

Career Group Concept & Illustrative Examples of Work

Institutional Support

(To Replace: UH Assistant to the IFA Director, UH Administrative Officer I-VII,
 UH Institutional Analyst I-IV,
 UH Associate Director of Technology Transfer and Economic Development,
 UH Associate Director for Career & Technology Education,
 UH Alumni Affairs Specialist VI, UH Budget Specialist I-VI,
 UH Program & Budget Manager, UH Capital Improvements Program Officer,
 UH Procurement & Property Management Specialist I-VI,
 UH Associate Director of Procurement Real Property and Risk Management,
 UH Risk Management Officer, UH Personnel Officer I - VI,
 UH Fiscal Accounting Specialist I-VI, UH Payroll Officer,
 UH Disbursing & Payroll Manager, UH Internal Auditor I-V,
 UH Property & Fund Manager and
 UH Administrative & Fiscal Support Specialist)

Career Group Concept:

The Institutional Support Career Group consists of positions that perform, manage and direct a variety of administrative and business functions, e.g., budget, finance, facilities, procurement, information technology, office services/systems, and human resources, and/or analytical work related to program organization and operations that may include the development and application of performance measures, preparation and execution of policies, procedures and rules, data collection and execution of statistical analyses, preparation, execution and reconciliation of operating budgets and/or conduct of institutional research. Positions in the Career Group range from entry level practitioner positions to positions of subject matter experts and/or program managers/administrators with responsibility to direct and oversee programmatic policies, program operations to include strategic planning, program development and service delivery.

Illustrative Examples of Work:

Note: The “Illustrative Examples of Work” are intended to serve as guides - not absolute standards. A position may be assigned to this Career Group when it meets the Career Group Concept and the majority of the position’s work time is associated with the performance of some of the described duties and responsibilities performed by positions in the Career Group.

General Administration: Collects statistical data to prepare various administrative reports relating to program operations and administration; prepares, reviews and/or audits

Career Group Concept & Illustrative Examples of Work

personnel transactions and analyzes staffing patterns; prepares, reviews and analyzes the feasibility of project proposals; prepares, executes, and controls expenditures and reconciles program budgets; accounts for a variety of financial transactions that may include the conduct of end-of-year-period cash, funds flow analyses, income statements, balance sheets and other financial reports; administers purchasing policies and regulations; provides technical advice, interpretations and/or makes effective recommendations regarding applicable policies, procedures and other administrative requirements to administrators, faculty and staff; serves as the principal or chief administrative officer of a program that requires the analysis, drafting, revision, and implementation of internal control procedures and systems; plans, directs and supervises program operations to include the promulgation, implementation, interpretation and maintenance of policies, procedures, practices and systems; and supervises subordinate level professional, technical and/or clerical personnel.

Analysis (Research and/or Institutional): Performs a variety of duties associated with conducting research studies and analysis of academic and administrative programs and services; defines strategies, methodologies and procedures for the analysis of research projects; plans directs and supervises program operations to include the promulgation, implementation, interpretation and maintenance of policies, procedures, practices and systems; participates in the development of design specifications and project management functions for the update and maintenance of existing and new database systems; participates in the planning, direction and management of the development and design of major management information warehouses; directs administrative analysis and program design, development and testing; supervisors subordinate level professional, technical and/or clerical personnel.

Alumni Affairs: Participates in the administration of an alumni affairs program and its associated activities involving the conduct of studies, data collections, investigations and analyses relating to alumni activities and based on results prepares written reports or responses; plans, directs and supervises program operations to include the promulgation, implementation, interpretation and maintenance of policies, procedures, practices and systems; and supervises subordinate level professional, technical and/or clerical personnel.

Budgeting (Operating and/or Capital Improvements): Reviews, analyzes, evaluates and develops short and long-range budget (operating and/or capital improvements) proposals, budget (operating and/or capital improvements) requests, proposed expenditure plans, staffing requests/ requirements, program justifications and evaluations in the context of established legislative decisions, State and University policies, guidelines or instructions and program needs; prepares and executes budgets for extramurally funded

Career Group Concept & Illustrative Examples of Work

projects and/or programs; interprets and advises to include the development of options/alternatives and recommendations on budget policies, procedures, e.g., fund transfers, and instructions; maintains budget (operating and/or capital improvements) account information in accordance with established instructions and guidelines and operating instructions while coordinating the execution of a budget including the setting and application of performance standards and needs indices; conducts program analyses, evaluations and studies of long-range goals, objectives, budget (operating and/or capital improvements) instructions, program objectives, costs, measures of effectiveness, fund use, program size indicators that may require the collection of statistical data from existing files, records or data from other sources; prepares budget related reports, procedures, instructions, interpretative materials, correspondence, testimony and informational materials; prepare income and statements of financial condition of programs, cash and fund flow statements, income statements and determinations of minimum cash requirements; plans, directs and supervises program operations to include the promulgation, implementation, interpretation and maintenance of policies, procedures, practices and systems; and supervise subordinate level professional, technical and/or clerical personnel.

Procurement: Authorizes purchases of “off-the-shelf” goods and services from informal open-market methods; prepares and issues purchase orders, requisitions, invitations to bid, bid specifications, technical specifications or requests for quotations; contracts for goods, services, construction (building and facilities) and electronic data processing equipment and systems; administers complete bid cycles to include preparation of bid specifications, solicitation of bids, evaluation of bids including cost analysis, award of contracts, contract administration, monitoring vendor performance, termination of contracts and recommends claim settlements; negotiates pricing, performance and special optional provisions while protecting the University’s interests; manages real property acquisitions, risk and liability, property inventory, stores, warehousing operations and/or disposal of surplus property; advises on procurement policies, procedures and requirements; plans, directs and supervises program operations to include the promulgation, implementation, interpretation and maintenance of policies, procedures, practices and systems; and supervises subordinate level professional, technical and/or clerical personnel.

Human Resources: Classifies positions, advises on personnel actions, conducts employee training, ensures compliance with recruitment and selection requirements, investigates and/or recommends action regarding employee complaints and grievances, hears and renders decisions on grievances, advises employees on employee benefit programs in the context of and in compliance with applicable policies, procedures, collective bargaining agreements and/or practices; advises and interprets human resource statutes, policies, procedures collective bargaining agreements, instructions and

Career Group Concept & Illustrative Examples of Work

practices; conducts investigations, analyses, audits and studies (specific, special or large scale) for the purpose of operations assessment, compliance-enforcement, staffing or human resource management/administration or for the promulgations, implementation and administration of human resource policies, procedures and practices; negotiates contractual provisions and memoranda of agreement; interprets contractual provisions, negotiates grievance settlements with union representatives; plans, directs and supervises program operations to include the development, promulgation, implementation, interpretation and maintenance of policies, procedures, practices and systems; and supervises subordinate level professional and technical personnel.

Financial: Completes, reviews, maintains, reconciles and audits fiscal transaction reports, forms, requests, fiscal journals and records in accordance with federal, state and University requirements; maintains and analyzes fiscal transaction information, chart of accounts, records and financial reports, fiscal data relating to materials, labor and overhead costs and expenditures, object codes, cost and control ledgers, registers, journals and other related fiscal records; advises, interprets and instructs on fiscal policies, procedures, instructions and guidelines; prepares written policies, reports, analyses, administrative procedures, instructions, guidelines, interpretations, financial statements, cost and valuation reports, statements of condition, year end adjusting and closing entries, trial balances, draws on income and exposure accounts into income statements and enterprise funds and procurement and payment documents; allocates indirect costs by a variety of allocation bases; directs and manages the University's Bond system projects in budget preparation, generation and accounting of revenues, expenditure control and investment strategy including the evaluation of proposals, organizing refinancing options and evaluation and development of a capital improvement project budget; directs, manages and oversees a tax compliance including the development of institutional tax policy and procedures, recommendation of options and solutions to tax issues and recommendation of policies and administrative procedures and operating practices; directs and manages fixed asset inventory management and control systems including the recordation of acquisitions, dispositions and transfer of equipment and real property; plans, directs and supervises program operations to include the promulgation, implementation, interpretation and maintenance of policies, procedures, practices and systems; and supervises subordinate level professional, technical and/or clerical personnel.

Auditing: Plans, designs and conducts or supervises the conduct of routine and special confidential financial and compliance studies and audits of program with funds from various sources, with heavy cash flow or with highly complex accounting features and that require the conduct of a preliminary survey, selection of transactions to be tested, entry/exit conferences and issuance of a formal report; evaluates and makes recommendations on

Career Group Concept & Illustrative Examples of Work

internal accounting controls, procedures and adherence to generally accepted accounting principles and management practices; administers, directs and coordinates a financial and compliance audit program; plans, directs and supervises program operations to include the promulgation, implementation, interpretation and maintenance of policies, procedures, practices and systems; and supervises subordinate level professional, technical and/or clerical personnel.