

## Guidelines: Use of Working Titles

Due to the broad range of jobs contained within the Administrative, Professional and Technical (APT) Career Groupings, programs may elect to also use working titles. The official title of the position, the assigned Career Group (e.g., Institutional Support), will be reflected on PNFs and reports generated by the University. The working title is unique to the position and/or department and serves to describe the job in greater detail and is often beneficial for comparison with salary survey data.

In any event, working titles should reflect, as clearly as possible, the nature of work performed, be distinct enough to differentiate the job from others and be consistent with other titles where similar work is done in other areas of the University. It is recommended that programs use generic titles for groups of similar positions. This will allow the appropriate authority to identify similar positions and provide the ability to compare them, particularly for comparison with salary survey data.

However, unique titles may complicate attempts to determine internal equity and further complicate the salary survey process. As a word of caution, using unique and possibly “inflated” titles can result in an employee’s disappointment if the expectations based on the title do not match the reality of the job.

### Examples of Working Titles:

<u>Official Title (Career Group)</u>	<u>Working Title</u>
Institutional Support	Human Resources Specialist
Institutional Support	Administrative Services Officer
Enterprise Operations	Textbook Manager
Research Support	NMR Spectrometer Technician
Research Support	Observatory Technician