

Worksheets for
***CUPA-HR 2005–06 MID-LEVEL ADMINISTRATIVE
AND PROFESSIONAL SALARY SURVEY***

Use these worksheets to assist with the data collection process. Actual survey submissions must be online at <https://surveysonline.cupahr.org>

INTRODUCTION

This survey collects salary and rate structure data for selected mid-level administrative and professional positions in colleges and universities. It also collects data on pay practices.

The primary contact for this survey is **Suzi Bowen**, CUPA-HR Research Associate, at 865-862-2842. Secondary contacts are **Maria Rodriguez-Calcagno** at 865-862-2840 and **Ray Sizemore** at 865-862-2838.

NOTES

- There are 17 new positions in this year's survey: Photographer [134], Manager TV Station [174], Information Systems Security Analyst [345], Campus Minister [781], Farm Manager [892], and 12 sports specific coaching positions (football, baseball, men's basketball, women's basketball, and other). In DataOnDemand, NCAA Division will be available as a selection option.

GUIDELINES

The mid-level administrative and professional positions chosen for this survey are typical of those found in colleges and universities. Before entering data, review the position descriptions and match them to those at your institution. Valid matches should be based on position description content, not on job title. You may find it useful to print a copy of the position descriptions prior to entering data online.

Go to <http://www.cupahr.org/surveys/salariesurvey2005-06.html> for questionnaire worksheets and position descriptions.

When entering data, please adhere to the following guidelines:

- Report salaries effective as of **September 15 of the 2005-06 academic year**. Report only current information despite the possibility of future or pending salary changes.
- Report base salary only.
- Include only salaries of employees on the institution's payroll. Do not include outsourced positions.
- Do not report salary data for acting or interim incumbents.
- Do not include data for a position that is less than half time or for which a stipend is paid in lieu of salary.
- Report all salaries based on 12-month, 100 percent equivalency by annualizing the salary of part-time employees. Please see Annualized Salary directions below.
- If a position currently is vacant but was filled in the prior academic year, report salary data for the most recent prior-year incumbent. If the position had no incumbents in the prior academic year, do not report data for that position.

- If a person's job responsibilities are reflected in more than one position description, do not report his or her salary twice; instead, report the salary in the position for which the description best fits.
- Do not report the same salary data in more than one survey.
- If you do not have a comparable position for a position surveyed, simply skip that position.

SURVEY DESCRIPTION

Specific instructions appear on the questionnaire. Please read these instructions carefully before answering. For each position, please provide the following information as appropriate.

- **FLSA:** Indicate if a position is exempt or nonexempt from the requirements of the Fair Labor Standards Act (FLSA), or if it may have both exempt and nonexempt incumbents. The FLSA establishes minimum wage, maximum hours, overtime pay, and child labor standards for employees covered under the Act. Some employees are exempt from the requirements of the FLSA. To be considered exempt from FLSA coverage, the position must meet the FLSA definition of an executive, administrative, or professional position. If a position does not meet these standards, it is classified as a nonexempt position. An employee in a nonexempt position must receive additional pay if the number of hours worked exceeds the number of hours in the regular workweek.
- **Number of incumbents:** Indicate the number of incumbents in the position. If the position has only one incumbent, please enter "1." Also enter "1" if reporting data for the most recent prior-year incumbent.
- **Annualized salary:** Provide the full-time, 12-month salary for each position rounded to the nearest whole dollar. Report all salaries full-time (100 percent) equivalent. For example, if your academic advisor works part-time, 50 percent for 12 months a year for a salary of \$10,000, enter \$20,000 as the annualized salary. If your residence hall manager works full-time, 100 percent for 9 months a year for a salary of \$9,000, enter \$12,000 as the annualized salary. Wage conversion rates should be monthly times 12 or hourly times 2,080 (or the standard number of hours in the full-time work year).
 - **Average:** Enter the average annualized salary paid the incumbent(s) in the position. When reporting only one incumbent, enter his or her annualized salary in this column only. Leave the "Actual Low" and "Actual High" fields blank.
 - **Actual Low:** Enter the lowest annualized salary paid an incumbent in the position.
 - **Actual High:** Enter the highest annualized salary paid an incumbent in the position.
 - If all incumbents earn the same salary, enter that salary in the average, low, and high columns.

- **Rate Structure:** Enter the full-time, 12-month equivalent salary range for the position rounded to the nearest whole dollar. For positions in which more than one rate structure is represented, enter the arithmetic average of the structures' minimum, midpoint, and maximum salaries. If your institution does not have rate structures or uses broadbanding, leave the rate structure fields blank.
 - **Minimum:** Enter the lowest annualized salary for the rate structure.
 - **Midpoint:** Enter the midpoint annualized salary for the rate structure, if applicable.
 - **Maximum:** Enter the highest annualized salary for the rate structure.

CONFIDENTIALITY AND PRIVACY STATEMENT

All possible steps are taken to protect the confidentiality of each institution's salary data. Confidential data are released only in aggregated form. Salary data reported for a given position by three or fewer institutions are neither listed in the survey report nor available in DataOnDemand or special studies. Any attempt to use DataOnDemand for the purpose of violating the confidentiality of survey data are illicit and subject to serious penalty.

For a complete statement of CUPA-HR policy regarding use of survey data, please click the Privacy Policy link at the bottom right corner of this page.

© **Copyright 2005-06** by the College and University Professional Association for Human Resources (CUPA-HR). This questionnaire is protected by copyright and may be reproduced only for the purpose of submitting data to CUPA-HR or with prior written permission of CUPA-HR.

GENERAL QUESTIONS

The "Institutional Basics" section needs to be completed only once per year by your institution and is then used for all surveys. If someone else has already entered data below, please review and answer any unanswered questions. **If you disagree with any existing entries, please do not edit them until you have first contacted Ray Sizemore, CUPA-HR Director of Research and Information Systems.**

INSTITUTIONAL BASICS

1. Entity Type

Please select the type of entity for which you are reporting data. Your options:

- Single Unit Institution.** Institution that is not part of a college or university system.
- Institution within a College or University System.** Associated with one or more other colleges or universities in a group usually headed by a main campus or system office. Has its own administration, full program of study (not just courses), and a unique FICE Code/Unit ID assigned by the Department of Education.
- System Office.** The administrative office that oversees a group of institutions (system) usually comprised of a main campus and several individual campuses. The System Office does not offer courses or programs of study.
- System Summary.** Select this option if you wish to report data in the **aggregate** for all colleges and universities within your system.

IMPORTANT: If you want to select this option, but the words *System Summary is not part* of your institution's name at the top of the survey page (e.g. Demonstration University System Summary), please contact Ray Sizemore at 865-862-2838.

Note: This option may be used for the Benefits Survey only if benefits are the same across all institutions within the system.

For the remaining questions, if you are reporting data for a System Office or System Summary, please supply system-wide figures. Otherwise, supply individual institution figures.

2. Financial Data

Please provide the following data for your **2005-06 fiscal year**.

- a. **Total Operating Budget:** What is the dollar value of your institution's 2005-06 total operating budget for educational and general operations and auxiliary enterprises? **Include** research funds and *funded* student aid. **Do not include** unfunded student aid (discounts) or capital funds. Ask your comptroller for this number. Budget is a required field.
- b. **Total Endowment:** What is the total amount of your institution's endowment? If you are a public institution, include the value of endowments held by your institutionally-affiliated foundation.
- c. **Cost of Benefits:** What is the total cost of benefits as a % of payroll for employees who are eligible for benefits? This number is the total \$ expended on benefits divided by the total \$ expended on salaries for employees eligible for benefits.

3. Student Enrollment

Report student enrollment for **fall of the 2005-06 academic year**.

You must supply FTE enrollment figures by one of the three methods described below, which are listed in descending order of preference.

- If you can completely answer rows 1, 2 and 3, please do so. Then **hit the “Calculate” button** below the grid and row d FTE figures will be derived for you as follows: Number of Full-Time Students + (Fall Part-Time Credit Hours divided by 15 for undergraduates, by 12 for graduates).
- If you are unable to provide row c amounts, please complete just rows a and b, leave row c blank, and then **hit the “Calculate” button**. FTE figures will be derived as: Number of Full-Time Students + 1/3 Number of Part-Time Students.
- If you are unable to provide amounts for at least rows a and b, please just enter your FTE numbers directly in row d and leave rows a – c blank. **Don’t hit the “Calculate” button.**

	Undergraduate Students	Graduate Students	Total All Students
a. Number of Full-Time Students			DO NOT ENTER TOTALS. SURVEYS ONLINE WILL CALCULATE THESE AUTOMATICALLY
b. Number of Part-Time Students			
c. Total Number of Fall Credit Hours taken by Part-Time Students			
d. Full-Time Equivalent Enrollment			

4. Faculty Size

Please report faculty size figures for **fall of the 2005-06 academic year**. Include **all** full-time and part-time faculty (even if excluded in salary data).

There are two alternate ways to provide an FTE figure for faculty; the first is preferred:

- If you are able to answer rows a-d completely, Faculty FTE will be derived automatically when you **hit the “Calculate” button** as: Number of Full-Time Faculty + (Total Number of Fall Course Hours Taught by Part-Time Faculty Only / Standard Full-Time Teaching Load in Course Hours).
- If you are unable to supply amounts for all rows a-d, please just enter the FTE figure directly into row e and leave rows a-d blank. **Don’t hit the “Calculate” button.**

	Faculty
a. Number of Full-Time Faculty	
b. Standard Full-Time Teaching Load in Course Hours for a regular semester (e.g. 15)	
c. Number of Part-Time Faculty	
d. Total Number of Fall Course Hours Taught by Part-Time Faculty Only	
e. Full-Time Equivalent Faculty	

5. Collective Bargaining

Are your faculty or staff represented by a union for purposes of collective bargaining?

	Yes	No
a. Faculty		
b. Staff		

PAY PRACTICES

Salary Planning

1. Fiscal Year

In what month does your institution's fiscal year begin?

Month

2. Salary Planning

In what month do you begin planning for the following year's pay increases?

Month

3. Average Pay Increases for 2005-06 Fiscal Year

What were the average pay increases for mid-level administrative and professional positions in your 2005–06 fiscal year? Answer to the nearest tenth of a percent; e.g., 3.0%, 4.5%, etc.

	Exempt % increase	Non-Exempt % increase
General pay increase (any increase given to all employees, e.g., cost-of-living)		
Merit pay increase		
Total pay increase		

4. Targets for 2006-07 Pay Increases

Have you established targets for 2006–07 pay increases for mid-level administrative and professional positions?

- Yes
- No
- Don't know

IF YES: What are the targets to the nearest tenth of a percent?

	Exempt % planned increase	Non-Exempt % planned increase
General pay increase (any increase given to all employees, e.g., cost-of-living)		
Merit salary increase		
Total salary increase		

5. FLSA Status of Positions

Does your institution allow both exempt and non-exempt positions in the same job title?

- Yes
- No
- Unknown

Salary Structures

1. Use of Salary Structures

Does your institution have salary structures for mid-level administrative and professional positions? *If you answer "None" or "Don't know" for both exempt and non-exempt, go directly to the end of this section and save.*

	Exempt	Non-Exempt
All	<input type="checkbox"/>	<input type="checkbox"/>
Most	<input type="checkbox"/>	<input type="checkbox"/>
Some	<input type="checkbox"/>	<input type="checkbox"/>
None	<input type="checkbox"/>	<input type="checkbox"/>
Don't know	<input type="checkbox"/>	<input type="checkbox"/>

2. Adjustment of Salary Structures

On average, how often does your institution adjust its salary structures for mid-level administrative and professional positions?

	Exempt	Non-Exempt
Every year	<input type="checkbox"/>	<input type="checkbox"/>
Every 2 years	<input type="checkbox"/>	<input type="checkbox"/>
Every 3 years	<input type="checkbox"/>	<input type="checkbox"/>
Every 4 years	<input type="checkbox"/>	<input type="checkbox"/>
Every 5 years	<input type="checkbox"/>	<input type="checkbox"/>
Every 6 – 10 years	<input type="checkbox"/>	<input type="checkbox"/>
No set timeframe	<input type="checkbox"/>	<input type="checkbox"/>
Don't know	<input type="checkbox"/>	<input type="checkbox"/>

3. Role of State Legislature

Does your state's legislature control the timing and amount of salary structure increases?

	Timing	Amount
Yes	<input type="checkbox"/>	<input type="checkbox"/>
No	<input type="checkbox"/>	<input type="checkbox"/>
Not applicable – private institution	<input type="checkbox"/>	<input type="checkbox"/>
Don't know	<input type="checkbox"/>	<input type="checkbox"/>

INSTRUCTIONS FOR ENTERING SALARY AND RATE STRUCTURE DATA FROM SURVEYS ONLINE

Internal Reference (Ref # on this document)

At your option, use the Internal Reference field to record your institution's identification number for a position.

FLSA

Select the FLSA classification of each position on which you are reporting salary data.

Annual Base Salary Data

If a position has:

- One incumbent
Enter 1 as the number of incumbents and enter the employee's current salary in **only** the Average Annual Base Salary field.
- More than one incumbent
Enter the number of incumbents and the average salary for all employees, the lowest actual salary, and the highest actual salary.
- No incumbents, but had one or more incumbents during the prior academic year
Enter 1 as the Number of Incumbents, and enter salary data for the most recent incumbent in only the Average Annual Base Salary field.
- No incumbents since the beginning of the prior academic year
Do **not** report any data; do **not** enter 0 in the Number of Incumbents field; go to the next position.

Rate Structure Data

Enter the minimum, midpoint (if applicable), and maximum salary values. If your institution does not have rate/salary structures or uses broadbanding, leave these fields blank.

Click underlined column and row headings for additional instructions and definitions

THE POSITIONS: Note regarding FLSA Status: E = Exempt. NE = Nonexempt. Both = Both Exempt and Nonexempt in same category.

There are 17 new positions this year: **Photographer [134], Manager TV Station [174], Information Systems Security Analyst [345], Campus Minister [781], Farm Manager [892], and 12 sports specific coaching positions (football, baseball, men's basketball, women's basketball, and other).**

GENERAL ADMINISTRATION

Reference Librarian [100] Senior person responsible for facilitating access to information by students, faculty, and staff and for developing a collection of reference resources in all formats (including electronic format). Requires MLS degree. Formerly AdComp 203.50. Requires MLS degree.								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
Reference Specialist [101] With supervision from a senior staff member, maintains library reference information and assists students, staff and faculty in its retrieval. Maintains record keeping catalogs and systems; processes materials in accordance with departmental procedures; selects and orders documents to supplement library collections; manages acquisitions budget. Functional supervision of student employees. Bachelor's degree plus one year's library experience.								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
Catalog Librarian [102] Senior official responsible for providing descriptive records, subject headings, and classification numbers to make library materials accessible. Requires MLS degree. Formerly AdComp 203.60. Requires MLS degree.								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
Cataloging Specialist [103] With supervision from a senior staff member, catalogs materials and maintains bibliographic records. Evaluates bibliographic records in a variety of languages and creates bibliographic records for contribution to the Library of Congress database. Functional supervision of student employees. Bachelor's degree plus 2-3 years' library experience.								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
Buyer, Journey [111] Responsible for the procurement of supplies, materials, equipment, and services for campus departments. Reviews and processes requisitions. Determines vendor sources and product availability. Maintains contact with vendors and ensures compliance with contracts. Requires a bachelor's degree or equivalent plus 2-3 years' experience. This is not an entry-level position. (Journey Level/Fully Operational)								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
Buyer, Senior [112] Prepares complex bid investigations, evaluates bid proposals, and issues purchase orders. Confers with university departments regarding requirements, specifications, and deliveries. Advises departments on purchasing policies and procedures and provides vendor sources. May supervise technical/clerical support staff and/or provide lead supervision to lower-level buyers. Requires a bachelor's degree or equivalent plus 4-5 years' experience. Most senior level should be matched here. (Senior Specialist)								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max

Buyer, Supervisory [113] Under administrative direction, supervises buyers and performs the most complex and difficult purchasing functions. Reviews and approves purchase documentation from lower-level buyers. Incumbents are responsible for the efficient and effective operation of the procurement process within the purchasing unit and have full supervisory responsibility over lower-level buyers and support staff. Requires a bachelor's degree or equivalent plus 5-8 years' experience (Supervisor)								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
Public Information Specialist [121] Writes brochures and articles for publication. Prepares and disseminates information to the internal college and university community as well as to local and state media. Promotes and publicizes institutional activities and programs. Requires a bachelor's degree or equivalent plus 2-3 years' experience. Excludes sports information positions. (Journey Level/Fully Operational)								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
Shipping and Receiving Supervisor [125] Supervises the packaging and shipping of materials as finished goods. Ensures materials are shipped and received from appropriate vendors in a timely manner and according to specifications. Reviews receipt of all materials to ensure that purchase orders are open and the materials meet quality standards. May assist with developing operational methods and procedures. Requires journey-level training plus 5-8 years' related experience. (Supervisor)								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
Assistant Editor [129] Assists in the editing and proofing of manuscripts. May assist in the coordination of printing production. Assists in the review of material to assure proper language usage and punctuation. Requires a bachelor's degree in journalism or English or equivalent plus 2-3 years' related experience. (Journey Level/ Fully Operational)								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
Editor [130] Edits and processes publications through stages of manuscript and proof; may coordinate printing production. Works with author through stages of publication to ensure that standards and copyright requirements are met. Reviews material to assure proper language usage and punctuation. Requires a bachelor's degree in journalism or English or equivalent plus 2-3 years' editing experience. (Journey Level/Fully Operational)								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
Graphic Designer [131] Creates original designs and executes the artwork for publications. Conceptualizes design layout of finished art for reproduction and coordinates final production of finished product with printing department. Requires a bachelor's degree in commercial art or equivalent plus 2-3 years' experience in creative art work. (Journey Level /Fully Operational)								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
Writer [132] Writes brochures and articles for publication and/or technical/scientific material for manuals or journals. May assist in the writing aspects of proposal preparation and provide other technical assistance in manuscript writing. Requires a bachelor's degree in journalism or English plus 2-3 years' professional experience. (Journey Level/Fully Operational)								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max

Assistant Writer [133] Assists in the writing of brochures and articles for publication and/or technical/scientific material for manuals or journals. Under close supervision, may assist in aspects of proposal preparation and provide other technical assistance in manuscript writing. (Journey Level/Fully Operational)								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
Photographer [134] NEW Takes and develops photographs in black-and-white, color, and digitally. Operates computer and camera equipment related to digital photography. Requisitions, stores, and safeguards photographic equipment. Edits, renames, and archives digital images. Produces studio and location portraits. Provides photojournalism services. Familiar with digital imaging and computer programs related to photography.								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
Print Shop Supervisor [140] Supervises the institution's more difficult offset printing operations. Printing materials are produced by state-of-the-art multicolor printing presses. Schedules work to meet specified deadlines. Requires 5-8 years' experience, including supervision and/or management of a print shop. Excludes directors of hard cover text printing operations, university presses, and book binderies. (Supervisor)								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
Mail Services Supervisor [145] Responsible for supervising and performing work related to receiving, sorting, and distributing campus mail and U.S. mail. May also be responsible for other materials in and from central mail room. Responsible for establishing a schedule to pick up and deliver mail and maintaining a distribution list accordingly. Responsible for establishing and maintaining any special mail procedures, such as registered mail, bulk mail, etc. Requires journey-level training plus 5-8 years' related experience. (Supervisor)								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
Contract and Grant Specialist [150] Responsible for the coordination of pre-award and/or post-award activities relating to grant and contract proposals. Pre-award activities include assisting departmental faculty in the development, preparation, and submission of grant and contract proposals. Also ensures that all applications meet agency and university guidelines and published timetables and deadlines. Post-award activities include establishment of accounts in the financial accounting system, re-budgeting of funds, and making of changes to the award or expenditures. Requires a bachelor's degree or equivalent plus 2-3 years' related experience. (Journey Level/Fully Operational)								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
Evaluator [155] Responsible for the review, analysis, assessment, and processing of information, records and transcripts for determining academic credit and eligibility for degrees and specialized program designations. Requires at least six months of related experience.								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
Administrative Specialist [158] Performs a variety of professional and administrative duties in support of the day-to-day operations of a function, program, and/or department; assists in program planning and development; interprets, monitors, and analyzes information regarding operating policies and procedures; administers budgets; and coordinates academic and/or staff personnel matters. Resolves problems that have a significant impact on the overall goals of the department. Excludes nonexempt employees and departmental business officers. Requires 2-3 years' administrative support experience. This is not a secretarial position. (Journey Level/Fully Operational) Performs professional administrative support duties; not a secretarial position.								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max

Museum Curator [160] Determines the storage conditions and level of care for objects in the museum's collection. Designs and implements documentation, information retrieval, and storage systems to ensure safety and facilitate research use of collections. Responds to requests from the campus community and off-campus individuals and organizations to use the museum's research collections. Catalogues new collections; writes grant proposals and fund raising papers. Requires a bachelor's degree in anthropology, biology, geology, or related field or equivalent plus 4-5 years' experience in the conservation of textiles and objects and knowledge of computer use in museums. Advanced degree or equivalent apprenticeship program in museology or museum studies is preferred. Excludes the fine arts. (Senior Specialist)

Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
-------	-------------------	--------------	-----------------------	-------------------	--------------------	--------------------	--------------------	--------------------

Day Care Center Teacher [165] Responsible for providing day care classroom activities, including curriculum preparation. Interacts with parents and faculty to review curriculum and activities. Meets state license requirements. May require a bachelor's degree plus 2-3 years' experience. (Journey Level/Fully Operational)

Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
-------	-------------------	--------------	-----------------------	-------------------	--------------------	--------------------	--------------------	--------------------

Day Care Site Director [166] Responsible for the direction and supervision of day care center activities. Performs a variety of professional and administrative duties, including program administration and management of budgets, facilities, personnel, and special projects for a single site. Coordinates the childcare support services program with day care center teachers and other staff. Must meet state license requirements. May require a master's degree in early childhood education or related field. Requires 5-8 years' experience with child development programs. (Supervisor)

Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
-------	-------------------	--------------	-----------------------	-------------------	--------------------	--------------------	--------------------	--------------------

Producer/Director (Television) [170] Plans and develops programs and specials for broadcast presentation. Determines format, researches information, and prepares scripts. Directs the preparation of sets and equipment; schedules and contacts talent and special guests. Directs filming or broadcast sessions. Requires a bachelor's degree in broadcasting or equivalent plus 5-8 years' experience as a junior Producer/Director. Excludes general station managers. (Supervisor)

Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
-------	-------------------	--------------	-----------------------	-------------------	--------------------	--------------------	--------------------	--------------------

Program Manager (Television) [171] Supervises the selection of on-air programming consistent with audience, station, and educational objectives. Organizes the station program schedule. Researches and analyzes audience ratings. Approves the selection and purchase of regular and special programs for on-air broadcasting. Requires a bachelor's degree in radio and television communication or equivalent plus 4-5 years' experience in broadcasting. (Senior Specialist)

Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
-------	-------------------	--------------	-----------------------	-------------------	--------------------	--------------------	--------------------	--------------------

Television Engineer, Senior [172] Designs, modifies, repairs, and installs a variety of broadcasting equipment to ensure the quality of on-air operations. Ensures broadcasting equipment functions within FCC regulations. Requires an associate's degree in radio and television or electronics and FCC First Class license plus 4-5 years' experience in the maintenance and repair of broadcast equipment. (Senior Specialist)

Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
-------	-------------------	--------------	-----------------------	-------------------	--------------------	--------------------	--------------------	--------------------

Manager Fm Radio Station [173] Manages FM radio station operations, including programming, on-air functions, program production, broadcast negotiations, and studio equipment supervision. Requires a bachelor's degree and 5-8 years' related experience. (Supervisor)

Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
-------	-------------------	--------------	-----------------------	-------------------	--------------------	--------------------	--------------------	--------------------

Manager TV Station [174] NEW Manages TV station operations, including programming, on-air functions, program production, broadcast negotiations, and studio equipment supervision. Requires a bachelor's degree and 5-8 years' related experience. (Supervisor)

Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
-------	-------------------	--------------	-----------------------	-------------------	--------------------	--------------------	--------------------	--------------------

Staff Attorney [175] Official responsible for providing day-to-day advice and guidance to all elements of the institution, under supervision of the General Counsel. (Formerly AdComp 305.10)

Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
-------	-------------------	--------------	-----------------------	-------------------	--------------------	--------------------	--------------------	--------------------

Coordinator, Disability Services [179] Plans, directs, and oversees the administration of all programs and services ensuring compliance with ADA and provides leadership and consultation in promoting access and equity for persons with disabilities.

Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
-------	-------------------	--------------	-----------------------	-------------------	--------------------	--------------------	--------------------	--------------------

Training Specialist [180] Responsible for the design, modeling, testing, delivery, and evaluation of training programs of a highly technical or sophisticated nature and coordination of organizational and career consultation services. Requires a bachelor's degree or equivalent with major course work in instructional design, organizational behavior, human resource management, or related field plus 4-5 years' related experience in field of assignment. (Senior Specialist)

Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
-------	-------------------	--------------	-----------------------	-------------------	--------------------	--------------------	--------------------	--------------------

EEO/Affirmative Action Specialist [181] Responsible for implementing and maintaining equal opportunity and affirmative action programs. Investigates formal discrimination charges and develops responses. Requires a bachelor's degree in a related field or equivalent and 2-3 years' experience in personnel administration with 1 year in the area of EEO/Affirmative Action. (Journey Level/Fully Operational)

Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
-------	-------------------	--------------	-----------------------	-------------------	--------------------	--------------------	--------------------	--------------------

Employee Relations Analyst [182] Performs activities supporting the administration of employee relations programs, including those for professional and management positions. Activities may include drafting policies for review and approval, providing consultation, and performing analyses. Requires a bachelor's degree or equivalent plus 2-3 years' related experience. (Journey Level/Fully Operational)

Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
-------	-------------------	--------------	-----------------------	-------------------	--------------------	--------------------	--------------------	--------------------

Employee Relations Analyst, Senior [183] Responsible for the development, implementation, and administration of employee relations programs and policies. Advises and assists staff and/or faculty regarding human resource policies and procedures, such as grievance and disciplinary action. Requires a bachelor's degree or equivalent plus 4-5 years' related experience. (Senior Specialist)

Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
-------	-------------------	--------------	-----------------------	-------------------	--------------------	--------------------	--------------------	--------------------

Employee Relations Unit Supervisor [184] Supervises the development and implementation of employee relations policies and programs. Advises employees, supervisors, and managers regarding policy interpretation and ensures proper and consistent application of policies. Provides advice, counsel, and guidance to employees, supervisors, and managers regarding employee relations issues. Requires a bachelor's degree or equivalent plus 5-8 years' related experience. Supervisory experience preferred. (Supervisor)								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
Personnel Analyst [185] Performs a variety of analytical activities in personnel administration. Administers policies and programs covering several or all of the following: recruiting, compensation, benefits, training, employee and/or labor relations, safety, and personnel research. Requires a bachelor's degree or equivalent plus 2-3 years' related experience. Excludes entry-level analysts. (Journey Level/Fully Operational)								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
Personnel Analyst, Senior [186] Performs activities in various areas of personnel. May be expert in a particular field. Screens resumes and applications and may interview applicants. Counsels employees concerning work-related problems; maintains records for EEO/AAP reporting requirements. May write position descriptions, benefits brochures, and/or employee handbooks. Conducts research and analyzes data on assigned projects. May assist in the formulation of staffing plans and personnel policies and procedures. Requires a bachelor's degree or equivalent plus 4-5 years' related experience. (Senior Specialist)								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
Credential Analyst [187] Responsible for a broad range of credentialing functions that include reviewing, analyzing, evaluating, and processing applications for public school teaching credentials, certificates and permits. Serves as a campus resource and provides assistance, guidance and current information to students, members of the faculty, faculty committees and other interested parties on matters regarding the State and campus credentialing requirements. Requires at least one year of related experience.								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
Compensation Analyst [188] Performs activities in support of wage and salary programs. Conducts position audits, analyzes and evaluates jobs using established evaluation system, and recommends action concerning appropriate classification and pay level. May develop and revise job descriptions. Conducts wage and salary surveys and market analyses. Requires a bachelor's degree or equivalent plus 2-3 years' experience. Excludes entry-level analysts. (Journey Level/Fully Operational)								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
Compensation Analyst, Senior [189] Performs staff support activities to develop, implement, and administer compensation policies and programs. Formulates recommendations regarding development and updating of salary structure(s), FLSA exemptions, job revisions, organizational structures, etc. May prepare special studies in a given compensation area, such as incentive compensation. Requires a bachelor's degree or equivalent plus 4-5 years' related experience. (Senior Specialist)								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
Compensation/Classification Unit Supervisor [190] Supervises the development, implementation, and maintenance of compensation/classification policies and programs. Prepares job descriptions and conducts job evaluations and salary surveys. Prepares policies and procedures to ensure the achievement of equitable and competitive employee compensation and classification. Maintains knowledge of federal and state legislation that may affect compensation and classification policies. Requires a bachelor's degree or equivalent plus 5-8 years' related experience. Supervisory experience preferred. (Supervisor)								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max

Benefits Specialist [191] Counsels employees regarding routine benefits programs, including pre-retirement planning, insurance programs, death benefits, and workers' compensation. Publicizes benefits programs; conducts individual orientation sessions and group benefits reviews. Maintains benefits records and prepares necessary documents for implementing coverage. Requires a bachelor's degree or equivalent plus 2-3 years' experience. Excludes entry-level analysts. (Journey Level/Fully Operational)								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
Benefits Specialist, Senior [192] Responsible for the administration of complex benefits programs with regard to plan options, policy features, enrollment, and other requirements. May assist with planning, developing, and redesigning benefits and typically evaluates benefits costs. Ensures compliance with federal and state laws. Requires a bachelor's degree or equivalent plus 4-5 years' related experience. (Senior Specialist)								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
Benefits Unit Supervisor [193] Supervises the development, implementation, and maintenance of benefits programs, including vacation, holiday, time off, sick pay, unemployment, service awards, group health/medical/dental coverage, and life insurance. Ensures programs are current with regard to trends, practices, and costs. May supervise workers' compensation. May negotiate coverage, services, and costs with carriers. Requires a bachelor's degree or equivalent plus 5-8 years' experience. (Supervisor)								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
Labor Relations Analyst [194] Performs activities supporting the administration of labor relations programs and/or collective bargaining contract negotiations with unions representing faculty or staff groups. Activities may include drafting policies for review and approval, providing bargaining team support and analyses of proposals, and assisting in the preparation and administration of contracts. Requires a bachelor's degree or equivalent plus 2-3 years' related experience. (Journey Level/Fully Operational)								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
Labor Relations Analyst, Senior [195] Responsible for the development, implementation, and administration of labor relations programs and policies. Assists with collective bargaining contract negotiations, grievances, and arbitration. Prepares final contracts for review and approval. Requires a bachelor's degree or equivalent plus 4-5 years' related experience. (Senior Specialist)								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
Labor Relations Unit Supervisor [196] Supervises the development and implementation of labor relations policies and programs. Advises employees, supervisors, and managers regarding contract interpretation and ensures proper and consistent application of contract provisions. Provides advice, counsel, and guidance to employees, supervisors, and managers regarding labor relations issues, including union contract negotiations, grievances, and arbitration. Requires a bachelor's degree or equivalent plus 5-8 years' experience. Supervisory experience preferred. (Supervisor)								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
Employment Analyst [197] Performs activities supporting the recruitment, screening, and referral of exempt and nonexempt applicants for the university or college. Establishes and maintains liaison with external agencies and recruiting sources. Oversees the activities of the employee transfer process. Coordinates the placement of advertisements. Requires a bachelor's degree or equivalent plus 2-3 years' related experience. (Journey Level/Fully Operational)								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max

Employment Analyst, Senior [198] Responsibilities include developing, implementing, and/or maintaining employment programs. Interviews and screens applicants. Conducts reference checks. Develops and administers advertising campaigns and programs. Conducts research and analyzes data on assigned projects. Requires a bachelor's degree or equivalent plus 4-5 years' experience. (Senior Specialist)								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
Employment Unit Supervisor [199] Supervises the personnel staffing and planning functions. Ensures staffing requirements are met in accordance with governmental requirements. Oversees recruiters and employment analysts in staffing activities. May search for and identify candidates for highly specialized and difficult-to-attract positions. Maintains workforce planning system and provides guidance to management on union matters and/or affirmative action plans. Requires a bachelor's degree or equivalent plus 5-8 years' experience. (Supervisor)								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max

ACCOUNTING & FINANCE

Accountant [200] Applies generally accepted accounting principles and procedures in working with specialized accounting records and reports. Assembles and analyzes data and transactions, prepares statements and reports relating to an assigned area of responsibility. Requires a bachelor's degree or equivalent plus 2-3 years' experience in accounting procedures. (Journey Level/Fully Operational)								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
Accountant, Senior [201] Performs professional accounting work of a complex nature. Thoroughly understands institutional, state, and federal policies, procedures, and restrictions. Ensures compliance with generally accepted accounting principles in executing, analyzing, verifying, and reporting transactions of a fiscal nature. Advises management regarding the effective use of resources and methods to maximize earnings. Monitors records of past and present operations. May serve as a project leader on special projects. Requires a bachelor's degree in accounting, finance, or related field or equivalent plus 4-5 years' accounting experience. (Senior Specialist)								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
Accounting Unit Supervisor [202] Supervises accounting and clerical staff performing specialized or general accounting, statistical, or finance-oriented functions. Provides training and development of newly assigned or less experienced personnel. Provides for the accumulation of data and the preparation of financial reports, special projects, and analyses as needed. Advises management regarding the effective use of resources and methods to maximize earnings. Requires a bachelor's degree in accounting, finance, or related field or equivalent plus 5-8 years' experience in an accounting function. Supervisory experience preferred. Excludes controllers. (Supervisor)								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
Auditor [210] Conducts routine financial, operational, and compliance audits to ensure compliance with institution's financial policies and procedures. Reviews and evaluates internal controls and prepares audit reports recommending modification or establishment of new accounting procedures or systems. Requires a bachelor's degree in accounting or related field or equivalent plus 2-3 years' experience. This is not an entry-level position. (Journey Level/Fully Operational)								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max

Auditor, Senior [211] Examines and analyzes accounting records of the department or unit and prepares reports concerning its financial status and operating procedures. Reviews data regarding material assets, net worth, liabilities, capital stocks, surplus, income, and expenditures. Makes recommendations regarding changes in financial procedures. Develops audit reports and consults with departments concerning financial and accounting functions. Performs annual accounting closing functions, including observation of inventory, insertion of closing journal entries, and preparation of accounting statements. Requires a bachelor's degree in accounting or related field or equivalent plus 4-5 years' experience. (Senior Specialist)								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
Budget Analyst [220] Provides analytical support for routine budget projects. Advises administration and staff regarding available options and budgetary implications. Assists in preparation of operational budgets for departments; reviews expenditures to ensure conformance with budgetary provisions. Compiles data and prepares reports. Requires a bachelor's degree in accounting or finance or equivalent plus 2-3 years' financial and/or budgetary experience. (Journey Level/Fully Operational)								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
Budget Analyst, Senior [221] Provides analytical support for more complex budget projects. Prepares operational budgets for departments. Recommends changes to systems and procedures to ensure conformance with budgetary provisions. Requires a bachelor's degree in accounting or finance or equivalent plus 4-5 years' financial or budgetary experience. (Senior Specialist)								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
Budget Unit Supervisor [222] Supervises day-to-day budget unit activities. Oversees and participates in the most complex budget projects and deals directly with major department managers. Provides training and development of newly assigned or less experienced personnel. Provides for the preparation of budgetary reports, special projects, and analyses as needed. Requires a bachelor's degree in accounting or finance or equivalent plus 5-8 years' experience in an accounting function. Supervisory experience preferred. (Supervisor)								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
Department Business Manager (Small Unit) [230] Administers the business affairs of a small department. Develops and evaluates operating policies and procedures. Develops budgetary controls and prepares financial reports. Establishes priorities for major purchases. Requires a bachelor's degree in accounting, business administration or related field or equivalent plus 5-8 years' budgeting and accounting experience. (Supervisor)								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
Department Business Manager (Large Unit) [231] Administers business affairs of a large division. Prepares operating and project budget drafts. Directs control of board-approved budget, including collection, custody, disbursement, accounting, and auditing of all college funds. Monitors division/departmental budgets and reports any significant deviations from approved budgets. Responsible for supervising business support personnel. Requires a bachelor's degree in accounting or business administration or equivalent plus 5-8 years' related experience. (Supervisor)								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max

Head Cashier [250] May supervise and coordinate activities of subordinates engaged in receiving and paying out of money. Keeps detailed records of these transactions. Prepares financial reports. Safeguards funds and arranges transfer of funds to and from the bank. Typically requires a bachelor's degree in accounting or related field or equivalent plus 2-3 years' related experience. (Journey Level/Fully Operational) Prepares financial reports and safeguards funds; exclude cash register operators.								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
Collections Supervisor [260] Supervises and coordinates activities of workers engaged in collection of overdue loan payments from students. Reviews delinquent accounts to determine which individuals should be contacted. Discusses and consults with students regarding loan repayment schedules. Typically requires a bachelor's degree in business or related field or equivalent plus 2-3 years' related experience. (Journey Level/Fully Operational)								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max

INFORMATION SYSTEMS

Programmer Analyst [310] Designs data retrieval and management systems to meet user needs. Conducts feasibility studies, evaluates costs, analyzes user needs, designs in-house data processing systems or subsystems, programs the systems or subsystems, develops testing criteria, and establishes documentation to support the new systems. Requires a bachelor's degree in computer science or equivalent plus 2-3 years' direct programming experience. This is not an entry-level position. (Journey Level/Fully Operational)								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
Programmer Analyst, Senior [311] Designs data retrieval and management systems to meet user needs. Conducts feasibility studies, evaluates costs, analyzes user needs, designs in-house data processing systems or subsystems, programs the systems or subsystems, develops testing criteria, and establishes documentation to support the new systems. May serve as a project leader or be assigned to the more complex projects. Requires a bachelor's degree in computer science or equivalent plus 4-5 years' direct programming experience. This is the highest non-supervisory level position. (Senior Specialist)								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
Programmer Analyst, Supervisor [312] Supervises a unit of Programmer Analysts and/or Senior Programmer Analysts in the design of data retrieval and management systems to meet user needs. Conducts feasibility studies, evaluates costs, analyzes user needs, designs in-house data processing systems or subsystems, programs the systems or subsystems, develops testing criteria, and establishes documentation to support the new systems. Requires a bachelor's degree in computer science or equivalent plus 5-8 years' direct programming and 1-2 years' supervisory experience. (Supervisor)								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
Systems Programmer [320] Provides technical expertise on in-house operating system and equipment configurations, assists in development of hardware and software performance evaluations, recommends optimum equipment configurations, and implements and maintains the installation's in-house operating system and other system software. Audits the performance of in-house data processing systems activities. Requires a bachelor's degree in computer science or related field or equivalent plus 2-3 years' programmer analyst and computer operations experience. (Journey Level/Fully Operational)								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max

Systems Programmer, Senior [321] Provides technical guidance with regard to proper data processing methods and performance standards. Audits performance of in-house data processing system activities and provides means to improve performance. Evaluates software requirements, analyzes equipment capabilities, recommends optimum equipment configurations, and evaluates recommendations from lower-level system programmers. Implements and maintains the installation's in-house operating system. May assist in education and/or instruction of programmers; may serve as a project leader or be assigned to more complex projects. Requires a bachelor's degree in computer science or related field or equivalent plus 4-5 years' programmer analyst and computer operations experience, of which 3 years should be as a systems programmer. (Senior Specialist)								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
Systems Programmer, Supervisor [322] Supervises a unit of Systems Programmers and/or Senior Systems Programmers providing technical guidance with regard to proper data processing methods and performance standards. Audits performance of in-house data processing system activities and provides means to improve performance. Evaluates software requirements, analyzes equipment capabilities, recommends optimum equipment configurations, and evaluates recommendations from lower-level systems programmers. Implements and maintains the installation's in-house operating system. Educates and/or instructs lower-level systems programmers. Requires a bachelor's degree in computer science or equivalent plus 5-8 years' programmer analyst and computer operations experience, of which 5 years should be as a systems programmer, and 1-2 years' supervisory experience. (Supervisor)								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
Database Administrator (Mainframe) [330] Maintains effective and efficient operation of a mainframe computer database. Ensures database runs properly, keeps database current, makes access readily available and timely, and formulates and designs new database applications. Makes decisions regarding procedures for set up of, access to, and operation of database. Refers decisions relating to major policy changes or the purchase of new software to the supervisor. Requires a bachelor's degree in computer science or equivalent plus 2-3 years' related experience. (Journey Level/Fully Operational)								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
Local Area Network Specialist [340] Responsible for the operations of mini-computers or multiple smaller servers with terminals. Maintains effective and efficient operations of a Local Area computer communications Network (LAN). Ensures that the LAN runs smoothly and properly, maintains network security, makes access for authorized users readily available and timely, and designs new LAN applications. Makes decisions regarding procedures for set up of, access to, and operation of LAN. Refers decisions relating to major policy changes or the purchase of new hardware or software to the supervisor. Typically requires a bachelor's degree in computer science or equivalent plus 2-3 years' related experience. Excludes PC server group. (Journey Level/Fully Operational)								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
Information Systems Security Analyst [345] NEW Under general direction, participates in the development of network security policies, plans, and procedures; ensures that security policies are applied and maintained for network devices, remote access devices, firewalls, and servers; monitors and analyzes information related to network security.								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
Personal Computer Specialist [350] Responsible for the installation, repair, and preventive maintenance of personal computer and related systems. Performs installations, upgrades, and backups of software and hardware applications. Troubleshoots software and hardware failures and identifies network problems when they relate to personal computers. Requires 2-3 years' experience in personal computer support. (Journey Level/Fully Operational)								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max

Microcomputer Support Analyst [360] Combines the major duties and responsibilities defined in 340 and 350. Schedules and performs complex PC equipment configurations and software installations. Analyzes hardware and software problems and implements corrective actions. Performs Local Area Network (LAN) installation and administration.								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
Help Desk Manager [370] Responsible for development and implementation of technical support processes and procedures, evaluation and recommendation of Help Desk tools, development of Help Desk scripts, creation and publication of Help Desk materials and documentation, and design and implementation of reports to measure performance of Help Desk staff. May provide advice and assistance regarding PC- or network related problems.								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
Telecommunications Manager [380] Responsible for overseeing the implementation and administration of the institution's telecommunications system. Reports to Director, Telecommunications/Networking.								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
Web Master [390] Responsible for development and maintenance of the institution's Web site and creation and management of the site's content. Also responsible for selection and implementation of Web tools and resolution of performance issues such as speed of access. Monitors Web site use and trends.								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
Web Designer [391] Sets graphical and style standards for the institution's Web site. Works with other departments to design graphics and layout. Executes Web page design using a variety of software tools such as Adobe GoLive, Macromedia Dreamweaver, and Microsoft FrontPage.								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
Web Developer [392] Works with other departments to create Web page content. Responsible for development, maintenance, and documentation of program code and security of Internet-based applications. Uses programming languages such as HTML, JavaScript, and CGI scripting.								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
Digital Resources Manager [393] Provides media resources to students and faculty. Responsible for establishing links with external sources (Lexis-Nexus, etc) and making these resources available to students and faculty both on the LAN and outside the LAN on a secure channel. Also responsible for setting up search procedures to utilize these media databases. May also be responsible for scanning hard copy material into digital format for academic use.								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
Email Administrator: [394] Responsible for setup, administration, and security of email server(s) and software. Works closely with Network Administrator to determine appropriate firewall settings to ensure secure email transmissions externally. Also responsible for setting appropriate email policy within the organization.								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max

Network Administrator [395] Responsible for network connectivity, setup, and maintenance. Also responsible for remote VPN connections, network security (firewall protection), as well as WI-FI connectivity.

Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
-------	-------------------	--------------	-----------------------	-------------------	--------------------	--------------------	--------------------	--------------------

Database Administrator [396] Maintains effective and efficient operation of a server computer database. Ensures database runs properly, keeps database current, makes access readily available and timely, and formulates and designs new database applications. Makes decisions regarding procedures for set up of, access to, and operation of database. Requires a bachelor's degree in computer science or equivalent plus 2-3 years' related experience.

Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
-------	-------------------	--------------	-----------------------	-------------------	--------------------	--------------------	--------------------	--------------------

Systems Administrator [397] Installs, configures, monitors and maintains systems, including email and web servers. Monitors data integrity and system security.

Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
-------	-------------------	--------------	-----------------------	-------------------	--------------------	--------------------	--------------------	--------------------

Systems Analyst [398] Assists in the design and development of systems projects. Evaluates existing systems processes, software, and hardware configurations on a specified basis to determine effectiveness and identify changes and/or improvements to be made. May also be involved in systems documentation and training.

Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
-------	-------------------	--------------	-----------------------	-------------------	--------------------	--------------------	--------------------	--------------------

Systems Report Writer [399] Provides technical expertise, system coordination, and user support. These positions are often department-level technical positions that support the general reporting and systems needs of the department and also act as liaisons to IT&S on system modifications.

Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
-------	-------------------	--------------	-----------------------	-------------------	--------------------	--------------------	--------------------	--------------------

PHYSICAL PLANT & SECURITY

Assistant Police Chief [400] Assists the Chief of Police in planning and directing activities relating to campus security. Plans and develops a variety of campus security programs, including crime prevention, police personnel training, and criminal investigations. Requires P.O.S.T. certification plus 5-8 years' related experience. This is the highest-level uniformed officer. Excludes Chief of Police. (Supervisor)

Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
-------	-------------------	--------------	-----------------------	-------------------	--------------------	--------------------	--------------------	--------------------

Police Lieutenant [401] Directs activities relating to apprehension of criminals; protection of life and property; and enforcement of state laws, city ordinances, and university regulations. Provides protection and safety to staff, faculty, students, and campus visitors. Typically reports to the Assistant Police Chief. May head a special unit (e.g., emergency preparedness or investigations). Sworn officer. Requires P.O.S.T. certification plus 5-8 years' related experience. (Supervisor)

Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
-------	-------------------	--------------	-----------------------	-------------------	--------------------	--------------------	--------------------	--------------------

Police Sergeant [402] Has full-time supervisory responsibilities for a shift, program, unit, or task force. Supervisory duties may include making work assignments, monitoring and reporting work activities, and providing on-the-job training and assistance to subordinates. Requires graduation from P.O.S.T. academy, Basic Course Certificate, and several years' active law enforcement. (Supervisor)								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
Police Officer [403] Performs general patrol and operational police duties, such as making arrests and enforcing criminal codes and statutes; may assist in investigations or serve as a member of special teams or task forces. Carries a firearm. Requires enrollment in and/or completion of basic P.O.S.T. certification. Report base salary only. (Journey Level/Fully Operational) Report Security Guard as code 405.								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
Security Guard [405] Performs routine public safety duties in accordance with established guidelines. Responsibilities include patrolling assigned areas to ensure personal, building, and equipment security; warning violators of rule infractions; and enforcing traffic and parking violations.								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
Environmental Health and Safety Specialist [410] Coordinates comprehensive program of disposal of hazardous chemical waste materials or radiation safety. Conducts inspections of laboratories and facilities to ensure compliance with regulations and procedures. Provides training concerning hazardous materials and chemicals to faculty, staff, and students. Provides for the collection, storage, transportation, and shipping of hazardous waste. Requires a bachelor's degree in an appropriate scientific or engineering field or equivalent plus 4-5 years' related experience. Excludes health and safety or industrial hygienist positions. (Senior Specialist)								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
Safety Officer [420] Coordinates functions of a health and safety program, which may include workers' compensation and fire prevention. Activities include safety education, promotion of safety/health concerns, purchase and design of safety equipment, safety engineering, and accident reporting. Performs technical investigations and evaluations and provides regulations and technical consultation regarding health and safety issues to faculty and staff. Requires a bachelor's degree in appropriate scientific, engineering, or public health field or equivalent plus 4-5 years' experience. (Senior Specialist) Report Security Guard as code 405.								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
Skilled Crafts Supervisor [430] Directs and coordinates activities relating to one of the following areas: heating, ventilation, and air conditioning (HVAC); electrical; or plumbing. Plans and schedules projects and oversees activities of skilled workers. Ensures that work meets quality standards and complies with codes and regulations. Requires journey-level training plus 5-8 years' related experience. (Supervisor)								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
Coordinator Construction Projects [440] Coordinates projects involving major renovations and/or alterations to campus buildings. Serves as liaison among physical plant shops, campus departments, and external contractors for coordinating and scheduling construction projects (excludes new construction). Visits work site to determine necessary resources. Inspects projects to ensure compliance with specifications and standards. Typically requires a bachelor's degree in engineering or construction or equivalent plus 4-5 years' experience. (Senior Specialist)								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max

Architect [445] Performs architectural design, development, and management duties for a variety of construction renovation projects. Plans layout of project and integrates related engineering elements for the development of construction documents. Develops specifications, conducts materials research, and selects materials required for renovations and alterations. Reviews drawings and documents to ensure compliance with specifications and standards. Requires bachelor's degree in architectural engineering or equivalent plus 4-5 years' experience and appropriate certification or licensure. (Senior Specialist)								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
Facilities Utilization Planner [450] Assists in planning and coordinating campus-wide use of space and physical facilities. Maintains current floor plans and data on campus facilities. Receives and analyzes requests for space. Develops plans to maximize facility use. Makes space allocation recommendations to administration. May develop analytical studies in support of space or physical facility changes. Requires a bachelor's degree or equivalent plus 2-3 years' related experience. (Journey Level/Fully Operational)								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
Facilities Engineer [470] Assists in the design and retrofit of mechanical systems for campus buildings. Advises on mechanical problems and recommends solutions. May design new mechanical systems. Develops specifications and prepares cost estimates for the selection, application, and installation of mechanical equipment. Reviews mechanical plans submitted by outside consultants or architects. Ensures that mechanical systems comply with building codes, insurance stipulations, and OSHA requirements. Coordinates with contractors or installers of mechanical systems. Requires a bachelor's degree or equivalent plus 2-3 years' experience. (Journey Level/Fully Operational) Responsible for buildings' mechanical systems; not a custodial position.								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
Manager of Inventory [480] Responsible for the inventory records of all moveable university property, and operation of the university warehouse. Work is both administrative and managerial, with some degree of physical labor involved.								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max

EXTRACURRICULAR EVENTS

Assistant Athletic Trainer/Physical Therapist [508] Under the general supervision of the Head Athletic Trainer, provides physical therapy and assists in the prevention, care, and rehabilitation of athletic injuries. Provides trainer coverage of athletic activities, organizes orthopedic clinics, advises on prevention and care of athletic injuries, and team-teaches athletic training classes. Supervises student trainers. Requires a bachelor's degree in physical therapy and certification as an Athletic Trainer.								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
Head Athletic Trainer [509] Directs the athletic training program and supervises the training room. Coordinates medical coverage for athletic events. Supervises Assistant Athletic Trainers/Physical Therapists in the prevention, care, and rehabilitation of athletic injuries. Requires a master's degree in athletic training or related field and certification as an Athletic Trainer.								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max

Ticket Manager (Athletic Event) [510] Manages special event ticket operations and provides ticket services to those sponsoring and attending activities. Responsibilities include hiring and training personnel, conferring with event sponsors concerning ticket needs, preparing and supervising the mailing of ticket information, solving problems, maintaining control of money and tickets, and preparing audit statements. Requires a bachelor's degree in business or equivalent plus 5-8 years' related experience. (Supervisor)								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
Events Technical Services Coordinator [521] Facilitates production of events by coordinating with performing groups, arranging publicity, etc. Responsibilities include coordinating electrical, air conditioning, custodial, stage set-up, lighting, sound equipment, concessions, safety, security, medical, and personnel needs for each event. Approves expenditures. Requires a bachelor's degree in fine arts or drama or equivalent plus 2-3 years' related experience. (Journey Level/Fully Operational)								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
Intramural/Recreation Coordinator [530] Assists in planning and directing a comprehensive recreation program for students, faculty, and staff, including intramural and sports clubs. Responsible for some facilities management. Requires a bachelor's degree in recreation or related field or equivalent plus 2-3 years' related experience. (Journey Level/Fully Operational)								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
Head Coach-Football [540] NEW Plans and directs the activities of football team. Directs conditioning of student athletes to achieve maximum athletic performance, assesses players' skills and assigns team positions, evaluates own and opposition team capabilities to determine game strategy, coaches or directs coaches to instruct players in techniques of game, and directs recruitment and retention of student athletes. Requires a bachelor's degree in physical education, recreation, health, or related field or equivalent plus 4-5 years' experience as an assistant coach or high school head coach. Must have knowledge of NCAA rules and regulations.								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
Offensive Coordinator-Football [541] NEW Coordinates all aspects of team offense, assesses players' skills and assigns team positions, evaluates own and opposition team capabilities to determine game strategy, and coaches or directs coaches to instruct players in techniques of game. Requires a bachelor's degree in physical education, recreation, health, or related field or equivalent plus 4-5 years' experience as an assistant coach or high school head coach. Must have knowledge of NCAA rules and regulations.								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
Defensive Coordinator-Football [542] NEW Coordinates all aspects of team defense, assesses players' skills and assigns positions, evaluates own and opposition team capabilities to determine game strategy, instructs players in techniques of game, and assists with recruitment and retention of student athletes. Requires a bachelor's degree in physical education, recreation, health, or related field or equivalent plus 4-5 years' experience as an assistant coach or high school head coach. Must have knowledge of NCAA rules and regulations.								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max

Assistant Coach-Football [543] NEW Analyzes performance and instructs student athletes in game strategies and techniques to prepare them for athletic competition; observes players while they perform to determine need for individual or team improvement; and coaches players individually or in groups, demonstrating techniques. Requires a bachelor's degree in physical education, recreation, health, or related field or equivalent plus 4-5 years' experience with college-level program or as a high school head coach. Must have knowledge of NCAA rules and regulations.								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
Head Coach-Baseball [550] NEW Plans and directs the activities of baseball team. Directs conditioning of student athletes to achieve maximum athletic performance, assesses players' skills and assigns team positions, evaluates own and opposition team capabilities to determine game strategy, coaches or directs coaches to instruct players in techniques of game, and directs recruitment and retention of student athletes. Requires a bachelor's degree in physical education, recreation, health, or related field or equivalent plus 4-5 years' experience as an assistant coach or high school head coach. Must have knowledge of NCAA rules and regulations.								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
Assistant Coach-Baseball [551] NEW Analyzes performance and instructs student athletes in game strategies and techniques to prepare them for athletic competition; observes players while they perform to determine need for individual or team improvement; and coaches players individually or in groups, demonstrating techniques. Requires a bachelor's degree in physical education, recreation, health, or related field or equivalent plus 4-5 years' experience with college-level program or as a high school head coach. Must have knowledge of NCAA rules and regulations.								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
Head Coach-Men's Basketball [555] NEW Plans and directs the activities of men's basketball team. Directs conditioning of student athletes to achieve maximum athletic performance, assesses players' skills and assigns team positions, evaluates own and opposition team capabilities to determine game strategy, coaches or directs coaches to instruct players in techniques of game, and directs recruitment and retention of student athletes. Requires a bachelor's degree in physical education, recreation, health, or related field or equivalent plus 4-5 years' experience as an assistant coach or high school head coach. Must have knowledge of NCAA rules and regulations.								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
Assistant Coach-Men's Basketball [556] Analyzes performance and instructs student athletes in game strategies and techniques to prepare them for athletic competition; observes players while they perform to determine need for individual or team improvement; and coaches players individually or in groups, demonstrating techniques. Requires a bachelor's degree in physical education, recreation, health, or related field or equivalent plus 4-5 years' experience with college-level program or as a high school head coach. Must have knowledge of NCAA rules and regulations.								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
Head Coach-Women's Basketball [560] NEW Plans and directs the activities of women's basketball team. Directs conditioning of student athletes to achieve maximum athletic performance, assesses players' skills and assigns team positions, evaluates own and opposition team capabilities to determine game strategy, coaches or directs coaches to instruct players in techniques of game, and directs recruitment and retention of student athletes. Requires a bachelor's degree in physical education, recreation, health, or related field or equivalent plus 4-5 years' experience as an assistant coach or high school head coach. Must have knowledge of NCAA rules and regulations.								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max

Assistant Coach-Women's Basketball [561] NEW Analyzes performance and instructs student athletes in game strategies and techniques to prepare them for athletic competition; observes players while they perform to determine need for individual or team improvement; and coaches players individually or in groups, demonstrating techniques. Requires a bachelor's degree in physical education, recreation, health, or related field or equivalent plus 4-5 years' experience with college-level program or as a high school head coach. Must have knowledge of NCAA rules and regulations.								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
Head Coach-Other Sports [565] NEW Plans and directs the activities of athletic team. Directs conditioning of student athletes to achieve maximum athletic performance, assesses players' skills and assigns team positions, evaluates own and opposition team capabilities to determine game strategy, coaches or directs coaches to instruct players in techniques of game, and directs recruitment and retention of student athletes. Requires a bachelor's degree in physical education, recreation, health, or related field or equivalent plus 4-5 years' experience as an assistant coach or high school head coach. Must have knowledge of NCAA rules and regulations.								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
Assistant Coach-Other Sports [566] NEW Analyzes performance and instructs student athletes in game strategies and techniques to prepare them for athletic competition; observes players while they perform to determine need for individual or team improvement; and coaches players individually or in groups, demonstrating techniques. Requires a bachelor's degree in physical education, recreation, health, or related field or equivalent plus 4-5 years' experience with college-level program or as a high school head coach. Must have knowledge of NCAA rules and regulations.								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max

EXTERNAL AFFAIRS / STUDENT SERVICES

Annual Giving Officer [600] Under supervision of the Director, Annual Giving, assists in the administration and implementation of annual giving programs. Develops, oversees, and evaluates assigned area of the campaign; researches, visits, cultivates, solicits, and thanks prospective donors to annual fund; monitors content and substance of mailings to constituents and analyzes past responses; coordinates staff reunion development committees. May supervise support staff and/or a group of volunteers. Requires a bachelor's degree and 2-3 years' fundraising experience.								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
Alumni Relations Officer [610] Under supervision of the Director, Alumni Relations, assists in cultivating and broadening alumni interest in and financial support of the university. Develops, strengthens, and implements both campus and regional alumni programs; plans and implements major homecoming and reunion events. May supervise support staff and/or a group of volunteers. Requires a bachelor's degree and 1 year's related experience.								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
Coordinator, Resource Development [620] Organizes and oversees the institution's records relating to current and prospective donors, conducts research to discover prospects for gifts, and documents the association of these prospects with the college or university. Formerly AdComp 401.30.								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max

Major Gift Officers [630] Responsible for the identification, cultivation and solicitation of alumnae, parents, and friends of the institution capable of making gifts of \$50,000 or more.								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
Student Activities Officer [700] Under supervision of the office of Dean of Students, assists in the organization of student activities, which may include social events, Greek programs, student government/committees, newspaper, clubs, and organizations. Requires a bachelor's degree or equivalent plus 2-3 years' related experience. (Journey Level/Fully Operational)								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
Conference/ Workshop Education Coordinator (Continuing Education) [710] Coordinates activities involved in provision of conference and workshop services. Assists in the selection or design of workshops to be presented. Develops preliminary program budget. Coordinates registration process, including fee collection and payment of honorarium and conference expenses. Secures appropriate conference setting and arranges for auxiliary services, including lodging, meals, and transportation. Requires a bachelor's degree or equivalent plus 2-3 years' related experience. (Journey Level/Fully Operational)								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
Continuing\ Education Specialist [711] Responsible for planning and developing continuing education programs. Coordinates and manages the planning, design, and development of university level credit and non-credit courses. May include planning and development of workshops, certificate programs, seminars, and special events. Requires a bachelor's degree or equivalent plus 4-5 years' related experience. (Senior Specialist)								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
Academic Advisor/Counselor [720] Advises students concerning an appropriate academic schedule, choice of major, number of hours that may be taken, probation, and/or suspension. Contact may be on individual or group basis or be made by correspondence. No supervisory responsibilities. Requires a bachelor's degree in counseling or related field or equivalent plus 2-3 years' related experience. (Journey Level/Fully Operational) Exclude instructional faculty.								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
Student Career Counselor [721] Advises and counsels students concerning employment opportunities and careers. Encourages employers to recruit campus graduates. Conducts individual and group sessions to inform students of services, policies, and procedures and to provide assistance in resume preparation and interviewing techniques. Serves as liaison between employers and students; administers and coordinates activities associated with the campus interview program. Coordinates production of job opportunities bulletin and refers students to prospective employers. Requires a bachelor's degree or equivalent plus 2-3 years' related experience. (Journey Level/Fully Operational) Exclude instructional faculty.								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
Admissions Representative-High School Relations [722] Recruits freshmen and transfer students from high schools and community colleges. Makes presentations to student groups. Counsels students and parents regarding the admissions process. Requires a bachelor's degree or equivalent plus 2-3 years' related experience. (Journey Level/Fully Operational)								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max

Counseling Psychologist [730] Provides psychological and counseling services of a remedial, preventive, and developmental nature through direct and indirect (consultation) contacts with students, faculty, and staff (individually and in groups). Requires a Ph.D. in clinical/counseling psychology or a master's degree in clinical/counseling psychology plus 4-5 years' experience as a professional psychologist. Meets state licensing requirements. (Senior Specialist) Report 12-month FTE salary.								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
Counselor [731] Provides professional counseling to students on academic, financial, and personal matters. Provides individual and group therapy and counseling. Responsible for vocational testing and assessment, program development and evaluation, and outreach activities. Consults with academic departments and student affairs organizations. Requires a master's degree in counseling psychology or related field plus 4-5 years' experience. (Senior Specialist) Report Academic Advisor/Counselor as code 720; report 12-month FTE salary.								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
Cooperative Program Coordinator [740] Coordinates and administers a cooperative education program. Serves as the college or university representative on off-campus visits for the solicitation of cooperative jobs and scholarships from local and national firms and organizations. Interprets policies and procedures of cooperative programs for students and industry, interviews student applicants, and matches job/company to student. Requires a bachelor's degree or equivalent plus 2-3 years' experience. (Journey Level/Fully Operational)								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
Study Abroad Advisor [741] With supervision from the Director, provides advisory, referral, and information services to students, parents, and others interested in work, travel, or volunteer opportunities abroad. Provides, organizes, and implements materials and forums regarding overseas study opportunities and sources of financial aid; assists students in complying with registration and academic credit transfer requirements. May supervise support staff positions. Requires a bachelor's degree and 2 years' related professional experience.								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
Academic Support Center Coordinator [745] Plans programs and supervises individuals involved in proficiency/evaluation testing. Supervises special tutors for students with language barriers or students requiring remedial education in math or English. Maintains a liaison with academic deans and faculty. Advises and assists students in determining proficiency in college-level courses. Requires bachelor's degree or equivalent plus 2-3 years' related experience. (Journey Level/Fully Operational)								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
Financial Aid Counselor [750] Provides personal and financial aid application counseling to students and parents. Assists in the administration of the financial aid program. Makes decisions to award funds to students eligible for scholarships, grants, and college work-study. Responsible for auditing and reconciling financial aid accounts and packaging financial aid awards. Requires a bachelor's degree or equivalent plus 2-3 years' financial aid program experience and familiarity with relevant federal/state regulations. (Journey Level/Fully Operational)								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
Textbook Manager [760] Manages and coordinates activities of the textbook section of the bookstore. Buys textbooks required for academic classes and displays them for purchase by students. Assists in the formulation of policies and develops procedures regarding pricing, inventory, and sale of textbook and trade book items. Supervises the preparation and return of overstock and defective books and the valuation and repurchase of used books. Requires a bachelor's degree or equivalent plus 5-8 years' related experience. (Supervisor)								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max

Residence Hall Manager-Room and Board Included [770] Supervises and administers activities of a residence hall. Manager is given room and board at the residence hall as part of the employment package. Duties include oversight of maintenance and renovation, purchase and inventory of supplies, assignment of rooms and summer housing, housekeeping functions, and management of student conduct and discipline. Requires bachelor's degree or equivalent plus 4-5 years' related experience. Excludes Director of Housing and/or Student Residence. Report base salary only. (Supervisor) Room and board included in employment package; report 12-month FTE salary, exclude students.

Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
-------	-------------------	--------------	-----------------------	-------------------	--------------------	--------------------	--------------------	--------------------

Residence Hall Manager-Room and Board Not Included [771] Supervises and administers activities of a residence hall. Manager is not given room and board as part of the employment package. Duties include oversight of maintenance and renovation, purchase and inventory of supplies, assignment of rooms and summer housing, housekeeping functions, and management of student conduct and discipline. Requires bachelor's degree or equivalent plus 4-5 years' related experience. Excludes Director of Housing and/or Student Residence. (Supervisor) Room and board NOT included in employment package; report 12-month FTE salary, exclude students.

Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
-------	-------------------	--------------	-----------------------	-------------------	--------------------	--------------------	--------------------	--------------------

Food Service Manager (Unit) [780] Plans and coordinates activities involved in food service management, menu planning, and cafeteria management. Responsible for planning work schedules, staffing for operation, purchasing food and supplies, training employees in food service, food preparation, and maintenance of sanitary working conditions. May coordinate special ethnic and cultural food services events. Requires a bachelor's degree or equivalent plus 5- 8 years' related experience. Excludes Director of Food Services. (Supervisor)

Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
-------	-------------------	--------------	-----------------------	-------------------	--------------------	--------------------	--------------------	--------------------

Campus Minister [781] NEW Initiates and participates in community building and religious programming. Assesses the spiritual needs of students. Master's degree preferred.

Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
-------	-------------------	--------------	-----------------------	-------------------	--------------------	--------------------	--------------------	--------------------

ENGINEERING/RESEARCH, AGRICULTURE, MEDICAL

Electrical/Electronic Engineer [800] Conducts research and development activities related to the design, development, manufacture, modification, installation, and/or testing of electrical/electronic parts, components, equipment, and systems and the application of equipment and systems to new uses. Determines design approaches and parameters, conducts tests, and evaluates results. Requires a bachelor's degree in electrical engineering plus 2-3 years' related experience. (Journey Level/Fully Operational)

Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
-------	-------------------	--------------	-----------------------	-------------------	--------------------	--------------------	--------------------	--------------------

Electrical/Electronic Engineer, Senior [801] Conducts research and development activities related to the design, development, manufacture, modification, installation, and/or testing of state-of-the-art electrical/electronic parts, components, equipment, and systems involved in cutting-edge scientific research and/or acts as a project leader in the engineering phase of a project, providing professional direction to and coordination of other engineers and technicians. Requires a bachelor's or master's degree in electrical engineering plus 4-5 years' professional engineering experience. (Senior Specialist)

Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
-------	-------------------	--------------	-----------------------	-------------------	--------------------	--------------------	--------------------	--------------------

Mechanical Engineer [810] Designs, modifies, tests, evaluates, manufactures, and installs mechanical parts, components, and equipment. Identifies operating and installation problems and recommends solutions. Prepares cost estimates and develops specifications for the selection, application, and installation of mechanical equipment. Requires a bachelor's degree in mechanical engineering plus 2-3 years' professional engineering experience. (Journey Level/Fully Operational)								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
Mechanical Engineer, Senior [811] Provides professional direction to and coordination of other engineers, technicians, and skilled trade employees in the design, testing, manufacture, installation, and repair of mechanical parts, components, and equipment. Identifies complex operating and installation problems and recommends and/or implements solutions. Requires a bachelor's or master's degree in mechanical engineering plus 4-5 years' professional engineering experience. (Senior Specialist)								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
Research Assistant- Natural/Physical Sciences [830] Intermediate-level professional in support of a project in a research discipline. Involved in leading lower-level professional and technical support staff or in complex scientific research. Performs complex data collection, reduction, and laboratory techniques requiring the use of independent judgment. Performs tests and analyses to determine procedures to be used and interprets results. Requires bachelor's degree in a research discipline plus 2-3 years' related experience. (Journey Level/Fully Operational)								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
Research Assistant, Senior-Natural/Physical Sciences [831] Performs senior-level professional research in support of a major research project. Acts as a project leader in directing and coordinating other research assistants and technicians. Supervises data collection, evaluation, and analysis. Assists faculty researchers or acts independently in the design of research projects, the development of methods and procedures, the preparation of research proposals, and the writing of research findings. Reports to faculty researcher or principal investigator. Requires bachelor's or master's degree in a research discipline plus 4-5 years' related experience. (Senior Specialist)								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
Research Assistant-Social/Behavioral Sciences [832] Intermediate-level professional in support of a project in a research discipline. Involved in leading lower-level professional and technical support staff or in complex scientific research. Performs complex data collection, reduction, and laboratory techniques requiring the use of independent judgment. Performs tests and analyses to determine procedures to be used and interprets results. Requires bachelor's degree in a research discipline plus 2-3 years' related experience. (Journey Level/Fully Operational)								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
Research Assistant, Senior-Social/Behavioral Sciences [833] Performs senior-level professional research in support of a major research project. Acts as a project leader, directing and coordinating other research assistants and technicians. Supervises data collection, evaluation, and analysis. Assists faculty researchers or acts independently in the design of research projects, the development of methods and procedures, the preparation of research proposals, and the writing of research findings. Reports to faculty researcher or principal investigator. Requires bachelor's or master's degree in a research discipline plus 4-5 years' related experience. (Senior Specialist)								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max

Lab Coordinator [850] Coordinates operational activities in a research laboratory, providing support services to researchers and technicians. Develops and implements policies, procedures, and standards for lab operations to ensure the efficiency, effectiveness, and quality control of the laboratory and compliance with federal, state, and university regulations and standards. Coordinates the ordering, inventory, storage, and maintenance of supplies, lab ware, and instruments essential to the operation of the lab. Requires a bachelor's degree in a physical science discipline or equivalent plus 2-3 years' technical/administrative experience in laboratory operations. (Journey Level/Fully Operational) Coordinates activities in a research lab; exclude instructional lab coordinators.

Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
-------	-------------------	--------------	-----------------------	-------------------	--------------------	--------------------	--------------------	--------------------

Laboratory Technician II [855] With supervision of faculty or a senior staff member, provides technical laboratory assistance. Collects specimens, sets up and performs experiments, and collects data; prepares support materials; compares and analyzes data; assists in writing reports; orders laboratory supplies; and maintains inventories. May supervise technical support staff and students. Requires a bachelor's degree in a related science and 1 year's laboratory experience.

Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
-------	-------------------	--------------	-----------------------	-------------------	--------------------	--------------------	--------------------	--------------------

Laboratory Technician IV [856] With supervision from a designated supervisor provides high-level technical laboratory assistance. Manages and performs experiments, orders equipment and supplies, assigns and reviews work of technical support staff in routine procedures, prepares support materials, and assists in the plan and design of protocols and experiments. May supervise technical staff and students. Requires a bachelor's degree in a related science and 4-5 years' laboratory experience.

Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
-------	-------------------	--------------	-----------------------	-------------------	--------------------	--------------------	--------------------	--------------------

Research Field Technician [860] With supervision from faculty or senior staff members, performs research activities in the field and in a laboratory. Collects specimens, sets up equipment, performs experiments, collects data, and monitors results; compiles and analyzes research data; maintains field and laboratory equipment and facilities. May supervise technical staff and students. Requires a bachelor's degree in a related science and 1-2 years' field experience.

Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
-------	-------------------	--------------	-----------------------	-------------------	--------------------	--------------------	--------------------	--------------------

Research Computer Specialist [865] With general supervision from faculty members, provides high-level consultation for and expertise with computer applications to scientific research problems. Consults with researchers to determine needs; performs computerized data processing operations and statistical analyses of research data; performs computing programming, debugging, and documentation; assists in interpretation and reporting of results. May supervise students. Requires a bachelor's degree in computer science or related field and 2-3 years' computer/research experience.

Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
-------	-------------------	--------------	-----------------------	-------------------	--------------------	--------------------	--------------------	--------------------

Electronic Technician Supervisor [880] Acts as supervisor, providing direction and coordination in the planning, layout, and construction of experimental and scientific equipment. Consults with faculty and engineers regarding design requirements. Evaluates system performance of new equipment. Instructs technicians in proper operation and maintenance instruments and equipment. Requires an associate's degree in electronics plus 5-8 years' related experience. (Supervisor)

Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
-------	-------------------	--------------	-----------------------	-------------------	--------------------	--------------------	--------------------	--------------------

Research Project Engineer [881] With direction from a designated supervisor, designs, develops, and maintains scientific research and teaching instrumentation. Builds sophisticated scientific equipment, provides technical advice, administers related budgets, and prepares protocols and reports. Requires a bachelor's degree in electrical or mechanical engineering or related field and 3 years' related experience.

Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
-------	-------------------	--------------	-----------------------	-------------------	--------------------	--------------------	--------------------	--------------------

Veterinarian [890] Provides professional veterinary services in support of researchers in the health, care, and breeding of animals and the administration of surgical procedures/methods to animals. Prescribes medications, establishes treatment modalities, and performs complex surgeries on animals. Reviews and approves animal care and experimentation protocols to ensure compliance with veterinary standards and statutory requirements. Requires doctorate in veterinary sciences plus 5-8 years' experience in providing veterinary services to a variety of animals. (Supervisor) Provides veterinary services in support of researchers; requires DVM degree.								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
Animal Care Manager [891] Responsible for directing the activities of the animal care unit. Assists in surgery and performs pre- and post-operative care as directed. Ensures maintenance of and adherence to standard operating procedures and protocols. Trains employees in proper lab techniques. Maintains quality checks on cleanliness of labs and animal rooms. Ensures care and maintenance of animals in the facility according to GLPs. Supervises animal technicians and support personnel. Requires bachelor's degree in animal science or veterinary sciences plus 5-8 years' experience with animal care and surgical techniques. (Supervisor) Directs the activities of the animal care unit.								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
Farm Manager [892] NEW Directs and coordinates all activities required for successful operation of the institution's farm; supervises professional farm staff and student workers. Responsible for livestock and crops; oversees crop production, planting, harvesting, marketing, and maintaining compliance with local, state and federal regulations where applicable. Responsible for selecting, purchasing and maintaining all farm equipment, and for training and assuring its safe operation. Responsible for maintaining all farm property and buildings, and for the farm's overall appearance. Assists in carrying out faculty plans for teaching, research and service on the farm. Maintains a farm enterprise accounting system; runs the farm as a business while operating within the institution's budget. Position may also involve maintaining close relations with the local agricultural community. Minimum requirements are a B.S. in Agriculture or a related field and 5 years experience.								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
Nurse Practitioner [900] Provides primary health care and nursing services in a student health center. Assesses, diagnoses, and treats minor illnesses and manages chronic health problems. Demonstrates evaluation and observation skills relied on by physicians in development and modification of treatment. Evaluates concepts, procedures, and program effectiveness. Requires a bachelor's degree, 4-5 years' related experience, and current state certification. (Senior Specialist) Provides primary care in student health center; report Director of Student Health as AdComp code 516.00.								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
Staff Nurse [901] With supervision from a nursing supervisor, provides outpatient general medical/surgical nursing care to students and personnel. Interviews and evaluates patients, makes judgments regarding patient assessment, provides for comprehensive patient education when treating patients, and participates in outreach programs. Requires a bachelor's degree in nursing and a current state RN license. Provides outpatient care to students and personnel; report Director of Student Health as AdComp code 516.00.								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
Staff Physician [902] With direction from a supervising physician, delivers health care, including direct patient care, consultation, and research. Assists with administrative activities; may participate in clinical research; may serve as athletic team physician. Supervises physician assistants, health profession students, and support staff. Requires an MD or DO degree, eligibility for state licensure, residency training, and/or 1-2 years' college health or private practice experience. Provides direct patient care; report Director of Student Health as AdComp code 515.00.								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
Clinical Research Nurse [910] With general supervision from a research director, administers and monitors treatment or research protocols. Instructs and counsels patients in research procedures, administers treatment procedures, monitors patients during procedures, and records and analyzes data. Requires an RN license and 3 years' nursing experience in the designated study area.								

Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max
<p>Pharmacist [920] Manages the on-campus pharmacy located in a student health center. Organizes dispensing and internal control procedures for all medications and drugs. Maintains full inventory. Orders, dispenses, and maintains control and security of narcotic drugs. Ensures compliance with government regulations concerning records, dispensing, and compounding. Provides drug information to physicians; tests drugs and advises on drug use. Approves financial transactions and sets prices. Requires a degree in pharmacy, 4-5 years' related experience, and current state license. (Senior Specialist) Manages on-campus pharmacy located in student health center.</p>								
Ref #	FLSA E NE Both	# Incumbents	Average Annual Salary	Low Annual Salary	High Annual Salary	Rate Structure Min	Rate Structure Mid	Rate Structure Max