachelor's Degree	3	May be required based on specific area/discipline.	Has no authority or responsibility for the supervision of employees.	Requires minimal supervision. Work is expected to be done autonomously.	Advanced problem solving skills are required.	Exercises discretion and independent judgment in significant matters.	No management responsibilities.	-Performs moderately complex procedures to ensure the security of all IT assets, resources, and data and to protect systems, networks, and applications -Documents new process and procedures -Assists with vulnerability scanning -Engages with end users and departments to determine security requirements -Assists with managing IT security policy and standards and conducts cybersecurity training -Runs compliance reviews and conducts vulnerability scanning -Installs software such as firewalls and implements secure systems, networks, and databases -Serves as a team member for security incidents and forensics
IT Security: Level 3	Bachelor's Degree	5	May be required based on specific area/discipline.	Has no authority or responsibility for the supervision of employees.	Requires minimal supervision. Work is expected to be done autonomously.	Advanced problem solving skills are required.	Exercises discretion and independent judgment in significant matters.	No management responsibilities.	-Performs advanced procedures to ensure the security of all IT assets, resources, and data and to protect systems, networks, and applications -Develops and documents new process and procedures -Coordinates compliance reviews and conducts vulnerability scanning; ensures adherence to University security policy and standards and provides existing solutions to mitigate gaps - Helps oversee installation of software such as firewalls and implementation of secure systems, networks, and databases -Trains and assists lower level support staff with resolving technical, may serve as team lead -Provides technical security consulting to IT and other departments -Serves as a team member for security incidents and forensics
IT Security: Level 4	Bachelor's Degree	10	May be required based on specific area/discipline.	Has no authority or responsibility for the supervision of employees.	Requires minimal supervision. Work is expected to be done autonomously.	Advanced problem solving skills are required.	Exercises discretion and independent judgment in significant matters.	No management responsibilities.	- Develops procedures and standards to ensure the security of all IT assets, resources, and data and to protect systems, networks, and applications -Develops and documents new process and procedures -Implements process and methods for compliance reviews and vulnerability scanning; ensures adherence to University security policy and standards; develops/designs solutions to mitigate gaps - Oversees implementation of software, secure systems, networks, and databases -Provides advanced technical security consulting to IT and other departments -Serves as a technical lead for security incidents and forensics
Network & Telecommunication: Level 1	Associate's Degree	1	None required	Has no authority or responsibility for the supervision of employees.	Requires some supervision. Work is expected to be done autonomously with overall guidance and direction from leadership. -OR- Requires minimal supervision. Work is expected to be done autonomously.	Routine problem solving is required, generally guided by policies, procedures and business plans. Decisions outside of standard policies are referred to a higher level manager.	Follows prescribed procedures. -MAY- Exercises discretion and independent judgment in significant matters.	No management responsibilities.	-Provides technical support for basic network/voice infrastructure and/or equipment -Performs routine tasks and maintenance of network/voice equipment -Provides end user support for basic requests like network port configurations, file restores, data wiring needs, etc. -Monitors for network and system alerts and alarms following procedures for resolution and escalation
Network & Telecommunication: Level 2	Associate's Degree	2	None required	Has no authority or responsibility for the supervision of employees.	Requires some supervision. Work is expected to be done autonomously with overall guidance and direction from leadership. -OR- Requires minimal supervision. Work is expected to be done autonomously.	Advanced problem solving skills are required. -OR- Routine problem solving is required, generally guided by policies, procedures and business plans. Decisions outside of standard policies are referred to a higher level manager.	Follows prescribed procedures. -MAY- Exercises discretion and independent judgment in significant matters.	No management responsibilities.	-Provides technical support for moderately complex network/voice infrastructure and/or equipment -Performs moderately complex tasks and maintenance of network/voice equipment -Provides end user support for moderately complex requests like network performance analysis, implementing network security, etc. -Utilizes network monitoring and configuration tools for network/voice infrastructure maintenance and support -Monitors for network and system alerts and alarms using advanced tools for resolution and escalation - Recommends requirements for network/voice systems IT planning
Network & Telecommunication: Level 3	Bachelor's Degree	3	None required	Has no authority or responsibility for the supervision of employees.	Requires some supervision. Work is expected to be done autonomously with overall guidance and direction from leadership. -OR- Requires minimal supervision. Work is expected to be done autonomously.	Advanced problem solving skills are required.	Follows prescribed procedures. -MAY- Exercises discretion and independent judgment in significant matters.	No management responsibilities.	-Provides technical support for advanced network/voice infrastructure and/or equipment -Performs advanced tasks and maintenance of network/voice equipment to include advanced configuration, equipment updates, complex installations, etc. -Provides end user support for complex requests, performs user needs assessments, and serves as a point of contact - Configures, installs, and utilizes network monitoring and configuration tools for network/voice infrastructure maintenance and support -Assists in the evaluation and design of network/voice systems for IT capacity and needs planning -Serves as a team lead as directed, assisting lower-level team members and providing ad-hoc training as needed
Network & Telecommunication: Level 4	Bachelor's Degree	5	None required	Functions in a lead capacity over employees, by providing day-to-day direction, on a regular basis but is not a direct supervisor.	Requires minimal supervision. Work is expected to be done autonomously.	Advanced problem solving skills are required.	Follows prescribed procedures. -MAY- Exercises discretion and independent judgment in significant matters.	No management responsibilities. -MAY- Leads the work of others, but does not have direct management responsibility for staff, students, or temps.	-Provides expert-level technical support for diverse and complex network/voice infrastructure and/or equipment -Determines, leads, and provides guidance on initiatives and tasks for the maintenance of network/voice infrastructure -Provides top-tier, escalated end user support for complex requests; designs solutions to meet user needs - Evaluates and determines the tools to be utilized for network/voice infrastructure maintenance and support -Recommends and implements with implementing efforts for the design of the enterprise network/voice systems -Recommends enhancements and advances for future network services -Leads other team members as directed
Programming & Development: Level 1	Bachelor's Degree	1	None required	Has no authority or responsibility for the supervision of employees.	Requires some supervision. Work is expected to be done autonomously with overall guidance and direction from leadership. -OR- Requires minimal supervision. Work is expected to be done autonomously.	Advanced problem solving skills are required.	Follows prescribed procedures.	No management responsibilities.	-Serves as an entry-level contributor -Follows direction and standard procedures on routine tasks -Completes routine tasks as directed with complex issues escalated to a higher level -Works on some phases of applications systems analysis and programming/configuration activities but requires instruction and guidance in most phases

Programming & Development: Level 2	Bachelor's Degree	3	None required	Has no authority or responsibility for the supervision of employees.	Requires some supervision. Work is expected to be done autonomously with overall guidance and direction from leadership. -OR- Requires minimal supervision. Work is expected to be done autonomously.	Advanced problem solving skills are required.	Follows prescribed procedures.	No management responsibilities.	-Serves as an intermediate contributor -Uses standard procedures to work on moderately complex tasks -Completes routine tasks independently with more complex issues escalated to a higher level -Works on most phases of applications systems analysis and programming/configuration activities but requires instruction and guidance in some phases
Programming & Development: Level 3	Bachelor's Degree	5	None required	Has no authority or responsibility for the supervision of employees.	Requires some supervision. Work is expected to be done autonomously with overall guidance and direction from leadership. -OR- Requires minimal supervision. Work is expected to be done autonomously.	Advanced problem solving skills are required.	Follows prescribed procedures. -MAY- Exercises discretion and independent judgment in significant matters.	No management responsibilities.	-Serves as a senior-level contributor -Uses advanced knowledge to work on more diverse, complex tasks -Completes most tasks independently with more unique and/or complex tasks escalated to a higher level -Works on the majority of phases of applications systems analysis and programming/configuration activities but requires instruction and guidance in some phases
Programming & Development: Level 4	Bachelor's Degree	7	None required	May function in a lead capacity over employees, by providing day-to-day direction, on a regular basis but is not a direct supervisor.	Requires some supervision. Work is expected to be done autonomously with overall guidance and direction from leadership. -OR- Requires minimal supervision. Work is expected to be done autonomously.	Advanced problem solving skills are required.	Follows prescribed procedures. -MAY- Exercises discretion and independent judgment in significant matters.	No management responsibilities. -MAY- Leads the work of others, but does not have direct management responsibility for staff, students, or temps.	-Serves as a subject matter expert -Uses subject matter expertise to work on diverse, high complex tasks; develops new solutions for complex projects -Completes all tasks independently , only unique tasks are escalated to a higher level -Works on all phases of applications systems analysis and programming/configuration activities with little instruction and guidance
Quality Management Solutions: Level 1	Bachelor's Degree	1	None required	Has no authority or responsibility for the supervision of employees.	Requires minimal supervision. Work is expected to be done autonomously.	Routine problem solving is required, generally guided by policies, procedures and business plans. Decisions outside of standard policies are referred to a higher level manager.	Exercises discretion and independent judgment in significant matters.	No management responsibilities.	-Works with business groups to solve basic problems using technology -Analyzes routine business needs and assists in implementing/testing solutions; -OR- Assists in the analysis of business processes and documents current process -Follows testing specifications, conducts quality improvement testing, and assists in documenting procedures and recommendations
Quality Management Solutions: Level 2	Bachelor's Degree	2	None required	Has no authority or responsibility for the supervision of employees.	Requires minimal supervision. Work is expected to be done autonomously.	Advanced problem solving skills are required.	Exercises discretion and independent judgment in significant matters.	No management responsibilities.	-Works with business groups to solve moderately complex problems using technology -Analyzes moderately complex business needs and implements/test solutions -Follows testing specifications, conducts quality improvement testing, and documents procedures and recommendations -Evaluates routine business process, identifies gaps and inefficiencies, and suggests improvements
Quality Management Solutions: Level 3	Bachelor's Degree	3	Related certifications preferred	Has no authority or responsibility for the supervision of employees.	Requires minimal supervision. Work is expected to be done autonomously.	Advanced problem solving skills are required.	Exercises discretion and independent judgment in significant matters.	No management responsibilities.	-Works with business groups to solve more complex problems using technology -Analyzes complex business needs and implements/test solutions -Determines testing specifications, conducts quality improvement testing, and documents procedures and recommendations Serves as a team lead as directed , assisting lower level team members and providing ad-hoc training as needed -Evaluates complex business processes, identifies gaps and inefficiencies, suggests improvements, and tracks metrics
Quality Management Solutions: Level 4	Master's Degree	5	Related Certifications required (certs needed could vary Business Analyst Certification, QSA certification, and/or Lean Six Sigma)	May function in a lead capacity over employees, by providing day-to-day direction, on a regular basis but is not a direct supervisor.	Requires minimal supervision. Work is expected to be done autonomously.	Advanced problem solving skills are required.	Exercises discretion and independent judgment in significant matters.	No management responsibilities. -MAY- Leads the work of others, but does not have direct management responsibility for staff, students, or temps.	-Works with business groups to solve diverse and complex problems using technology -Analyzes complex business needs and implements/test expert-level solutions -Determines testing specifications, leads quality improvement testing, and develops procedures and recommendations Leads other team members Assists the department strategy and ensures the business process supports the department goals
Systems Administration: Level 1	Bachelor's Degree	1	None required	Has no authority or responsibility for the supervision of employees.	Requires some supervision. Work is expected to be done autonomously with overall guidance and direction from leadership.	Advanced problem solving skills are required.	Follows prescribed procedures.	No management responsibilities.	-Installs, configures, and maintains servers within a small unit/department -Performs basic server and associated infrastructure tasks and maintenance -Utilizes monitoring and system tools that are made available for system and infrastructure maintenance and support -Provides end user support for basic issues like access to data sources, system permissions, etc. -Maintains operating system patching and performs software installation
Systems Administration: Level 2	Bachelor's Degree	3	None required	Has no authority or responsibility for the supervision of employees.	Requires some supervision. Work is expected to be done autonomously with overall guidance and direction from leadership.	Advanced problem solving skills are required.	Follows prescribed procedures.	No management responsibilities.	-Installs, configures, and maintains servers within multiple small or a large unit(s)/department(s) -Performs moderately complex server and associated infrastructure tasks and maintenance -Configures and utilizes monitoring and system tools that are utilized for system and infrastructure maintenance and support -Configures and maintains operating system enhancements and performs software installation and upgrades -Provides end user support for complex issues to include performance analysis of systems and applications -Recommends systems requirements in IT planning
Systems Administration: Level 3	Bachelor's Degree	5	None required	Has no authority or responsibility for the supervision of employees.	Requires some supervision. Work is expected to be done autonomously with overall guidance and direction from leadership.	Advanced problem solving skills are required.	Follows prescribed procedures.	No management responsibilities.	-Installs, configures, and maintains servers and the associated infrastructure with multiple large units and/or across the enterprise -Defines user requirements and coordinates systems updates across the enterprise -Assists in the development of and performs plans for complex server and associated infrastructure tasks and maintenance -Determines system tools that can be utilized for system and infrastructure maintenance and support -Evaluates and determines operating system enhancements to be implemented and performs complex software installation and upgrades -Participates in evaluating and planning IT enterprise solutions -Trains and assists lower-level system administrators; serves as team lead as directed
Systems Administration: Level 4	Bachelor's Degree	7	None required	May function in a lead capacity over employees, by providing day-to-day direction, on a regular basis but is not a direct supervisor.	Requires some supervision. Work is expected to be done autonomously with overall guidance and direction from leadership.	Advanced problem solving skills are required.	Follows prescribed procedures.	No management responsibilities. -MAY- Leads the work of others, but does not have direct management responsibility for staff, students, or temps.	-Installs, configures, and maintains servers at the enterprise level -Provides input for changes to improve the efficiency and effectiveness of systems -Assists in the architecture design of and planning for the deployment of complex server and associated infrastructure -Evaluates and recommends system tools that can be utilized for system and infrastructure maintenance and support -Architects and evaluates operating system enhancements to be implemented; serves as escalation and top-tier point for complex software installation and upgrades -Evaluates, recommends, and plans IT enterprise solutions -Leads and trains other lower-level system administrators
PAE: Level 1	Bachelor's Degree	0	None required	Has no authority or responsibility for the supervision of employees.	Requires some supervision. Work is expected to be done autonomously with overall guidance and direction from leadership. -OR- Requires minimal supervision. Work is expected to be done autonomously.	Routine problem solving is required, generally guided by policies, procedures and business plans. Decisions outside of standard policies are referred to a higher level manager.	Follows prescribed procedures.	No management responsibilities.	-Assists with planning and implementing fundraising initiatives, strategies, and programs -Identifies, cultivates, and tracks prospects, donors, and gifts -Develops routine communications, solicitations, and reports; inputs and extracts data from various systems -Collaborates with internal and external stakeholders including volunteers, committees, boards, and staff
PAE: Level 2	Bachelor's Degree	2	None required	Has no authority or responsibility for the supervision of employees.	Requires some supervision. Work is expected to be done autonomously with overall guidance and direction from leadership. -OR- Requires minimal supervision. Work is expected to be done autonomously.	Routine problem solving is required, generally guided by policies, procedures and business plans. Decisions outside of standard policies are referred to a higher level manager.	Follows prescribed procedures.	No management responsibilities.	-Assists with planning and implementing fundraising initiatives, strategies, and programs -Identifies, cultivates, and tracks prospects, donors, and gifts -Develops moderately complex communications, solicitations, and reports; inputs, extracts, and analyzes data from various systems -Consults with staff, faculty, and prospects regarding details of proposals Assists in managing volunteers, committees, and vendors
PAE: Level 3	Bachelor's Degree	4	None required	Has no authority or responsibility for the supervision of employees.	Requires minimal supervision. Work is expected to be done autonomously.	Advanced problem solving skills are required. -OR- Routine problem solving is required, generally guided by policies, procedures and business plans. Decisions outside of standard policies are referred to a higher level manager.	Exercises discretion and independent judgment in significant matters.	No management responsibilities.	-Develops and implements fundraising programs -Designs and analyzes strategies and initiatives to solicit funds -Identifies, cultivates, and tracks prospects, donors, and large gifts; manages a portfolio of prospects to establish and maintain relationships -Develops advanced communications, solicitations, and reports; inputs, extracts, and analyzes data from various systems; maintains and updates systems -Prepares and implements proposals Manages volunteers, committees, and vendors; serves as a representative regarding fundraising activities and programs
PAE: Level 4	Bachelor's Degree	6	None required	May have limited supervisory responsibility. Primary intent of role is fundraising.	Requires minimal supervision. Work is expected to be done autonomously.	Advanced problem solving skills are required.	Exercises discretion and independent judgment in significant matters.	No management responsibilities.	-Develops and implements fundraising programs; oversees small projects as assigned -Designs and analyzes complex strategies and initiatives to solicit funds -Identifies, cultivates, and tracks prospects, donors, and large gifts; manages an extensive portfolio of prospects to establish and maintain relationships -Develops diverse and complex communications, solicitations, and reports; inputs, extracts, and analyzes data from various systems; maintains and updates systems -Prepares and implements proposals Recruits, trains, and manages volunteers, committees, and vendors; serves as a representative regarding fundraising activities and programs Guides lower-level staff as directed
Animal Care: Level 1	High School Diploma/GED	0	None required	Has no authority or responsibility for the supervision of employees.	Requires direct supervision. Tasks are provided for the employee to perform.	Routine problem solving is required, generally guided by policies, procedures and business plans. Decisions outside of standard policies are referred to a higher level manager.	Follows prescribed procedures.	No management responsibilities.	-Provides daily food, water, and enrichment as directed; maintains accurate logs documenting animal care activities -Handles and restrains a variety of laboratory animals; prepares animals for examinations and procedures as directed -Cleans and sanitizes animal housing enclosures, equipment, and rooms; verifies environmental parameters and equipment functions -Operates equipment and scans cage cards for activation, deactivation, and census -Performs health observations and recognizes normal clinical appearance and behavior of laboratory animals; identifies and reports abnormal conditions or concerns to veterinary staff or other appropriate individuals Stocks and rotates perishable and disposable supplies
Animal Care: Level 2	High School Diploma/GED	0.5	ALAT + Proficiency Testing Pass	Has no authority or responsibility for the supervision of employees.	Requires some supervision. Work is expected to be done autonomously with overall guidance and direction from leadership.	Routine problem solving is required, generally guided by policies, procedures and business plans. Decisions outside of standard policies are referred to a higher level manager.	Follows prescribed procedures.	No management responsibilities.	-Provides daily food, water, and enrichment as directed ; maintains accurate logs documenting animal care activities -Handles and restrains a variety of laboratory animals; prepares animals for examinations and procedures as directed -Cleans and sanitizes animal housing enclosures, equipment, and rooms; verifies environmental parameters and equipment functions -Operates equipment and scans cage cards for activation, deactivation, and census -Performs health observations and recognizes normal clinical appearance and behavior of laboratory animals; identifies and reports abnormal conditions or concerns to veterinary staff or other appropriate individuals Manages and tracks inventory of perishable and disposable supplies Gives facility tours and reviews operations manuals with new researchers Supervises room and rack sanitization under applicable University and established procedures

Animal Care: Level 3	High School Diploma/GED	1	LAT	Has no authority or responsibility for the supervision of employees.	Requires some supervision. Work is expected to be done autonomously with overall guidance and direction from leadership.	Routine problem solving is required, generally guided by policies, procedures and business plans. Decisions outside of standard policies are referred to a higher level manager.	Follows prescribed procedures.	No management responsibilities.	<ul style="list-style-type: none"> Provides daily food, water, and enrichment; oversees and maintains accurate logs, databases, and documentation of animal care activities, schedules, and room functioning Handles and restrains a variety of laboratory animals; prepares animals for examinations and procedures as directed Cleans and sanitizes animal housing enclosures, equipment, and rooms; verifies environmental parameters and equipment functions Operates equipment and scans cage cards for activation, deactivation, and census Performs health observations and recognizes normal clinical appearance and behavior of laboratory animals; identifies and reports abnormal conditions or concerns to veterinary staff or other appropriate individuals Operates an electronic animal management system to document animal movement, census, and health issues for records and billing information Trains staff on proper documentation procedures as directed Oversees inventory and supplies; receives orders; reconciles packing slips with items delivered Assists staff with facility issues
Animal Cagewash: Level 1	High School Diploma/GED	0	None required	Has no authority or responsibility for the supervision of employees.	Requires direct supervision. Tasks are provided for the employee to perform.	Routine problem solving is required, generally guided by policies, procedures and business plans. Decisions outside of standard policies are referred to a higher level manager.	Follows prescribed procedures.	No management responsibilities.	<ul style="list-style-type: none"> Performs cagewash, sanitization, and equipment maintenance while maintaining legible logs Communicates daily with staff to ensure that a sufficient quantity of clean cages and related equipment are available Coordinates the processing and flow of materials; maintains cage wash area; removes damaged items from circulation; operates equipment Performs routine preventive maintenance procedures and minor repairs to maintain animal care equipment Receives and processes deliveries; reconciles packing slips with orders Provides janitorial and general housekeeping services for work area, corridors, and support areas Stocks and rotates perishable and disposable supplies; organizes and maintains supply stations Stocks and rotates perishable and disposable supplies; organizes and maintains supply stations
Animal Cagewash: Level 2	High School Diploma/GED	0.5	AALAS Course completion + Proficiency Testing Pass	Has no authority or responsibility for the supervision of employees.	Requires some supervision. Work is expected to be done autonomously with overall guidance and direction from leadership.	Routine problem solving is required, generally guided by policies, procedures and business plans. Decisions outside of standard policies are referred to a higher level manager.	Follows prescribed procedures.	No management responsibilities.	<ul style="list-style-type: none"> Performs cagewash, sanitization, and equipment maintenance while maintaining legible logs Communicates daily with staff to ensure that a sufficient quantity of clean cages and related equipment are available Coordinates the processing and flow of materials; maintains cage wash area; removes damaged items from circulation; operates equipment Performs routine preventive maintenance procedures and minor repairs to maintain animal care equipment Receives and processes deliveries; reconciles packing slips with orders Provides janitorial and general housekeeping services for work area, corridors, and support areas Stocks and rotates perishable and disposable supplies; organizes and maintains supply stations Assists with daily mentoring and training of known and new employees as directed Verifies rack sanitization schedules and ongoing rack maintenance schedules are being followed; ensures scheduling and maintenance of rodent rack occurs; contacts vendors for issues as needed
Animal Cagewash: Level 3	High School Diploma/GED	1	ALAT	Has no authority or responsibility for the supervision of employees.	Requires some supervision. Work is expected to be done autonomously with overall guidance and direction from leadership.	Routine problem solving is required, generally guided by policies, procedures and business plans. Decisions outside of standard policies are referred to a higher level manager.	Follows prescribed procedures.	No management responsibilities.	<ul style="list-style-type: none"> Performs cagewash, sanitization, and equipment maintenance while maintaining legible logs Coordinates cagewash duties, such as processing and flow of materials and maintaining the cage wash area; operates equipment Communicates daily with staff to ensure that a sufficient quantity of clean cages and related equipment are available Works with management and facility teams to analyze best practices and formulate policies to improve cagewash and safety effectiveness Performs routine preventive maintenance procedures and minor repairs to maintain animal care equipment Manages inventory related to maintaining supply stations and orders Assists with daily mentoring and training of known and new employees as directed Verifies rack sanitization schedules and ongoing rack maintenance schedules are being followed; ensures scheduling and maintenance of rodent rack occurs; contacts vendors for issues as needed
Clinical Research Assistant: Level 1	High School Diploma	0	None required	Has no authority or responsibility for the supervision of employees.	Requires direct supervision. Tasks are provided for the employee to perform.	Routine problem solving is required, generally guided by policies, procedures and business plans. Decisions outside of standard policies are referred to a higher level manager.	Follows prescribed procedures.	No management responsibilities.	<ul style="list-style-type: none"> Assists in recruitment of subjects based on research protocol Conducts research participant structured and semi-structured interviews by telephone or face-to-face using research protocols and scoring as directed Performs data entry
Clinical Research Assistant: Level 2	Associate's Degree	1	None required	May function in a lead capacity over temp or student employees, by providing day-to-day direction, on a regular basis but is not a direct supervisor.	Requires some supervision. Work is expected to be done autonomously with overall guidance and direction from leadership.	Routine problem solving is required, generally guided by policies, procedures and business plans. Decisions outside of standard policies are referred to a higher level manager.	Follows prescribed procedures.	No management responsibilities.	<ul style="list-style-type: none"> Assists in recruitment of subjects based on research protocol Conducts research participant structured and semi-structured interviews by telephone or face-to-face using research protocols and scoring as directed Performs data entry Acts as team lead in absence of supervisor as directed Trains lower-level personnel as required
Clinical Research Coordinator: Level 1	Bachelor's Degree	0	None required	May function in a lead capacity over temp or student employees, by providing day-to-day direction, on a regular basis but is not a direct supervisor.	Requires minimal supervision. Work is expected to be done autonomously.	Routine problem solving is required, generally guided by policies, procedures and business plans. Decisions outside of standard policies are referred to a higher level manager.	Follows prescribed procedures.	No management responsibilities.	<ul style="list-style-type: none"> Assists with and adheres to study protocols and Institutional Review Board (IRB) renewal, modification, and approved protocols Recruits research subjects; conducts research interviews in-person or via telephone while adhering to all applicable protocols; conducts research assessments on study participants Maintains databases in a timely and accurate manner, adhering to all applicable protocols and regulations Assists with training staff on proper and best research techniques as directed Assists with study assessment administration as directed
Clinical Research Coordinator: Level 2	Bachelor's Degree	2	None required	May function in a lead capacity over employees, by providing day-to-day direction, on a regular basis but is not a direct supervisor.	Requires some supervision. Work is expected to be done autonomously with overall guidance and direction from leadership.	Advanced problem solving skills are required.	Follows prescribed procedures.	No management responsibilities.	<ul style="list-style-type: none"> Assists with and adheres to study protocols and Institutional Review Board (IRB) renewal, modification, and approved protocols Recruits research subjects; conducts research interviews in-person or via telephone while adhering to all applicable protocols; conducts research assessments on study participants Maintains databases in a timely and accurate manner, adhering to all applicable protocols and regulations Assists with training staff on proper and best research techniques as directed; mentors and educates staff and student workers as directed Ensures adherence to proper protocols and quality assurance of research and related work Corrects data collection issues
Clinical Research Coordinator: Level 3	Master's Degree	1	None required	May be the first-line supervisor over two or more full-time employees.	Requires minimal supervision. Work is expected to be done autonomously.	Advanced problem solving skills are required.	Exercises discretion and independent judgment in significant matters.	No management responsibilities. MAY Leads the work of others, but does not have direct management responsibility for staff, students, or temps.	<ul style="list-style-type: none"> Prepares grant applications, performs literature reviews, and prepares manuscripts for publication; writes research papers and assists with writing complex papers Oversees and prepares Institutional Review Board (IRB) applications Reviews/audits research studies, assists with next-step determination Monitors study budgets and expenditures; maintains and orders supplies as needed Assesses protocol feasibility; establishes protocol-specific recruitment plans Trains staff and oversees the work of student workers as directed Communicates effectively with study participants and potential community recruits; identifies community education opportunities Facilitates research/project team meetings Resolves complex data collection issues
Dental Assistant: Level 1	High School Diploma/GED; May be Graduate of accredited Dental Technology program	0	None required	Has no authority or responsibility for the supervision of employees.	Requires direct supervision. Tasks are provided for the employee to perform.	Routine problem solving is required, generally guided by policies, procedures and business plans. Decisions outside of standard policies are referred to a higher level manager.	Follows prescribed procedures.	No management responsibilities.	<ul style="list-style-type: none"> Performs chairside dental assisting and radiography Performs patient and chart management and instrument management including sterilization Orders clinic materials/supplies as directed
Dental Assistant: Level 2	Graduate of accredited Dental Technology program (or HS diploma/GED with at least 2 years of chairside dental assistant experience in lieu of)	1	Current PA dental radiology certificate	Has no authority or responsibility for the supervision of employees.	Requires some supervision. Work is expected to be done autonomously with overall guidance and direction from leadership.	Routine problem solving is required, generally guided by policies, procedures and business plans. Decisions outside of standard policies are referred to a higher level manager.	Follows prescribed procedures.	No management responsibilities.	<ul style="list-style-type: none"> Performs chairside dental assisting and radiography Performs patient and chart management and instrument management including sterilization Provides dental screening exams and hygiene treatment plans, reviews for gum disease and oral cancer screenings, and applies medications as appropriate Orders clinic materials/supplies Performs additional from office duties as directed
Dental Assistant: Level 3	Graduate of accredited Dental Technology program (or HS diploma/GED with at least 2 years of chairside dental assistant experience in lieu of)	2	Current PA dental radiology certificate. FDA preferred.	Has no authority or responsibility for the supervision of employees.	Requires some supervision. Work is expected to be done autonomously with overall guidance and direction from leadership.	Routine problem solving is required, generally guided by policies, procedures and business plans. Decisions outside of standard policies are referred to a higher level manager.	Follows prescribed procedures.	No management responsibilities.	<ul style="list-style-type: none"> Performs chairside dental assisting and radiography in a specific dental specialty, including preparation of instrument cassettes and patient treatment supplies Works with patients who have received oral sedations, IV sedations, and outpatient general anesthesia as directed Sets up for all screening procedures, prepares chairs, and maintains cleanliness and sanitation of dental courtyards and treatment bays Provides dental specialty exams and hygiene treatment plans, reviews for gum disease and oral cancer screenings, and applies medications as appropriate Sterilizes instruments and maintains sterilization equipment to ensure infection controls Assists instructors and/or students; trains lower-level staff on the use of clinic, lab, and sterilization equipment
Laboratory Research Technician: Level 1	High School Diploma/GED	0	None required	Has no authority or responsibility for the supervision of employees.	Requires direct supervision. Tasks are provided for the employee to perform.	Routine problem solving is required, generally guided by policies, procedures and business plans. Decisions outside of standard policies are referred to a higher level manager.	Follows prescribed procedures.	No management responsibilities.	<ul style="list-style-type: none"> Completes general laboratory tasks, including stocking, cleaning, sterilization, operating, and setting up laboratory and research equipment Maintains supply inventory and equipment maintenance; orders supplies and equipment/parts as directed Assists others in lab as directed/needed under close supervision Performs quality control testing in accordance with prescribed protocols; evaluates test results; records all quality controls instituted to ensure test validity (calibrates and maintains laboratory equipment); adheres to departmental safety standards in responsibly handling, processing, and testing biological materials
Laboratory Research Technician: Level 2	Bachelor's Degree	0	None required	Has no authority or responsibility for the supervision of employees.	Requires direct supervision. Tasks are provided for the employee to perform.	Routine problem solving is required, generally guided by policies, procedures and business plans. Decisions outside of standard policies are referred to a higher level manager.	Follows prescribed procedures.	No management responsibilities.	<ul style="list-style-type: none"> Performs laboratory testing and some analysis Organizes, prepares, and tests multiple types of specimen samples Operates and maintains applicable laboratory equipment for job functions Sterilizes, maintains, and cleans lab equipment; prepares work areas; maintains cleanliness throughout laboratory Maintains inventories and assists with ordering proper supplies and chemicals
Laboratory Research Technician: Level 3	Bachelor's Degree	1	None required	Has no authority or responsibility for the supervision of employees.	Requires direct supervision. Tasks are provided for the employee to perform.	Routine problem solving is required, generally guided by policies, procedures and business plans. Decisions outside of standard policies are referred to a higher level manager.	Follows prescribed procedures.	No management responsibilities.	<ul style="list-style-type: none"> Performs a variety of laboratory experiments, testing, troubleshooting, and analysis; performs microsurgical procedures as directed; ensures conformity to specifications Identifies and prepares specimens Assists with supply management, including ordering, procurement, tracking estimates, and receiving items Operates and maintains applicable laboratory equipment for job functions Maintains, calibrates, cleans, and tests sterility of laboratory equipment
Laboratory Research Technician: Level 4	Bachelor's Degree	2	None required	Has no authority or responsibility for the supervision of employees.	Requires some supervision. Work is expected to be done autonomously with overall guidance and direction from leadership.	Routine problem solving is required, generally guided by policies, procedures and business plans. Decisions outside of standard policies are referred to a higher level manager.	Follows prescribed procedures.	No management responsibilities.	<ul style="list-style-type: none"> Performs a variety of independent laboratory work and experiments, including determining experimental protocols and preparing laboratory specimens and cultures Analyzes experimental data and interprets results; compiles results; writes reports and summaries of findings Maintains and oversees specimen inventory and ordering; maintains lab and chemical inventory Prepares data, graphs, tables, and charts to document experimental results Assists with writing manuscripts and grant proposals Develops recommendations and problem resolutions to improve research efforts

Laboratory Research Technician: Level 5	Bachelor's Degree	3	None required	Has no authority or responsibility for the supervision of employees.	Requires minimal supervision. Work is expected to be done autonomously.	Advanced problem solving skills are required.	Follows prescribed procedures.	No management responsibilities.	<ul style="list-style-type: none"> Performs a variety of independent and complex laboratory work and experiments, including determining experimental protocols and preparing laboratory specimens and cultures; provides research experiment design expertise Analyzes experimental data and interprets results; compiles results; writes reports and summaries of findings Maintains and oversees specimen inventory and ordering; maintains lab and chemical inventory Prepares data, graphs, tables, and charts to document experimental results Assists with writing manuscripts and grant proposals Develops expert recommendations and problem resolutions to improve research efforts Serves as Safety Officer as directed and/or needed
Research Program Coordinator: Level 1	Bachelor's Degree	0	None required	Has no authority or responsibility for the supervision of employees.	Requires direct supervision. Tasks are provided for the employee to perform.	Routine problem solving is required, generally guided by policies, procedures and business plans. Decisions outside of standard policies are referred to a higher level manager.	Follows prescribed procedures.	No management responsibilities.	<ul style="list-style-type: none"> Coordinates protocol-related research procedures and study, including outreach and education Manages a study or assists with larger studies; coordinates special studies or projects as directed Collects and analyzes information Ensures the safety of research and laboratory; complies with federal, state, and sponsor policies, as well as institutional policies, standard operating procedures (SOPs), and guidelines Coordinates activities administered by the research program in the development and implementation of procedures for the program/service area
Research Program Coordinator: Level 2	Bachelor's Degree	3	None required	May function in a lead capacity over employees, by providing day-to-day direction, on a regular basis but is not a direct supervisor.	Requires some supervision. Work is expected to be done autonomously with overall guidance and direction from leadership. -OR- Requires minimal supervision. Work is expected to be done autonomously.	Advanced problem solving skills are required. -OR- Routine problem solving is required, generally guided by policies, procedures and business plans. Decisions outside of standard policies are referred to a higher level manager.	Follows prescribed procedures. -MAY- Exercises discretion and independent judgment in significant matters.	No management responsibilities. -MAY- Leads the work of others, but does not have direct management responsibility for staff, students, or temps.	<ul style="list-style-type: none"> Executes protocol-related research procedures and study, including outreach and education Manages a moderately complex program study and/or multiple small programs/studies; coordinates special studies or projects as directed Collects and analyzes information Ensures the safety of research and laboratory; complies with federal, state, and sponsor policies, as well as institutional policies, standard operating procedures (SOPs), and guidelines Coordinates activities administered by the research program in the development and implementation of procedures for the program/service area Analyzes and recommends improvements to policy and procedure
Research Program Coordinator: Level 3	Master's Degree	2	None required	May be the first-line supervisor over two or more full-time employees.	Requires minimal supervision. Work is expected to be done autonomously.	Advanced problem solving skills are required.	Follows prescribed procedures. -MAY- Exercises discretion and independent judgment in significant matters.	No management responsibilities. -MAY- Leads the work of others, but does not have direct management responsibility for staff, students, or temps.	<ul style="list-style-type: none"> Coordinates high-level, protocol-related research procedures and study components, including outreach and education Manages a complex program study and/or multiple programs/studies; coordinates special studies or projects as directed Collects and analyzes information Ensures the safety of research and laboratory; complies with federal, state, and sponsor policies, as well as institutional policies, standard operating procedures (SOPs), and guidelines Coordinates activities administered by the research program in the development and implementation of procedures for the program/service area Analyzes and recommends improvements to policy and procedure Effectively manages staff work to meet budgetary restrictions and performance standards; monitors and audits studies/research projects Facilitates research and/or project team meetings
Nursing: Level 1	High School Diploma/GED or Associate of Science in Nursing	0	LPN	Has no authority or responsibility for the supervision of employees.	Requires direct supervision. Tasks are provided for the employee to perform.	Routine problem solving is required, generally guided by policies, procedures and business plans. Decisions outside of standard policies are referred to a higher level manager.	Follows prescribed procedures.	No management responsibilities.	<ul style="list-style-type: none"> Monitors patient vitals and records results Maintains cleanliness and comfort of patient(s) Assists higher-level nursing staff as requested Changes dressings and bandages
Nursing: Level 2	High School Diploma/GED or Associate of Science in Nursing	2	LPN	Has no authority or responsibility for the supervision of employees.	Requires some supervision. Work is expected to be done autonomously with overall guidance and direction from leadership.	Routine problem solving is required, generally guided by policies, procedures and business plans. Decisions outside of standard policies are referred to a higher level manager.	Follows prescribed procedures.	No management responsibilities.	<ul style="list-style-type: none"> Monitors patient vitals and records results Maintains cleanliness and comfort of patient(s) Assists higher-level nursing staff as requested Changes dressings and bandages Leads or contributes to program/project development as directed Ensures follow-up on critical health care issues and supports work of health care/home visiting staff
Nursing: Level 3	Associate of Science in Nursing/Bachelor of Science in Nursing	0	RN	Has no authority or responsibility for the supervision of employees.	Requires minimal supervision. Work is expected to be done autonomously.	Advanced problem solving skills are required.	Follows prescribed procedures.	No management responsibilities.	<ul style="list-style-type: none"> Assesses and evaluates illnesses and injuries, initiates IV therapies as directed, performs simple suture removal, and administers appropriate medications Collaborates with other clinical staff in the development of departmental policies and clinical procedures Assists the physician and/or other clinical staff in the planning and implementation of patient care; observes, documents, and communicates symptoms, potential problems, and pertinent information regarding patient care Maintains a clean and safe patient environment
Nursing: Level 4	Bachelor of Science in Nursing	2	RN	Has no authority or responsibility for the supervision of employees.	Requires minimal supervision. Work is expected to be done autonomously.	Advanced problem solving skills are required.	Follows prescribed procedures.	No management responsibilities.	<ul style="list-style-type: none"> Assesses and evaluates illnesses and injuries, initiates IV therapies as directed, performs simple suture removal, and administers appropriate medications Collaborates with other clinical staff in the development of departmental policies and clinical procedures Assists the physician and/or other clinical staff in the planning and implementation of patient care; observes, documents, and communicates symptoms, potential problems, and pertinent information regarding patient care Maintains a clean and safe patient environment Participates in and/or coordinates projects <ul style="list-style-type: none"> Collects and reviews lab results Collects patient data and maintains databases/logs Administers treatments/medications Collects, prepares, and processes lab specimens Participates in IRB submissions as required
Nursing: Level 5	Bachelor of Science in Nursing	4	RN	Has no authority or responsibility for the supervision of employees.	Requires minimal supervision. Work is expected to be done autonomously.	Advanced problem solving skills are required.	Exercises discretion and independent judgment in significant matters.	No management responsibilities.	<ul style="list-style-type: none"> Assesses and evaluates illnesses and injuries, initiates IV therapies as directed, performs simple suture removal, and administers appropriate medications Collaborates with other clinical staff in the development of departmental policies and clinical procedures Assists the physician and/or other clinical staff in the planning and implementation of patient care; observes, documents, and communicates symptoms, potential problems, and pertinent information regarding patient care Maintains a clean and safe patient environment Coordinates as an expert-level contributor Serves and/or leads projects or education plans <ul style="list-style-type: none"> Designs educational seminars Assists with increasing program effectiveness; assesses, plans, and evaluates program functions; makes recommendations to leadership as appropriate Creates individual education plans for families and patients
Advance Practice Provider: Level 1	Bachelor's Degree	0	CRNP or PA	May function in a lead capacity over employees, by providing day-to-day direction, on a regular basis but is not a direct supervisor.	Requires minimal supervision. Work is expected to be done autonomously.	Advanced problem solving skills are required.	Exercises discretion and independent judgment in significant matters.	No management responsibilities.	<ul style="list-style-type: none"> Provides direct medical care such as physical examinations and/or diagnostic and therapeutic procedures Orders, interprets, and evaluates diagnostic tests Instructs and counsels patients; collaborates with other clinical staff for patient health management plans Adheres to patient appointment schedule; monitors and takes appropriate action to ensure efficient patient flow
Advance Practice Provider: Level 2	Bachelor's Degree	2	CRNP or PA	May function in a lead capacity over employees, by providing day-to-day direction, on a regular basis but is not a direct supervisor.	Requires minimal supervision. Work is expected to be done autonomously.	Advanced problem solving skills are required.	Exercises discretion and independent judgment in significant matters.	No management responsibilities.	<ul style="list-style-type: none"> Provides direct medical care such as physical examinations and/or diagnostic and therapeutic procedures Orders, interprets, and evaluates diagnostic tests Instructs and counsels patients; collaborates with other clinical staff for patient health management plans Adheres to patient appointment schedule; monitors and takes appropriate action to ensure efficient patient flow Trains/assists with new or lower-level staff Participates in and/or coordinates projects
Advance Practice Provider: Level 3	Bachelor's Degree	4	CRNP or PA	May function in a lead capacity over employees, by providing day-to-day direction, on a regular basis but is not a direct supervisor.	Requires minimal supervision. Work is expected to be done autonomously.	Advanced problem solving skills are required.	Exercises discretion and independent judgment in significant matters.	No management responsibilities.	<ul style="list-style-type: none"> Provides direct medical care such as physical examinations and/or diagnostic and therapeutic procedures Orders, interprets, and evaluates diagnostic tests Instructs and counsels patients; collaborates with other clinical staff for patient health management plans Adheres to patient appointment schedule; monitors and takes appropriate action to ensure efficient patient flow Trains/assists with new or lower-level staff Coordinates in and/or leads projects or initiatives Has a focus in a specific specialty as directed (e.g., dermatology) Provides recommendations to leadership on process/department improvement
Therapy - Speech: Level 1	Bachelor's Degree	0	SLP/Audiologist	Has no authority or responsibility for the supervision of employees.	Requires minimal supervision. Work is expected to be done autonomously.	Advanced problem solving skills are required.	Exercises discretion and independent judgment in significant matters.	No management responsibilities.	<ul style="list-style-type: none"> Evaluates patients to assess the level of speech difficulty Conducts various vocalization tests to determine the extent of patient communication ability Identifies specific treatment options and subsequently designs and implements an individualized treatment plan aimed at helping patients restore function in the areas of speech, language, hearing, and oral motor disorders Counsels patients and their families on how to cope with speech-related disorders Evaluates and documents treatment progress, implementing treatment changes when necessary
Therapy - Speech: Level 2	Bachelor's Degree	2	SLP/Audiologist	Has no authority or responsibility for the supervision of employees.	RN/A	Advanced problem solving skills are required.	Exercises discretion and independent judgment in significant matters.	No management responsibilities. -MAY- Participates in hiring, firing, conducting performance reviews, and handling disciplinary matters for students and/or temps.	<ul style="list-style-type: none"> Evaluates patients to assess the level of speech difficulty Conducts various vocalization tests to determine the extent of patient communication ability Identifies specific treatment options and subsequently designs and implements an individualized treatment plan aimed at helping patients restore function in the areas of speech, language, hearing, and oral motor disorders Counsels patients and their families on how to cope with speech-related disorders Evaluates and documents treatment progress, implementing treatment changes when necessary Assists/trains lower-level or new staff Coordinates/leads projects Provides recommendations to leadership on process/department improvement
Therapy - Physical: Level 1	Bachelor's Degree	0	PT	Has no authority or responsibility for the supervision of employees.	Requires minimal supervision. Work is expected to be done autonomously.	Advanced problem solving skills are required.	Exercises discretion and independent judgment in significant matters.	No management responsibilities.	<ul style="list-style-type: none"> Creates and/or implements individually-designed programs of physical therapy through evaluations, assessments, and testing to meet functional goals; modifies plans/programs upon patient response Tests and measures patient's strength, motor development and function, sensory perception, functional capacity, respiratory and/or circulatory efficiency, and/or any other applicable testing methods Reviews physician referrals and patient medical records to help determine diagnosis and required physical therapy treatment; consults with appropriate staff and doctors regarding client care Maintains timely logs/databases of client prognosis, treatment, response, and progress Instructs patients on at-home treatment procedures
Therapy - Physical: Level 2	Bachelor's Degree	2	PT	Has no authority or responsibility for the supervision of employees.	Requires minimal supervision. Work is expected to be done autonomously.	Advanced problem solving skills are required.	Exercises discretion and independent judgment in significant matters.	No management responsibilities. -MAY- Participates in hiring, firing, conducting performance reviews, and handling disciplinary matters for students and/or temps.	<ul style="list-style-type: none"> Creates and/or implements individually-designed programs of physical therapy through evaluations, assessments, and testing to meet functional goals; modifies plans/programs upon patient response Tests and measures patient's strength, motor development and function, sensory perception, functional capacity, respiratory and/or circulatory efficiency, and/or any other applicable testing methods Reviews physician referrals and patient medical records to help determine diagnosis and required physical therapy treatment; consults with appropriate staff and doctors regarding client care Maintains timely logs/databases of client prognosis, treatment, response, and progress Instructs patients on at-home treatment procedures Assists/trains lower-level or new staff Coordinates/leads projects Provides recommendations to leadership on process/department improvement

Therapy - Occupational: Level 1	Bachelor's Degree	0	OT	Has no authority or responsibility for the supervision of employees.	Requires minimal supervision. Work is expected to be done autonomously.	Advanced problem solving skills are required.	Exercises discretion and independent judgment in significant matters.	No management responsibilities.	<ul style="list-style-type: none"> -Reviews medical history of patients and develops personalized plans to improve the health and wellness of individuals -Evaluates patients' mental or physical condition, such as arthritis, autism, or Alzheimer's -Studies, evaluates, and reports patients' reactions to the program and initiates changes accordingly -Emphasizes improving the daily quality of life for patients through analyzing their home and/or work environment and providing recommendations for accommodating these areas -Provides education to family members and/or employer on matters of accommodations and program progress
Therapy - Occupational: Level 2	Bachelor's Degree	2	OT	Has no authority or responsibility for the supervision of employees.	Requires minimal supervision. Work is expected to be done autonomously.	Advanced problem solving skills are required.	Exercises discretion and independent judgment in significant matters.	No management responsibilities. -MAY- Participates in hiring, firing, conducting performance reviews, and handling disciplinary matters for students and/or temps.	<ul style="list-style-type: none"> -Reviews medical history of patients and develops personalized plans to improve the health and wellness of individuals -Evaluates patients' mental or physical condition, such as arthritis, autism, or Alzheimer's -Studies, evaluates, and reports patients' reactions to the program and initiates changes accordingly -Emphasizes improving the daily quality of life for patients through analyzing their home and/or work environment and providing recommendations for accommodating these areas -Provides education to family members and/or employer on matters of accommodations and program progress -Assists/trains lower-level or new staff -Coordinates/leads projects -Provides recommendations to leadership on process/department improvement
Social Work: Level 1	Bachelor's Degree	0	BSW	Has no authority or responsibility for the supervision of employees.	Requires minimal supervision. Work is expected to be done autonomously.	Advanced problem solving skills are required.	Exercises discretion and independent judgment in significant matters.	No management responsibilities.	<ul style="list-style-type: none"> -Conducts psychosocial assessments of patients and their families -Fills out standardized assessment forms for use in clinical research analyses -Carries out behavioral assessments and telephone interviews for various projects -Provides referrals and resources for patients' medical and social service needs -Screens individuals for research registry eligibility -Works alongside others to develop and implement community-based educational programs for caregivers and professionals -Provides crisis intervention counseling as needed
Social Work: Level 2	Bachelor's Degree	2	BSW	Has no authority or responsibility for the supervision of employees.	Requires minimal supervision. Work is expected to be done autonomously.	Advanced problem solving skills are required.	Exercises discretion and independent judgment in significant matters.	No management responsibilities. -MAY- Participates in hiring, firing, conducting performance reviews, and handling disciplinary matters for students and/or temps.	<ul style="list-style-type: none"> -Conducts psychosocial assessments of patients and their families -Fills out standardized assessment forms for use in clinical research analyses -Carries out behavioral assessments and telephone interviews for various projects -Provides referrals and resources for patients' medical and social service needs -Screens individuals for research registry and clinical trial eligibility -Works alongside others to develop and implement community-based educational programs for caregivers and professionals -Provides crisis intervention counseling as needed -Assists/trains lower-level or new staff -Participates in or coordinates projects as directed
Social Work: Level 3	Master's Degree	0	MSW + LSW	May function in a lead capacity over employees, by providing day-to-day direction, on a regular basis but is not a direct supervisor.	Requires minimal supervision. Work is expected to be done autonomously.	Advanced problem solving skills are required.	Exercises discretion and independent judgment in significant matters.	No management responsibilities.	<ul style="list-style-type: none"> -Conducts psychosocial and neuropsychological assessments of patients and their families -Fills out standardized assessment forms for use in clinical research analyses -Carries out behavioral assessments and telephone interviews for various projects -Presents assessment findings in relevant meetings and conferences -Screens individuals for research registry and clinical trial eligibility -Develops necessary materials for research projects -Serves as a resource for students, health professionals, and research subjects -Provides referrals as requested -Aids in obtaining grants and funding for research -Provides crisis intervention counseling as needed
Social Work: Level 4	Master's Degree	2	MSW + LSW	May function in a lead capacity over employees, by providing day-to-day direction, on a regular basis but is not a direct supervisor.	Requires minimal supervision. Work is expected to be done autonomously.	Advanced problem solving skills are required.	Exercises discretion and independent judgment in significant matters.	No management responsibilities. -MAY- Participates in hiring, firing, conducting performance reviews, and handling disciplinary matters for students and/or temps.	<ul style="list-style-type: none"> -Conducts psychosocial and neuropsychological assessments of patients and their families -Fills out standardized assessment forms for use in clinical research analyses -Carries out behavioral assessments and telephone interviews for various projects -Presents assessment findings in relevant meetings and conferences -Screens individuals for research registry and clinical trial eligibility -Develops necessary materials for research projects -Serves as a resource for students, health professionals, and research subjects -Provides referrals as requested -Aids in obtaining grants and funding for research -Provides crisis intervention counseling as needed -Assists/trains lower-level or new staff -Coordinates or leads projects as directed
Social Work: Level 5	Master's Degree	0	MSW + LCSW	May function in a lead capacity over employees, by providing day-to-day direction, on a regular basis but is not a direct supervisor.	Requires minimal supervision. Work is expected to be done autonomously.	Advanced problem solving skills are required.	Exercises discretion and independent judgment in significant matters.	No management responsibilities.	<ul style="list-style-type: none"> -Provides crisis intervention, short-term counseling, and brief drug and alcohol assessments; develops comprehensive client assessments and identifies best therapeutic courses of action -Develops and leads psycho-educational, prevention, and/or support groups for students -Plans and implements personal development, student success, and wellness programming that supports student academic success -Consults with and provides support/outreach for students, faculty, and staff -Conducts bystander, sexual assault, sexual harassment, substance abuse programming and training, and other campus-wide initiatives -Completes and maintains confidential client-related paperwork, including federal- and state-mandated forms, client diagnostic records, and progress reports while adhering to all applicable guidelines and University policies -Assists with training student interns and other staff -Develops and maintains healthy and productive relationships with staff, faculty, and other agencies to provide care coordination and support through advocacy, referral, and follow up
Social Work: Level 6	Master's Degree	2	MSW + LCSW	May function in a lead capacity over employees, by providing day-to-day direction, on a regular basis but is not a direct supervisor.	Requires minimal supervision. Work is expected to be done autonomously.	Advanced problem solving skills are required.	Exercises discretion and independent judgment in significant matters.	Leads the work of others, but does not have direct management responsibility for staff, students, or temps.	<ul style="list-style-type: none"> -Provides crisis intervention, short-term counseling, and brief drug and alcohol assessments; develops comprehensive client assessments and identifies best therapeutic courses of action -Develops and leads psycho-educational, prevention, and/or support groups for students -Plans and implements personal development, student success, and wellness programming that supports student academic success -Consults with and provides support/outreach for students, faculty, and staff -Conducts bystander, sexual assault, sexual harassment, substance abuse programming and training, and other campus-wide initiatives -Completes and maintains confidential client-related paperwork, including federal- and state-mandated forms, client diagnostic records, and progress reports while adhering to all applicable guidelines and University policies -Assists with training student interns and other staff -Develops and maintains healthy and productive relationships with staff, faculty, and other agencies to provide care coordination and support through advocacy, referral, and follow up -Assists/trains/leads lower-level or new staff -Coordinates or leads projects -Provides recommendations to leadership on process/department improvement
Behavioral Health: Level 1	Bachelor's Degree	0	LPC or LMFT or CAADC	Has no authority or responsibility for the supervision of employees.	Requires some supervision. Work is expected to be done autonomously with overall guidance and direction from leadership. -OR- Requires minimal supervision. Work is expected to be done autonomously.	Advanced problem solving skills are required. -OR- Routine problem solving is required, generally guided by policies, procedures and business plans. Decisions outside of standard policies are referred to a higher level manager.	Follows prescribed procedures. -MAY- Exercises discretion and independent judgment in significant matters.	No management responsibilities.	<ul style="list-style-type: none"> -Provides psychological counseling at a basic level, administering clinical, prevention, and/or crisis services -Provides basic psychotherapy services -Works with special populations in need of counseling or referral; makes referrals for those who may need voluntary or involuntary hospitalization for psychological reasons -Maintains confidentiality of records -Fills out and maintains client-related paperwork -Develops comprehensive assessments of client's problems; identifies courses of action -Develops and maintains relationships with staff and other agencies
Behavioral Health: Level 2	Bachelor's Degree	2	LPC or LMFT or CAADC	Has no authority or responsibility for the supervision of employees.	Requires minimal supervision. Work is expected to be done autonomously.	Advanced problem solving skills are required.	Exercises discretion and independent judgment in significant matters.	No management responsibilities.	<ul style="list-style-type: none"> -Provides targeted, advanced-level, clinical psychotherapy services for a range of mental health concerns -Utilizes specialized techniques to foster development, remediate mental health problems, promote positive mental health, develop individual treatment plans, and support success -Works with specialized populations, faculty, and other University staff as needed; facilitates coordination of services -Collaborates with the medical psychiatrists when required; provides back-up for other therapists -Conducts comprehensive, strength-based, and behavior-focused assessments and treatments; facilitates behavior changes by utilizing research-based cognitive and behavioral strategies -Keeps accurate and timely charts/logs; writes reports as directed -Facilitates referrals for voluntary and involuntary hospitalizations -Participates in case reviews and on treatment teams
Behavioral Health: Level 3	Master's Degree	2	LPC or LMFT or CAADC or active Psychologist license in good standing	May function in a lead capacity over employees, by providing day-to-day direction, on a regular basis but is not a direct supervisor.	Requires minimal supervision. Work is expected to be done autonomously.	Advanced problem solving skills are required.	Exercises discretion and independent judgment in significant matters.	No management responsibilities.	<ul style="list-style-type: none"> -Provides targeted, tiered psychological supports and related assessment/consultation/intervention services; uses results to guide tiered supports/interventions -Develops trusting, supportive relationships through regular onsite consultation -Conducts therapeutic and social skills interventions utilizing evidence-based curricula -Oversees interagency meetings regarding recommendations for next steps: intervention, additional assessments, and/or support services -Develops and provides professional development and education to encourage responsive relationships and social-emotional learning -Designs data collection methods to measure and track progress and impact, ensuring alignment with best practice regulations -Participates in research, interdisciplinary teamwork, and collaborative problem-solving -Writes annual program reports
Legal: Level 1	Juris Doctorate	0	Licensed Attorney	Has no authority or responsibility for the supervision of employees.	Requires minimal supervision. Work is expected to be done autonomously.	Advanced problem solving skills are required.	Exercises discretion and independent judgment in significant matters.	No management responsibilities.	<ul style="list-style-type: none"> -Offers guidance to management on legal rights and obligations to assist in the formulation of policy and programs -Assists in providing legal counsel to management on issues associated with University activities and aids in the development of legal strategies and solutions -Researches, analyzes, and remains updated on laws and regulations related to legal compliance -Supports attorneys in reviewing and drafting various litigation, business, and commercial documents such as contracts, correspondence, pleadings, reports, and memorandums -Assists in negotiating settlements with external and internal clients/agencies -Prepares training programs related to areas of law affecting the University such as client development and law office administration -Represents the University in administrative hearings and litigation as directed

Legal: Level 2	Juris Doctorate	2	Licensed Attorney	Has no authority or responsibility for the supervision of employees.	Requires minimal supervision. Work is expected to be done autonomously.	Advanced problem solving skills are required.	Exercises discretion and independent judgment in significant matters.	No management responsibilities.	<ul style="list-style-type: none"> Offers guidance to management and University officials on legal rights and obligations to assist in the formulation of policy and programs Provides strategic advice to internal clients, including senior leadership, on moderately complex legal issues associated with University activities; prepares written and verbal legal opinions and assists in the development of legal strategies and solutions Researches, analyzes, and remains updated on laws and regulations related to legal compliance; monitors current and developing legal trends to anticipate and identify potential issues Reviews, drafts and approves moderately complex litigation, business, and commercial documents such as contracts, correspondence, pleadings, reports, and memorandums Negotiates settlements with external and internal clients/agencies Prepares and presents training programs related to areas of law affecting the University such as client development and law office administration Performs dispute resolution and may represent the University in administrative litigation
Legal: Level 3	Juris Doctorate	4	Licensed Attorney	Has no authority or responsibility for the supervision of employees.	Requires minimal supervision. Work is expected to be done autonomously.	Advanced problem solving skills are required.	Exercises discretion and independent judgment in significant matters.	No management responsibilities.	<ul style="list-style-type: none"> Offers advice and counsel routinely to senior leadership on legal rights and obligations and facilitates the formulation of policy and programs Provides comprehensive strategic advice to a wide variety of internal clients regarding highly complex legal issues associated with University activities; prepares written and verbal legal opinions and facilitates the development of legal strategies and solutions Researches, analyzes, and remains updated on laws and regulations related to legal compliance; monitors current and developing legal trends to anticipate potential issues; coordinates efforts to analyze identified issues and assists in developing solutions Reviews, drafts, negotiates, and revises various moderately to highly complex legal and corporate documents including, but not limited to, contracts, correspondence, pleadings, reports, and memorandums Manages dispute resolution and represents the University in administrative litigation
Campus Police: Level 1	Bachelor's Degree	0	May be required based on specific area/discipline.	Has no authority or responsibility for the supervision of employees.	Requires direct supervision. Tasks are provided for the employee to perform.	Routine problem solving is required, generally guided by policies, procedures and business plans. Decisions outside of standard policies are referred to a higher level manager.	Follows prescribed procedures. MAH- Exercises discretion and independent judgment in significant matters.	No management responsibilities.	<ul style="list-style-type: none"> Enforces all state laws Seeks out illegal activities and responds to violations of the law Responds to calls requiring law enforcement officials Investigates suspicious activity and conducts follow-up investigations if necessary Patrols campus activities and ensures rules are being followed closely Attends mandated training sessions to develop and enhance skills Manages traffic and ensures adherence to all motor vehicle and traffic laws Testifies in legal proceedings and assists other agents of law enforcement Makes lawful arrests when deemed necessary
Campus Police: Level 2	Bachelor's Degree	2	May be required based on specific area/discipline.	Has no authority or responsibility for the supervision of employees.	Requires minimal supervision. Work is expected to be done autonomously.	Advanced problem solving skills are required.	Exercises discretion and independent judgment in significant matters.	Leads the work of others, but does not have direct management responsibility for staff, students, or temps.	<ul style="list-style-type: none"> Assists in training and evaluation of police officers Supervises officers and responds to issues that arise Regulates criminal activity and responds to violations as indicated by the law Oversees pedestrian and vehicular traffic and enforces laws as they relate to the road Patrols areas on and around campus Detects and responds to criminal activity Prepares testimony for any legal proceeding and remains valuable through any investigations Provides special security services at the University's request
Campus Police: Level 3	Bachelor's Degree	4	May be required based on specific area/discipline.	Has no authority or responsibility for the supervision of employees.	Requires minimal supervision. Work is expected to be done autonomously.	Work is complex and strategic in nature, sets policy, anticipates trends. Decisions and actions have a direct impact on the operational and strategic outcomes of department or can impact a Responsibility Center or the entire University. High level of problem-solving skills are required.	Exercises discretion and independent judgment in significant matters.	Participates in hiring, firing, conducting performance reviews, and handling disciplinary matters for students and/or temps.	<ul style="list-style-type: none"> Oversees the activities of police staff and focuses on their adherence to laws Resolves issues as necessary Trains officers and generates their work assignments; devises and enforces a work schedule for law enforcement personnel Reviews, signs, and files all incident reports Attends to emergency situations and determines an appropriate response plan Adheres to security proceedings as established by the University Ensures proper parking regulations and notes any violations Presents police testimony in legal proceedings
Campus Police: Level 4	Bachelor's Degree	6	May be required based on specific area/discipline.	Has no authority or responsibility for the supervision of employees.	Requires minimal supervision. Work is expected to be done autonomously.	Work is complex and strategic in nature, sets policy, anticipates trends. Decisions and actions have a direct impact on the operational and strategic outcomes of department or can impact a Responsibility Center or the entire University. High level of problem-solving skills are required.	Exercises discretion and independent judgment in significant matters.	Has authority to hire and fire employees. Conducts performance reviews, and handles disciplinary matters. Directly supervises at least the equivalent of two full-time regular staff, and may also be responsible for students and/or temps.	<ul style="list-style-type: none"> Monitors police activity and ensures smoothness of departmental operations Assigns officers to respond to a variety of incidents Supervises and evaluates department officers; responds to issues accordingly Manages departmental activities surrounding finances, schedules, programs, and investigations Devises strategies and plans reflective of departmental policies Reviews policies and recommends potential revisions Prepares and presents reports and correspondence to others Oversees major incidents and investigations on-scene
Physician: Level 0	Doctor of Medicine	0	Active Medical License	Has no authority or responsibility for the supervision of employees.	Requires minimal supervision. Work is expected to be done autonomously.	Advanced problem solving skills are required.	Exercises discretion and independent judgment in significant matters.	No management responsibilities.	<ul style="list-style-type: none"> Provides direct medical care to patients Acts as medical consultant to clinic staff, health educators, and pharmacy to assess, evaluate, diagnose, and provide appropriate treatments and medications for preventative, acute, and long-term conditions; rotates on-call service Collaborates with Advanced Practice Providers (APPs) and/or other appropriate staff/medical professionals to plan and implement patient care Maintains a clean and safe environment; applies knowledge and adherence to recognized standards of infection control Assists other clinical staff as needed to ensure good patient flow Participates in outreach activities including, but not limited to, career fairs and student orientations
Pharmacist: Level 0	Doctor of Pharmacy	0	Active Pharmacist License	Has no authority or responsibility for the supervision of employees.	Requires minimal supervision. Work is expected to be done autonomously.	Advanced problem solving skills are required.	Exercises discretion and independent judgment in significant matters.	No management responsibilities.	<ul style="list-style-type: none"> Provides medication management services Applies principles when appropriate; consults with prescriber for corrections or clarifications, uses computer skills to process medications, maintains all necessary patient information, and ensures proper drug dispense and preparation techniques are used Supervises the daily activities and assists in the training and education of pharmacy technicians and student interns Delivers timely, comprehensive, and accurate drug information to physicians, nurses, patients, and personnel of other departments when requested Audits and maintains accurate records for all controlled substances in a compliant manner Maintains adequate inventory of drugs and supplies for proper patient care, and assists in the procurement as needed Participates in outreach activities, committees, and meetings
Research Scientist: Level 1	Professional Doctorate Degree	5	None required	May function in a lead capacity over employees, by providing day-to-day direction, on a regular basis but is not a direct supervisor.	Requires minimal supervision. Work is expected to be done autonomously.	Advanced problem solving skills are required.	Exercises discretion and independent judgment in significant matters.	No management responsibilities.	<ul style="list-style-type: none"> Conducts independent scientific research projects from inception to presentation, including planning, organizing, conducting experiments, assessing protocol feasibility, processing and analyzing data, and conference presentations Prepares manuscripts, research proposals, articles, grant applications, work for publications, and presentations based on research results Trains undergraduates and/or research technicians Recommends, drafts, and manages laboratory policies and procedures Facilitates work and project development in collaboration with other industry and academic specialists
Research Scientist: Level 2	Professional Doctorate Degree	7	None required	May function in a lead capacity over employees, by providing day-to-day direction, on a regular basis but is not a direct supervisor.	Requires minimal supervision. Work is expected to be done autonomously.	Advanced problem solving skills are required.	Exercises discretion and independent judgment in significant matters.	No management responsibilities.	<ul style="list-style-type: none"> Acts as a subject matter expert and conducts independent scientific research projects from inception to presentation, including planning, organizing, conducting experiments, assessing protocol feasibility, processing and analyzing data, and conference presentations Prepares complex manuscripts, research proposals, articles, grant applications, work for publications, and presentations based on research results Trains undergraduates, junior lab members, and/or research technicians Recommends, drafts, and manages laboratory policies and procedures Facilitates high-level work and project development in collaboration with other industry and academic specialists
Assistant Dean: Level 1	Master's Degree	10	May be required based on specific area/discipline.	Functions in a lead capacity over 2 + FTE employees. Must have at least 2 FTE direct reports.	Requires minimal supervision. Work is expected to be done autonomously.	Work is complex and strategic in nature, sets policy, anticipates trends. Decisions and actions have a direct impact on the operational and strategic outcomes of department or can impact a Responsibility Center or the entire University. High level of problem-solving skills are required.	Exercises discretion and independent judgment in significant matters.	Participates in hiring, firing, conducting performance reviews, and handling disciplinary matters for students and/or temps.	<ul style="list-style-type: none"> Supports Deans on a consultative and cooperative basis regarding issues relating to fiscal management, program development, curriculum, and administrative direction Plans, implements, and assesses academic programs; monitors student performance; prepares progress and other reports Assists in the budgetary planning process Ensures compliance with accreditation, certification, and regulatory bodies Researches, develops, and recommends policies; coordinates and oversees the interpretation, development, and implementation of operating procedures and processes Ensures the goals and objectives for the department and the University are communicated and achieved Serves in an administrative capacity for fiscal, strategic planning, and other initiatives that support the goals and objectives of the University
Assistant Dean: Level 2	Professional Doctorate Degree	10	May be required based on specific area/discipline.	Functions in a lead capacity over 2 + FTE employees. Must have at least 2 FTE direct reports.	Requires minimal supervision. Work is expected to be done autonomously.	Work is complex and strategic in nature, sets policy, anticipates trends. Decisions and actions have a direct impact on the operational and strategic outcomes of department or can impact a Responsibility Center or the entire University. High level of problem-solving skills are required.	Exercises discretion and independent judgment in significant matters.	Participates in hiring, firing, conducting performance reviews, and handling disciplinary matters for students and/or temps.	<ul style="list-style-type: none"> Supports Deans on a consultative and cooperative basis regarding issues relating to fiscal management, program development, curriculum, and administrative direction Plans, implements, and assesses academic programs; monitors student performance; prepares progress and other reports Assists in the budgetary planning process Ensures compliance with accreditation, certification, and regulatory bodies Researches, develops, and recommends policies for specificity area; coordinates and oversees the interpretation, development, and implementation of operating procedures and processes Ensures the goals and objectives for the department and the University are communicated and achieved Serves in an expert-level administrative capacity for fiscal, strategic planning, and other initiatives that support the goals and objectives of the University