



THE TEXAS A&M
UNIVERSITY SYSTEM

System Offices Pay Plan

2009-10

The Texas A&M University System Offices

Pay Plan

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Chapter 1

The Texas A&M University System Offices

Compensation Philosophy

Compensation Philosophy

The Texas A&M University System Offices are committed to providing excellence in leadership and service to the eleven academic institutions, seven state agencies and the Health Science Center under its corporate umbrella. As such, a dedicated, service-oriented and motivated work force is required to achieve the high purpose and ambitious goals set by the Board of Regents and the executive management team. While work force expectations equal or exceed those existing in a large, private-sector corporate environment, management must nonetheless be mindful of its obligation to be a good steward of the public trust in providing excellence in concert with wise fiscal management.

Both Board-appointed and professional administrative positions are recruited from the public and private sectors, generally with preference being given for higher education or governmental experience. Accordingly, the System Offices must strive to be competitive with salaries found in other large university systems and respectably competitive with private sector employers in Texas. Compensation for all positions should be reflective of the role and scope of the position, the responsibility assumed by the incumbent, the complexity of the job and the skills, experience and education required, as reflected in the relevant market. The System Offices must have a compensation schedule that will recruit, retain and reward persons of exemplary quality.

Federal and state laws regarding non-discrimination are aggressively followed and compensation policy or related personnel action of the System Offices shall be in strict compliance with law.

Chapter 2

The Texas A&M University System Offices

Salary Administration Policies and Procedures

Salary Administration Policies and Procedures

Applicability of Policy

This policy applies to all budgeted and nonstudent wage employees. Student worker compensation guidelines can be found in Chapter 8.

Summary of Salary Program

In accordance with The Texas A&M University System Offices' compensation philosophy, salary policies are based on the following principles:

- Salary rates should attract, retain and motivate highly qualified and effective individuals.
- Salary opportunities should be competitive with those offered for similar positions in comparable organizations within the applicable market area.
- Salary levels should ensure equity across organizational boundaries to reflect comparability of skill, responsibility, experience and education/training.
- Promotions should be based on the employee's experience, education/training, capabilities and performance.

Salary Program Administration

Human Resources is responsible for management of the salary program, including:

- Development of salary administration policies and procedures.
- Development and operation of a job evaluation system.
- Development and administration of a classification system and pay plan to include titles, pay grade assignment, pay structure, FLSA exemption designations, ORP/TRS eligibility, EEO category designations and other related information.
- Development of monetary and nonmonetary reward systems to include merit pay plans and other related programs.
- Development and maintenance of related documentation such as position descriptions, performance management tools and other management information reports.

Pay Plan Development and Administration

Pay Plan Structure/Principles

The basic premises on which the pay plan is developed are:

- Current market job comparisons are based on position descriptions provided by employees and managers, using the Position Description form.
- Three salary structures are used, consisting of a series of pay grades and salary ranges. The salary range for each grade provides competitive pay opportunities for each employee.
- A job classification or pay grade is developed to accommodate each job within the organization, based on market comparisons and internal equity comparisons.

Market Salary Data

Market salary data is collected annually by Human Resources. A sample of benchmark jobs is identified to assess rates paid in the marketplace for similar positions, based on overall job duties, responsibilities and minimum qualifications. Sources of market data include published surveys, special surveys conducted by Human Resources and published pay plans from other public university systems and state agencies.

Market is defined as that geographic area in which a position vacancy is normally advertised and from which candidates are most likely to be recruited.

Pay Plan Adjustments

The pay plan salary ranges may be adjusted on an annual basis depending on the availability of funds within the System Offices to make market adjustments. Human Resources' recommendations with regard to salary range or pay plan adjustments are submitted to the Chancellor for approval.

Internal Equity

Each department is responsible for monitoring and reporting to Human Resources any significant changes in job scope or responsibility. Such changes require revision of the Position Description. Any change in title and pay grade resulting from a review of the position will be submitted for approval.

Pay Grades

Job value, and thus a resulting pay grade assignment, will be determined by referencing salaries paid to similar jobs in the marketplace and blending those market values with internal job worth, department head input and comparisons made across departmental lines.

Chapter 3

The Texas A&M University System Offices

Salary Structure and Title Listings

Titles by Grade

Titles by Alphabetical Listing

Titles by Title Code

The Texas A&M University System Offices 2009-2010 Salary Structure

Grade	FLSA	Minimum			Midpoint			Maximum			Midpoint Differential	Range Spread
		Annual*	Monthly	Hourly	Annual*	Monthly	Hourly	Annual*	Monthly	Hourly		
15	E	\$118,080	\$9,840		\$147,612	\$12,301		\$177,132	\$14,761		15.0%	50.0%
	N	\$118,536		\$56.77	\$148,185		\$70.97	\$177,814		\$85.16		
14	E	\$102,672	\$8,556		\$128,352	\$10,696		\$154,020	\$12,835		15.0%	50.0%
	N	\$103,064		\$49.36	\$128,850		\$61.71	\$154,616		\$74.05		
13	E	\$89,292	\$7,441		\$111,636	\$9,303		\$133,944	\$11,162		15.0%	50.0%
	N	\$89,638		\$42.93	\$112,063		\$53.67	\$134,467		\$64.40		
12	E	\$77,628	\$6,469		\$97,056	\$8,088		\$116,460	\$9,705		15.0%	50.0%
	N	\$77,924		\$37.32	\$97,426		\$46.66	\$116,907		\$55.99		
11	E	\$67,536	\$5,628		\$84,420	\$7,035		\$101,292	\$8,441		15.1%	50.0%
	N	\$67,797		\$32.47	\$84,752		\$40.59	\$101,686		\$48.70		
10	E	\$58,680	\$4,890		\$73,356	\$6,113		\$88,020	\$7,335		14.9%	50.0%
	N	\$58,902		\$28.21	\$73,644		\$35.27	\$88,364		\$42.32		
9	E	\$51,048	\$4,254		\$63,816	\$5,318		\$76,560	\$6,380		14.5%	50.0%
	N	\$51,240		\$24.54	\$64,060		\$30.68	\$76,859		\$36.81		
8	E	\$44,592	\$3,716		\$55,740	\$4,645		\$66,888	\$5,574		14.5%	50.0%
	N	\$44,767		\$21.44	\$55,958		\$26.80	\$67,150		\$32.16		
7	E	\$38,940	\$3,245		\$48,672	\$4,056		\$58,404	\$4,867		14.5%	50.0%
	N	\$39,087		\$18.72	\$48,859		\$23.40	\$58,631		\$28.08		
6	E	\$33,984	\$2,832		\$42,492	\$3,541		\$50,976	\$4,248		14.0%	50.0%
	N	\$34,118		\$16.34	\$42,658		\$20.43	\$51,177		\$24.51		
5	E	\$29,808	\$2,484		\$37,272	\$3,106		\$44,724	\$3,727		14.0%	50.0%
	N	\$29,921		\$14.33	\$37,417		\$17.92	\$44,892		\$21.50		
4	E	\$26,148	\$2,179		\$32,700	\$2,725		\$39,228	\$3,269		14.0%	50.0%
	N	\$26,246		\$12.57	\$32,823		\$15.72	\$39,380		\$18.86		
3	E	\$22,944	\$1,912		\$28,680	\$2,390		\$34,404	\$2,867		13.0%	50.0%
	N	\$23,031		\$11.03	\$28,794		\$13.79	\$34,536		\$16.54		
2	E	\$20,304	\$1,692		\$25,380	\$2,115		\$30,456	\$2,538		13.0%	50.0%
	N	\$20,379		\$9.76	\$25,474		\$12.20	\$30,568		\$14.64		
1	E	\$17,976	\$1,498		\$22,464	\$1,872		\$26,952	\$2,246		12.0%	50.0%
	N	\$18,040		\$8.64	\$22,550		\$10.80	\$27,060		\$12.96		

E = Exempt

N = Nonexempt

Pay Ranges include Benefit Replacement Pay (BRP)

* Annual salaries for nonexempt positions are based on a 2,088 hour work year for fiscal year 2010. Annual salaries for exempt positions are based on an FTE monthly rate that does not change with the work hours in a fiscal year.

The Texas A&M University System Offices
Titles by Grade Listing

<u>TITLE CODE</u>	<u>JOB TITLE</u>	<u>FLSA STATUS*</u>	<u>GRADE</u>
0013	Office Assistant	N	1
0814	Claims Assistant	N	2
0005	Imaging Specialist	N	2
0014	Senior Office Assistant	N	2
0102	Accounting Assistant	N	3
0812	Benefits Assistant	N	3
0015	Office Associate	N	3
0815	Senior Claims Assistant	N	3
0103	Accounting Associate	N	4
0118	Equal Opportunity Coordinator	N	4
0119	HUB/Procurement Assistant	N	4
0117	Human Resources Assistant	N	4
0810	Insurance Specialist	N	4
0016	Senior Office Associate	N	4
0361	B/P/P Services Specialist	N	5
0811	Claims Adjuster	N	5
9569	Contract Compliance Coordinator	N	5
8733	Copilot	E	5
8734	Copilot I	E	5
0371	Documentation Analyst	N	5
8718	Electronic Mentor	N	5
8719	Electronic Mentoring Supervisor	N	5
9440	Employee Benefits Representative	N	5
8182	FAMIS Production Services Specialist	N	5
9437	Human Resources Representative	N	5
0017	Legal Secretary	N	5
0104	Supervisory Accounting Associate	N	5
9869	Accountant	E	6
9293	Administrative Assistant	N	6
8957	Assistant Director, Aircraft Operations	E	6
3200	Building Superintendent	N	6
9327	Buyer	E	6
8179	Communications Specialist	E	6
8730	Copilot II	E	6
3003	Drafter/Surveyor	N	6

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The Texas A&M University System Offices
Titles by Grade Listing

<u>TITLE CODE</u>	<u>JOB TITLE</u>	<u>FLSA STATUS*</u>	<u>GRADE</u>
9570	Events Coordinator	N	6
9315	Internal Auditor I	E	6
0050	Legal Assistant I	N	6
9820	Licensing Assistant	E	6
0054	Outside Counsel Coordinator/Law Librarian	N	6
9676	Risk Analyst	E	6
8971	Senior Insurance Specialist	E	6
9060	Treasury Associate	N	6
8183	Board Office Manager	E	7
8184	Board Operations Coordinator	E	7
9094	Construction Cost Accountant	E	7
8181	FAMIS Production Services Coordinator	E	7
9893	Instructional Designer	E	7
9326	Intermediate Accountant	E	7
9317	Internal Auditor II	E	7
8965	Investigative Auditor	E	7
0052	Legal Assistant II	N	7
0053	Legal Assistant II/Public Information	N	7
9567	Patent Services Coordinator	E	7
8983	Pilot I	E	7
9821	Project Coordinator	E	7
9851	Real Estate Analyst	E	7
9439	Retirement Coordinator	E	7
9017	Risk Management Coordinator	E	7
8180	Senior Communications Specialist	E	7
9568	Senior Employee Benefits Representative	E	7
8973	Senior Human Resources Representative	E	7
9149	System Planning and Policy Coordinator	E	7
9062	Treasury Analyst	E	7
8178	Web Developer	E	7
9066	Accounts Payable Supervisor	E	8
9002	Assistant to the Chancellor	E	8
9479	Assistant to the General Counsel	E	8
9096	Assistant to the Vice Chancellor	E	8
9065	Budget Analyst and Administrative Supervisor	E	8

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Titles by Grade Listing

<u>TITLE CODE</u>	<u>JOB TITLE</u>	<u>FLSA STATUS*</u>	<u>GRADE</u>
9560	Business Development Associate	E	8
9375	Construction Inspector	N	8
9577	Coordinator, Industry Alliances	E	8
9063	Financial Analyst	E	8
9436	Human Resources Administrator	E	8
9122	Information Systems Auditor	E	8
8984	Pilot II	E	8
9892	Senior Instructional Designer	E	8
9852	Senior Real Estate Analyst	E	8
9105	System Offices HUB Coordinator	E	8
8173	Asst Executive Secretary to the Board of Regents	E	9
8724	Coordinator of Distance Education Initiatives	E	9
8723	Coordinator of Education Initiatives	E	9
9790	Intellectual Property Manager	E	9
9324	Interior Designer	E	9
9819	Licensing Associate	E	9
9870	Manager, Business Office	E	9
9868	Manager, Fixed Asset and Cost Accounting	E	9
8985	Pilot III	E	9
9867	Senior Accountant	E	9
9463	Senior Construction Inspector	N	9
9316	Senior Internal Auditor	E	9
9318	Senior Investigative Auditor	E	9
9678	Senior Treasury Analyst	E	9
8601	System HUB Coordinator	E	9
8177	WCI Manager	E	9
9018	Assistant General Counsel I	E	10
9563	Business Development Manager	E	10
9154	Civil Construction Supervisor	E	10
9049	Construction Cost and Schedule Analyst	E	10
8917	Director, Development and Donor Relations	E	10
8970	Director, System Aircraft and Chief Pilot	E	10
9166	Electrical Construction Supervisor	E	10
9147	Employee Benefits Manager	E	10
8704	Environmental Manager	E	10

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The Texas A&M University System Offices
Titles by Grade Listing

<u>TITLE CODE</u>	<u>JOB TITLE</u>	<u>FLSA STATUS*</u>	<u>GRADE</u>
9561	Licensing Manager	E	10
9871	Manager, HUB and Procurement Programs	E	10
9487	Manager, Payroll Services	E	10
9458	Mechanical Construction Supervisor	E	10
9045	Planning Cost Analyst	E	10
9043	Project Planner	E	10
8916	Risk Manager	E	10
9679	Senior Academic Analyst	E	10
9677	Senior Financial Analyst	E	10
9123	Senior Information Systems Auditor	E	10
8680	Architectural Project Manager	E	11
9042	Assistant General Counsel II	E	11
9059	Construction Project Manager	E	11
9446	Internal Audit Manager	E	11
9445	Manager, Investigative Audit Services	E	11
8961	Manager, Management Information	E	11
8925	Manager, Planning, Compliance & Training	E	11
9822	Quality and Regulatory Compliance Manager	E	11
8966	Senior Manager of Accounting	E	11
9866	Senior Manager, Tax and Payroll	E	11
9041	Senior Project Planner	E	11
9028	Assistant General Counsel III	E	12
9020	Director of Communications	E	12
9562	Senior Licensing Manager	E	12
9046	System Civil Engineer	E	12
9032	System Electrical Engineer	E	12
9033	System Mechanical Engineer	E	12
9030	Area Manager Central	E	13
9040	Area Manager Engineering	E	13
9052	Area Manager HSC/Central	E	13
9026	Area Manager North	E	13
9039	Area Manager South	E	13
9027	Assistant General Counsel IV	E	13
8918	Director of Risk Management	E	13
8923	Director of Treasury Services	E	13

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Titles by Grade Listing

<u>TITLE CODE</u>	<u>JOB TITLE</u>	<u>FLSA STATUS*</u>	<u>GRADE</u>
9573	Director, Business Development	E	13
9575	Director, Commercialization Services	E	13
9650	Director, Equal Opportunity & Diversity	E	13
9864	Director, Human Resources	E	13
9574	Director, Licensing and Intellectual Property	E	13
9036	Comptroller	E	14
8996	Director of Business Computing Services	E	14
9023	Director of Project Controls	E	14
8741	Director of Project Delivery	E	14
9025	Director of Project Planning	E	14
8745	Director, Budgets and Analytical Services	E	14
9980	Director, Internal Audit	E	14
9056	Chief Patent Counsel	E	15
9572	Director, Industry Alliances	E	15

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The Texas A&M University System Offices
Titles by Alphabetical Listing

<u>TITLE CODE</u>	<u>JOB TITLE</u>	<u>FLSA STATUS*</u>	<u>GRADE</u>
9869	Accountant	E	6
0102	Accounting Assistant	N	3
0103	Accounting Associate	N	4
9066	Accounts Payable Supervisor	E	8
9293	Administrative Assistant	N	6
8680	Architectural Project Manager	E	11
9030	Area Manager Central	E	13
9040	Area Manager Engineering	E	13
9052	Area Manager HSC/Central	E	13
9026	Area Manager North	E	13
9039	Area Manager South	E	13
8957	Assistant Director, Aircraft Operations	E	6
9018	Assistant General Counsel I	E	10
9042	Assistant General Counsel II	E	11
9028	Assistant General Counsel III	E	12
9027	Assistant General Counsel IV	E	13
9002	Assistant to the Chancellor	E	8
9479	Assistant to the General Counsel	E	8
9096	Assistant to the Vice Chancellor	E	8
8173	Asst Executive Secretary to the Board of Regents	E	9
0361	B/P/P Services Specialist	N	5
0812	Benefits Assistant	N	3
8183	Board Office Manager	E	7
8184	Board Operations Coordinator	E	7
9065	Budget Analyst and Administrative Supervisor	E	8
3200	Building Superintendent	N	6
9560	Business Development Associate	E	8
9563	Business Development Manager	E	10
9327	Buyer	E	6
9056	Chief Patent Counsel	E	15
9154	Civil Construction Supervisor	E	10
0811	Claims Adjuster	N	5
0814	Claims Assistant	N	2
8179	Communications Specialist	E	6
9036	Comptroller	E	14

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Titles by Alphabetical Listing

<u>TITLE CODE</u>	<u>JOB TITLE</u>	<u>FLSA STATUS*</u>	<u>GRADE</u>
9094	Construction Cost Accountant	E	7
9049	Construction Cost and Schedule Analyst	E	10
9375	Construction Inspector	N	8
9059	Construction Project Manager	E	11
9569	Contract Compliance Coordinator	N	5
8724	Coordinator of Distance Education Initiatives	E	9
8723	Coordinator of Education Initiatives	E	9
9577	Coordinator, Industry Alliances	E	8
8733	Copilot	E	5
8734	Copilot I	E	5
8730	Copilot II	E	6
8996	Director of Business Computing Services	E	14
9020	Director of Communications	E	12
9023	Director of Project Controls	E	14
8741	Director of Project Delivery	E	14
9025	Director of Project Planning	E	14
8918	Director of Risk Management	E	13
8923	Director of Treasury Services	E	13
8745	Director, Budgets and Analytical Services	E	14
9573	Director, Business Development	E	13
9575	Director, Commercialization Services	E	13
8917	Director, Development and Donor Relations	E	10
9650	Director, Equal Opportunity & Diversity	E	13
9864	Director, Human Resources	E	13
9572	Director, Industry Alliances	E	15
9980	Director, Internal Audit	E	14
9574	Director, Licensing and Intellectual Property	E	13
8970	Director, System Aircraft and Chief Pilot	E	10
0371	Documentation Analyst	N	5
3003	Drafter/Surveyor	N	6
9166	Electrical Construction Supervisor	E	10
8718	Electronic Mentor	N	5
8719	Electronic Mentoring Supervisor	N	5
9147	Employee Benefits Manager	E	10
9440	Employee Benefits Representative	N	5

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Titles by Alphabetical Listing

<u>TITLE CODE</u>	<u>JOB TITLE</u>	<u>FLSA STATUS*</u>	<u>GRADE</u>
8704	Environmental Manager	E	10
0118	Equal Opportunity Coordinator	N	4
9570	Events Coordinator	N	6
8181	FAMIS Production Services Coordinator	E	7
8182	FAMIS Production Services Specialist	N	5
9063	Financial Analyst	E	8
0119	HUB/Procurement Assistant	N	4
9436	Human Resources Administrator	E	8
0117	Human Resources Assistant	N	4
9437	Human Resources Representative	N	5
0005	Imaging Specialist	N	2
9122	Information Systems Auditor	E	8
9893	Instructional Designer	E	7
0810	Insurance Specialist	N	4
9790	Intellectual Property Manager	E	9
9324	Interior Designer	E	9
9326	Intermediate Accountant	E	7
9446	Internal Audit Manager	E	11
9315	Internal Auditor I	E	6
9317	Internal Auditor II	E	7
8965	Investigative Auditor	E	7
0050	Legal Assistant I	N	6
0052	Legal Assistant II	N	7
0053	Legal Assistant II/Public Information	N	7
0017	Legal Secretary	N	5
9820	Licensing Assistant	E	6
9819	Licensing Associate	E	9
9561	Licensing Manager	E	10
9870	Manager, Business Office	E	9
9868	Manager, Fixed Asset and Cost Accounting	E	9
9871	Manager, HUB and Procurement Programs	E	10
9445	Manager, Investigative Audit Services	E	11
8961	Manager, Management Information	E	11
9487	Manager, Payroll Services	E	10
8925	Manager, Planning, Compliance & Training	E	11

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The Texas A&M University System Offices
Titles by Alphabetical Listing

<u>TITLE CODE</u>	<u>JOB TITLE</u>	<u>FLSA STATUS*</u>	<u>GRADE</u>
9458	Mechanical Construction Supervisor	E	10
0013	Office Assistant	N	1
0015	Office Associate	N	3
0054	Outside Counsel Coordinator/Law Librarian	N	6
9567	Patent Services Coordinator	E	7
8983	Pilot I	E	7
8984	Pilot II	E	8
8985	Pilot III	E	9
9045	Planning Cost Analyst	E	10
9821	Project Coordinator	E	7
9043	Project Planner	E	10
9822	Quality and Regulatory Compliance Manager	E	11
9851	Real Estate Analyst	E	7
9439	Retirement Coordinator	E	7
9676	Risk Analyst	E	6
9017	Risk Management Coordinator	E	7
8916	Risk Manager	E	10
9679	Senior Academic Analyst	E	10
9867	Senior Accountant	E	9
0815	Senior Claims Assistant	N	3
8180	Senior Communications Specialist	E	7
9463	Senior Construction Inspector	N	9
9568	Senior Employee Benefits Representative	E	7
9677	Senior Financial Analyst	E	10
8973	Senior Human Resources Representative	E	7
9123	Senior Information Systems Auditor	E	10
9892	Senior Instructional Designer	E	8
8971	Senior Insurance Specialist	E	6
9316	Senior Internal Auditor	E	9
9318	Senior Investigative Auditor	E	9
9562	Senior Licensing Manager	E	12
8966	Senior Manager of Accounting	E	11
9866	Senior Manager, Tax and Payroll	E	11
0014	Senior Office Assistant	N	2
0016	Senior Office Associate	N	4

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The Texas A&M University System Offices
Titles by Alphabetical Listing

<u>TITLE CODE</u>	<u>JOB TITLE</u>	<u>FLSA STATUS*</u>	<u>GRADE</u>
9041	Senior Project Planner	E	11
9852	Senior Real Estate Analyst	E	8
9678	Senior Treasury Analyst	E	9
0104	Supervisory Accounting Associate	N	5
9046	System Civil Engineer	E	12
9032	System Electrical Engineer	E	12
8601	System HUB Coordinator	E	9
9033	System Mechanical Engineer	E	12
9105	System Offices HUB Coordinator	E	8
9149	System Planning and Policy Coordinator	E	7
9062	Treasury Analyst	E	7
9060	Treasury Associate	N	6
8177	WCI Manager	E	9
8178	Web Developer	E	7

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The Texas A&M University System Offices
Titles by Title Code Listing

<u>TITLE CODE</u>	<u>JOB TITLE</u>	<u>FLSA STATUS*</u>	<u>GRADE</u>
0005	Imaging Specialist	N	2
0013	Office Assistant	N	1
0014	Senior Office Assistant	N	2
0015	Office Associate	N	3
0016	Senior Office Associate	N	4
0017	Legal Secretary	N	5
0050	Legal Assistant I	N	6
0052	Legal Assistant II	N	7
0053	Legal Assistant II/Public Information	N	7
0054	Outside Counsel Coordinator/Law Librarian	N	6
0102	Accounting Assistant	N	3
0103	Accounting Associate	N	4
0104	Supervisory Accounting Associate	N	5
0117	Human Resources Assistant	N	4
0118	Equal Opportunity Coordinator	N	4
0119	HUB/Procurement Assistant	N	4
0361	B/P/P Services Specialist	N	5
0371	Documentation Analyst	N	5
0810	Insurance Specialist	N	4
0811	Claims Adjuster	N	5
0812	Benefits Assistant	N	3
0814	Claims Assistant	N	2
0815	Senior Claims Assistant	N	3
3003	Drafter/Surveyor	N	6
3200	Building Superintendent	N	6
8173	Asst Executive Secretary to the Board of Regents	E	9
8177	WCI Manager	E	9
8178	Web Developer	E	7
8179	Communications Specialist	E	6
8180	Senior Communications Specialist	E	7
8181	FAMIS Production Services Coordinator	E	7
8182	FAMIS Production Services Specialist	N	5
8183	Board Office Manager	E	7
8184	Board Operations Coordinator	E	7
8601	System HUB Coordinator	E	9

E = Exempt N = Nonexempt

*The FLSA status of each position must be reviewed by System Human Resources to ensure compliance with Federal regulations. Therefore, the stated FLSA status may not apply to all positions using the same job title.

The Texas A&M University System Offices
Titles by Title Code Listing

<u>TITLE CODE</u>	<u>JOB TITLE</u>	<u>FLSA STATUS*</u>	<u>GRADE</u>
8680	Architectural Project Manager	E	11
8704	Environmental Manager	E	10
8718	Electronic Mentor	N	5
8719	Electronic Mentoring Supervisor	N	5
8723	Coordinator of Education Initiatives	E	9
8724	Coordinator of Distance Education Initiatives	E	9
8730	Copilot II	E	6
8733	Copilot	E	5
8734	Copilot I	E	5
8741	Director of Project Delivery	E	14
8745	Director, Budgets and Analytical Services	E	14
8916	Risk Manager	E	10
8917	Director, Development and Donor Relations	E	10
8918	Director of Risk Management	E	13
8923	Director of Treasury Services	E	13
8925	Manager, Planning, Compliance & Training	E	11
8957	Assistant Director, Aircraft Operations	E	6
8961	Manager, Management Information	E	11
8965	Investigative Auditor	E	7
8966	Senior Manager of Accounting	E	11
8970	Director, System Aircraft and Chief Pilot	E	10
8971	Senior Insurance Specialist	E	6
8973	Senior Human Resources Representative	E	7
8983	Pilot I	E	7
8984	Pilot II	E	8
8985	Pilot III	E	9
8996	Director of Business Computing Services	E	14
9002	Assistant to the Chancellor	E	8
9017	Risk Management Coordinator	E	7
9018	Assistant General Counsel I	E	10
9020	Director of Communications	E	12
9023	Director of Project Controls	E	14
9025	Director of Project Planning	E	14
9026	Area Manager North	E	13
9027	Assistant General Counsel IV	E	13

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The Texas A&M University System Offices
Titles by Title Code Listing

<u>TITLE CODE</u>	<u>JOB TITLE</u>	<u>FLSA STATUS*</u>	<u>GRADE</u>
9028	Assistant General Counsel III	E	12
9030	Area Manager Central	E	13
9032	System Electrical Engineer	E	12
9033	System Mechanical Engineer	E	12
9036	Comptroller	E	14
9039	Area Manager South	E	13
9040	Area Manager Engineering	E	13
9041	Senior Project Planner	E	11
9042	Assistant General Counsel II	E	11
9043	Project Planner	E	10
9045	Planning Cost Analyst	E	10
9046	System Civil Engineer	E	12
9049	Construction Cost and Schedule Analyst	E	10
9052	Area Manager HSC/Central	E	13
9056	Chief Patent Counsel	E	15
9059	Construction Project Manager	E	11
9060	Treasury Associate	N	6
9062	Treasury Analyst	E	7
9063	Financial Analyst	E	8
9065	Budget Analyst and Administrative Supervisor	E	8
9066	Accounts Payable Supervisor	E	8
9094	Construction Cost Accountant	E	7
9096	Assistant to the Vice Chancellor	E	8
9105	System Offices HUB Coordinator	E	8
9122	Information Systems Auditor	E	8
9123	Senior Information Systems Auditor	E	10
9147	Employee Benefits Manager	E	10
9149	System Planning and Policy Coordinator	E	7
9154	Civil Construction Supervisor	E	10
9166	Electrical Construction Supervisor	E	10
9293	Administrative Assistant	N	6
9315	Internal Auditor I	E	6
9316	Senior Internal Auditor	E	9
9317	Internal Auditor II	E	7
9318	Senior Investigative Auditor	E	9

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The Texas A&M University System Offices
Titles by Title Code Listing

<u>TITLE CODE</u>	<u>JOB TITLE</u>	<u>FLSA STATUS*</u>	<u>GRADE</u>
9324	Interior Designer	E	9
9326	Intermediate Accountant	E	7
9327	Buyer	E	6
9375	Construction Inspector	N	8
9436	Human Resources Administrator	E	8
9437	Human Resources Representative	N	5
9439	Retirement Coordinator	E	7
9440	Employee Benefits Representative	N	5
9445	Manager, Investigative Audit Services	E	11
9446	Internal Audit Manager	E	11
9458	Mechanical Construction Supervisor	E	10
9463	Senior Construction Inspector	N	9
9479	Assistant to the General Counsel	E	8
9487	Manager, Payroll Services	E	10
9560	Business Development Associate	E	8
9561	Licensing Manager	E	10
9562	Senior Licensing Manager	E	12
9563	Business Development Manager	E	10
9567	Patent Services Coordinator	E	7
9568	Senior Employee Benefits Representative	E	7
9569	Contract Compliance Coordinator	N	5
9570	Events Coordinator	N	6
9572	Director, Industry Alliances	E	15
9573	Director, Business Development	E	13
9574	Director, Licensing and Intellectual Property	E	13
9575	Director, Commercialization Services	E	13
9577	Coordinator, Industry Alliances	E	8
9650	Director, Equal Opportunity & Diversity	E	13
9676	Risk Analyst	E	6
9677	Senior Financial Analyst	E	10
9678	Senior Treasury Analyst	E	9
9679	Senior Academic Analyst	E	10
9790	Intellectual Property Manager	E	9
9819	Licensing Associate	E	9
9820	Licensing Assistant	E	6

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*The FLSA status of each position must be reviewed by System Human Resources to ensure compliance with Federal regulations. Therefore, the stated FLSA status may not apply to all positions using the same job title.

The Texas A&M University System Offices
Titles by Title Code Listing

<u>TITLE CODE</u>	<u>JOB TITLE</u>	<u>FLSA STATUS*</u>	<u>GRADE</u>
9821	Project Coordinator	E	7
9822	Quality and Regulatory Compliance Manager	E	11
9851	Real Estate Analyst	E	7
9852	Senior Real Estate Analyst	E	8
9864	Director, Human Resources	E	13
9866	Senior Manager, Tax and Payroll	E	11
9867	Senior Accountant	E	9
9868	Manager, Fixed Asset and Cost Accounting	E	9
9869	Accountant	E	6
9870	Manager, Business Office	E	9
9871	Manager, HUB and Procurement Programs	E	10
9892	Senior Instructional Designer	E	8
9893	Instructional Designer	E	7
9980	Director, Internal Audit	E	14

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Chapter 4

The Texas A&M University System Offices

Information Technology Salary Structure
and Title Listing

The Texas A&M University System Offices
2009-2010 Information Technology Salary Structure

Grade	FLSA	Minimum		Midpoint		Maximum		Midpoint Differential	Range Spread
		Annual*	Monthly	Annual*	Monthly	Annual*	Monthly		
IT9	E	\$84,696	\$7,058	\$102,852	\$8,571	\$120,996	\$10,083	12.5%	42.9%
IT8	E	\$75,288	\$6,274	\$91,428	\$7,619	\$107,556	\$8,963	12.5%	42.9%
IT7	E	\$66,924	\$5,577	\$81,276	\$6,773	\$95,616	\$7,968	12.5%	42.9%
IT6	E	\$59,496	\$4,958	\$72,252	\$6,021	\$84,996	\$7,083	12.5%	42.9%
IT5	E	\$52,884	\$4,407	\$64,224	\$5,352	\$75,552	\$6,296	12.5%	42.9%
IT4	E	\$47,016	\$3,918	\$57,096	\$4,758	\$67,164	\$5,597	12.5%	42.9%
IT3	E	\$41,796	\$3,483	\$50,760	\$4,230	\$59,712	\$4,976	12.5%	42.9%
IT2	E	\$37,152	\$3,096	\$45,120	\$3,760	\$53,076	\$4,423	12.5%	42.9%
IT1	E	\$33,024	\$2,752	\$40,108	\$3,342	\$47,184	\$3,932		42.9%

E = Exempt

Pay ranges include Benefit Replacement Pay (BRP)

*Annual salaries for exempt positions are based on an FTE monthly rate that does not change with the work hours in a fiscal year.

The Texas A&M University System Offices

Information Technology Titles by Grade

<u>TITLE CODE</u>	<u>JOB TITLE</u>	<u>FLSA STATUS*</u>	<u>GRADE</u>
0362	Microcomputer Coordinator	N	IT1
0370	Programming Assistant	N	IT1
9919	Applications Developer I	E	IT2
9918	Applications Developer II	E	IT2
9917	Applications Developer III	E	IT3
9098	Data Systems Administrator	E	IT3
8186	Documentation & Web Application Analyst	E	IT3
8974	Network Coordinator	E	IT3
9913	Database Administrator/Applications Developer	E	IT4
9916	Senior Applications Developer I	E	IT4
9915	Senior Applications Developer II	E	IT5
9912	Senior Database Administrator	E	IT5
9981	Senior Network Coordinator	E	IT5
8999	Manager, Microcomputers & Network Support	E	IT6
8922	Senior Business Analyst	E	IT6
9914	Senior Applications Developer III	E	IT7
8731	Lead Applications Developer	E	IT8
9044	Manager, BPP Operations Center	E	IT9
8954	Manager, Enterprise Software Initiatives	E	IT9
8732	Manager, FAMIS Services	E	IT9

E = Exempt N = Nonexempt

*The FLSA status of each position must be reviewed by Human Resource Services to ensure compliance with Federal regulations. Therefore, the stated FLSA status may not apply to all positions using the same job title.

Chapter 5

The Texas A&M University System Offices

Professional Functional Career Path Charts

Accounting
General Counsel
Information Technology
Internal Audit

**Professional Staff Functional Career Path
Accounting Position Series Chart**

System Offices Position Title	Experience Requirement	Education Requirement	Pay Grade
Accountant	1 year	Bachelor's Degree	6
Construction Cost Accountant	3 years	Bachelor's Degree	7
Intermediate Accountant	3 years	Bachelor's Degree	7
Accounts Payable Supervisor	5 years	Bachelor's Degree	8
Budget Analyst & Administrative Supervisor	5 years	Bachelor's Degree	8
Financial Analyst	3 years	Bachelor's Degree	8
Manager, Business Office	6 years	Bachelor's Degree	9
Manager, Fixed Asset and Cost Accounting	6 years	Bachelor's or Graduate Degree	9
Senior Accountant	5 years	Bachelor's Degree	9
Manager, Payroll Services	5 years	Bachelor's Degree	10
Senior Academic Analyst	5 years	Bachelor's Degree	10
Senior Financial Analyst	5 years	Bachelor's Degree	10
Manager, Management Information	8 years	Bachelor's Degree	11
Senior Manager of Accounting	7 years	Bachelor's or Graduate Degree	11
Senior Manager, Tax and Payroll	8 years	Bachelor's or Graduate Degree	11
Comptroller	10 years	Bachelor's Degree	14
Director, Budgets & Analytical Services	8 years	Bachelor's Degree	14

**Professional Staff Functional Career Path
General Counsel Position Series Chart**

System Offices Position Title	Experience Requirement	Education Requirement	Other	Pay Grade
Assistant General Counsel I	0 years	Bachelor's Degree plus LLB or JD	State Bar	10
Assistant General Counsel II	4 years	Bachelor's Degree plus LLB or JD	State Bar	11
Assistant General Counsel III	7 years	Bachelor's Degree plus LLB or JD	State Bar	12
Assistant General Counsel IV	10 years	Bachelor's Degree plus LLB or JD	State Bar	13

**Professional Staff Functional Career Path
Information Technology Position Series Chart**

System Offices Position Title	Experience Requirement	Education Requirement	Pay Grade
Microcomputer Coordinator	2 years	High School Diploma	IT1
Programming Assistant	1 year	Bachelor's Degree*	IT1
Applications Developer I	0 years	Bachelor's Degree*	IT2
Applications Developer II	1 year	Bachelor's Degree*	IT2
Applications Developer III	2 years	Bachelor's Degree*	IT3
Documentation and Web Application Analyst	2 years	Bachelor's Degree*	IT3
Network Coordinator	2 years	Bachelor's Degree*	IT3
Database Administrator and Applications Developer	2 years	Bachelor's Degree*	IT4
Senior Applications Developer I	3 years	Bachelor's Degree*	IT4
Senior Applications Developer II	5 years	Bachelor's Degree*	IT5
Senior Database Administrator	5 years	Bachelor's Degree*	IT5
Senior Network Coordinator	5 years	Bachelor's Degree*	IT5
Manager, Microcomputers & Network Support	5 years	Bachelor's Degree*	IT6
Senior Business Analyst	5 years	Bachelor's Degree*	IT6
Senior Applications Developer III	8 years	Bachelor's Degree*	IT7
Lead Applications Developer	10 years	Bachelor's Degree*	IT8
Manager, BPP Operations Center	10 years	Bachelor's Degree*	IT9
Manager, Enterprise Software Initiatives	10 years	Bachelor's Degree*	IT9
Manager, FAMIS Services	10 years	Bachelor's Degree*	IT9

* Equivalent experience (4 years) may be substituted for the required Bachelor's Degree.

**Professional Staff Functional Career Path
Internal Audit Position Series Chart**

System Offices Position Title	Experience Requirement	Education Requirement	Other	Pay Grade
Internal Auditor I	0 years	Bachelor's or Graduate Degree		6
Internal Auditor II	2 years*	Bachelor's or Graduate Degree		7
Investigative Auditor	2 years*	Bachelor's or Graduate Degree		7
Information Systems Auditor	3 years	Bachelor's or Graduate Degree		8
Senior Internal Auditor	5 years*	Bachelor's or Graduate Degree	CPA, CIA or CISA	9
Senior Investigative Auditor	5 years*	Bachelor's or Graduate Degree		9
Senior Information Systems Auditor	5 years	Bachelor's or Graduate Degree	CPA, CIA or CISA	10
Internal Audit Manager	8 years*	Bachelor's or Graduate Degree	CPA, CIA or CISA	11
Manager, Investigative Audit Services	8 years*	Bachelor's or Graduate Degree	CPA, CIA or CFE	11
Director, Internal Audit	10 years	Bachelor's Degree	CPA or CIA	14

* A graduate degree in a business-related field may be substituted for one year of experience.

Chapter 6

The Texas A&M University System Offices

Generic Position Descriptions for Selected Support Staff Titles

Office Assistant
Senior Office Assistant
Office Associate
Senior Office Associate

The Texas A&M University System Offices Generic Position Description

Title: Office Assistant
Title Code: 0013
Salary Grade: 1

SUMMARY

Performs routine receptionist and/or office support duties, including greeting callers and visitors, preparing correspondence, maintaining files and records, and handling incoming and outgoing mail.

DUTIES

- Answers phone using a multi-line phone system, routes calls and forwards messages. Greets and refers visitors.
- Prepares and proofreads correspondence, forms, reports and other documents.
- Opens and distributes incoming mail and assists in preparing outgoing mail.
- Schedules meetings and appointments.
- Compiles and analyzes data to create charts, graphs and tables.
- Assembles and distributes materials.
- Maintains fiscal or administrative records and files.
- Maintains office supplies as required.
- Performs other tasks such as maintaining computer databases and scheduling conference rooms.

EDUCATION

Required: High school graduation or equivalent combination of education and experience.

Preferred: Business courses at high school or college level.

EXPERIENCE

Required: None.

KNOWLEDGE, SKILLS AND ABILITIES

Excellent verbal and written communication skills. Basic skills in word processing, spreadsheet, database and other software. Knowledge of business correspondence formatting, grammar and punctuation.

OTHER REQUIREMENTS

Excellent punctuality and attendance.

The Texas A&M University System Offices Generic Position Description

Title: Senior Office Assistant
Title Code: 0014
Salary Grade: 2

SUMMARY

Performs general office support duties, including greeting callers and visitors, preparing and composing correspondence, maintaining files and records, and handling incoming and outgoing mail.

DUTIES

- Answers phone using a multi-line phone system, routes calls and forwards messages. Greets and refers visitors.
- Prepares and proofreads correspondence, forms, reports and other documents.
- Opens and distributes incoming mail and assists in preparing outgoing mail.
- Schedules meetings and appointments.
- Coordinates travel arrangements and prepares itineraries.
- Creates and maintains reports, databases and records.
- Compiles, tabulates and analyzes data and posts to relevant documents.
- Assembles and distributes materials.
- Maintains fiscal or administrative records and files.
- Keeps logs of work progress, paper flow and/or correspondence.
- Maintains office supplies as required.
- Performs other tasks such as maintaining computer databases and scheduling conference rooms.

EDUCATION

Required: High school graduation or equivalent combination of education and experience.
Preferred: Business courses at high school or college level.

EXPERIENCE

Required: Two years of office support experience.
Preferred: Office support experience in progressively responsible positions within the A&M System.

KNOWLEDGE, SKILLS AND ABILITIES

Excellent verbal and written communication skills. Basic skills in word processing, spreadsheet and other software. Comprehensive knowledge of business correspondence formatting, grammar and punctuation.

OTHER REQUIREMENTS

Excellent punctuality and attendance.

The Texas A&M University System Offices Generic Position Description

Title: Office Associate
Title Code: 0015
Salary Grade: 3

SUMMARY

Performs advanced office support duties. May coordinate the work of other support staff and/or student workers.

DUTIES

- Answers phone using a multi-line phone system, routes calls and forwards messages. Greets and refers visitors.
- Prepares and proofreads correspondence, forms, reports and other documents.
- Schedules and coordinates meetings and/or conferences, prepares agendas and collects/distributes presentation and meetings materials.
- Coordinates travel arrangements and prepares itineraries.
- Creates and maintains fiscal and administrative records, files and reports.
- Compiles, tabulates and analyzes data and posts to relevant documents.
- Creates and maintains fiscal and administrative records and files.
- Keeps logs of work progress, paper flow and/or correspondence.
- Responds to routine and non-routine inquiries regarding administrative policies, procedures and records.
- Maintains office supplies, inventory, equipment acquisition and disposal.
- Coordinates the work of support staff as appropriate.

EDUCATION

Required: High school graduation or equivalent combination of education and experience.
Preferred: Business courses at the college level.

EXPERIENCE

Required: Three years of office support experience.
Preferred: Office support experience in progressively responsible positions within the A&M System.

KNOWLEDGE, SKILLS AND ABILITIES

Excellent verbal and written communication skills. Advanced skills in word processing, spreadsheet, database and other software. Advanced knowledge of business correspondence formatting, grammar and punctuation.

The Texas A&M University System Offices Generic Position Description

Title: Senior Office Associate
Title Code: 0016
Salary Grade: 4

SUMMARY

Performs advanced office support duties. May supervise the work of other support staff and/or student workers.

DUTIES

- Answers phone using a multi-line phone system, routes calls and forwards messages. Greets and refers visitors.
- Prepares and proofreads correspondence, forms, reports and other documents.
- Schedules and coordinates meetings and/or conferences, prepares agendas and collects/distributes presentation and meeting materials.
- Makes and coordinates travel arrangements and prepares itineraries.
- Organizes and maintains fiscal and administrative records, files and reports, including spreadsheet and database files.
- Handles confidential matters and refers questions to appropriate personnel in the absence of the supervisor.
- Responds to routine and non-routine inquiries regarding administrative policies, procedures and records.
- Makes recommendations for process improvements, administrative changes and/or operating procedures. Provides guidance to staff regarding processes.
- Maintains office supplies, inventory, equipment acquisition and disposal.
- Supervises the work of support staff as appropriate.

EDUCATION

Required: High school graduation or equivalent combination of education and experience.
Preferred: Business college courses, associate's degree or bachelor's degree.

EXPERIENCE

Required: Five years of office support experience.
Preferred: Office support experience in progressively responsible positions within the A&M System.

KNOWLEDGE, SKILLS AND ABILITIES

Excellent verbal and written communication skills. Advanced skills in word processing, spreadsheet, database and other software. Excellent knowledge of business correspondence formatting, grammar and punctuation.

Chapter 7

The Texas A&M University System Offices

Student Worker Salary Structure and Position Descriptions

The Texas A&M University System Offices
2009-2010 Student Employee Salary Structure

<u>Title Code</u>	<u>Title</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
7560	Federal/College Work Study Student	(match to appropriate rate below)		
7561	Student Worker I	7.25	8.25	9.25
7567	Non-Affiliated Student Worker I	7.25	8.25	9.25
7562	Student Worker II	7.35	8.35	9.35
7568	Non-Affiliated Student Worker II	7.35	8.35	9.35
7563	Student Worker III	7.45	8.45	9.45
7569	Non-Affiliated Student Worker III	7.45	8.45	9.45
7564	Student Worker IV	7.55	8.55	9.55
7570	Non-Affiliated Student Worker IV	7.55	8.55	9.55
7565	Student Technician I	7.60	8.68	9.75
7571	Non-Affiliated Student Technician I	7.60	8.68	9.75
7574	Student Technician II	7.65	8.83	10.00
7575	Non-Affiliated Student Technician II	7.65	8.83	10.00

Student Worker Position Descriptions

The System Offices have established six levels of student worker positions, which differ by the type of duties performed, skills needed and demands of the specific job. These descriptions are provided in the interest of internal equity and will be effective only to the extent to which they are consistently applied.

A student worker who is attending a college other than Texas A&M University in College Station *must* be assigned a non-affiliated title and title code. Regular student worker titles and title codes *must* be assigned to student workers attending Texas A&M University in College Station.

7561 Student Worker I

7567 Non-Affiliated Student Worker I

Typical duties include answering and routing phone calls for a small group of employees, opening and routing mail, routine filing, simple typing or data entry, assembling and binding reports, hand-delivering correspondence or reports to other offices, assisting with inventory, etc. Constant supervision is required.

7562 Student Worker II

7568 Non-Affiliated Student Worker II

Typical duties include all of the duties listed for Student Worker I plus answering and routing calls for an entire office, opening, sorting and routing mail, heavy routine filing, routine typing or data entry, preparing simple reports on a personal computer, hand-delivering confidential reports to other offices, etc. Regular supervision is required.

7563 Student Worker III

7569 Non-Affiliated Student Worker III

Typical duties include answering routine telephone inquiries, drafting routine correspondence, preparing reports on a personal computer, analyzing simple data sets, complex filing, modifying simple computer programs, maintaining simple computer equipment and peripherals, etc. Students at this level require direction on a task-by-task basis supplemented by spot checks for accuracy.

7564 Student Worker IV

7570 Non-Affiliated Student Worker IV

Typical duties include exercising judgment in the preparation of non-routine correspondence, preparing technical reports with graphics on a personal computer, analyzing data sets, researching and synthesizing data into recommendations, assisting in the design, development and maintenance of computer networks, developing computer applications, etc. At this level, students require little direct supervision.

7565 Student Technician I**7571 Non-Affiliated Student Technician I**

Typical duties include exercising judgement in the preparation of complex correspondence, applying complex procedures in drafting recommendations, serving as the "in-house-expert" for a software application program, designing, developing and maintaining computer networks, developing complex computer applications, training new staff in the use of computer networks and software, creation of complex computer graphics, development of multimedia computer presentations, etc. Students at this level would require, after an initial orientation period, about the same level of supervision as budgeted paraprofessional staff.

7574 Student Technician II**7575 Non-Affiliated Student Technician II**

Typical duties would be approximately the same as those assigned to an entry-level technician or paraprofessional in the same office, including assuming responsibility for planning, implementing and evaluating projects, coordinating special assignments with networks, extensive software training, substituting for budgeted staff during short periods of absence, leaves, etc. Students at this level would require the same level of supervision as budgeted paraprofessional or entry-level professional staff.

7560 Federal/State College Work Study Student Worker

This title is used for students approved for the College Work Study Program. Job duties and rate of pay should coincide with one of the six position descriptions detailed above.