

Band Definitions

	Band A Entry / Independent	Band B Journeyworker & Senior Worker / Working Supervisor	Band C Supervisor / Subject Matter Expert	Band D Program Administrator / Manager / Foremost Subject Matter Expert
Position Concept	<p>Position may function as either:</p> <ul style="list-style-type: none"> an entry level professional whose assignments are clear cut and routine where the scope of work, recommendations and decisions are of limited scope and complexity; or an independent worker whose assignments are of average difficulty and complexity; requires the application of knowledge, skills and sound judgment; and in-depth analysis and interpretation is not required 	<p>Position may function as either:</p> <ul style="list-style-type: none"> journeyworker performing complex work of considerable difficulty and diversity of tasks, i.e. fully competent skilled professional; or at the advanced worker level, i.e., seasoned lead worker; or serving as a working supervisor over a staff of professional and/or senior technical personnel who provide the full range of services in a subject matter area or field of expertise. 	<p>Positions may function as either:</p> <ul style="list-style-type: none"> a full supervisor responsible for directing a program and supervising subordinate journeyworker(s)/senior worker(s) /working supervisor(s) and/or senior technical personnel who provide the full range of technical support services in a complex area or field of expertise; or a recognized highly advanced subject matter expert/advisor/leader on a system/campus-wide basis, affirmed by system wide representatives, in one or more highly specialized subject matter areas performing highly complex professional work wherein expert technical advice and decisions are final. 	<p>Positions may function as either:</p> <ul style="list-style-type: none"> a program manager/administrator responsible for leadership, planning, direction, organization, program evaluation, developing short/long-range goals, objectives, and develops system wide policies as a highly influential advisor to University senior executives and/or definitive policy expert on the program, its administrative requirements, i.e. statutory, policy and procedural requirements, and associated subject matter area or field of expertise and supervises subordinate level professional supervisors for a program involving either: <ul style="list-style-type: none"> a highly complex specialized subject area requiring great depth of knowledge and expertise; or a program with considerable breadth of knowledge and broad expertise requiring a depth of knowledge and expertise associated with a specialized subject matter area a foremost subject matter expert, affirmed by system wide representatives, in a highly technical and/or specialized field function as the top-level contributor essential to the development and direction of unprecedented initiatives having significant University wide, statewide or comparable impact on a program or field of expertise and which typically involves the application and/or adaptation and application of state-of-the-art and/or "cutting edge" ideas, concepts and issues

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Judgment	<ul style="list-style-type: none"> • Higher authority resolves any conflicts or gaps in guidelines and provides interpretations when necessary • Competent to independently conduct studies/analyses or treatment of data where the parameters and outcomes are clearly defined 	<ul style="list-style-type: none"> • Considerable knowledge of applicable laws, rules, policies, regulations and procedures in a subject matter area or field of expertise • Exercises professional independent judgment in determining the design, approach and methods necessary to carry out complex assignments of considerable difficulty • Exercises independent judgment, discretion and creative adaptation in designing an approach and determining a plan to fulfill the full scope of responsibilities in a subject matter area or field of expertise ensuring satisfaction of programmatic and operating goals and objectives, time frames and administrative/operating requirements 	<ul style="list-style-type: none"> • Demonstrates application of extensive knowledge and expertise to develop programs and policies and provides definitive advice in unprecedented situations requiring innovative approaches, technologies or techniques • Regularly advises, interprets and/or makes decisions and/or recommendations to senior level administrators/managers, dialogues with administrators of divergent opinions/ interests to reach agreements through negotiations, persuasion and advocacy • Positions are responsible for incorporating into decision-making and advice the impact of solutions and decisions on existing policies/programs outside the subject matter area or field of expertise, and operational and programmatic considerations 	<p>As the foremost expert in the area of expertise, performs the most advanced administrative staff support work in a highly specialized functional area exercises seasoned expert judgment while providing senior University executives and administrators with advice inherent in which there exists a high degree of uncertainty and risk, because no precedent exists or where guidelines conflict or do not exist with decisions having direct and far reaching impact on the University's ability to comply with federal, state, audit, and/or other external regulatory agencies' compliance requirements and compliance with Board policies, the program's ultimate success or failure, the program's policies, procedures and implementation activities, and the program's administrative operations.</p>
Originality	<ul style="list-style-type: none"> • Applies fundamental professional principles, techniques and standards • Complies with well established procedures, methods or generally accepted practice 	<ul style="list-style-type: none"> • Makes final decisions or effective recommendations, in areas delegated, and provides definitive advice and interpretations of policies and procedures to resolve most conflicts in the subject matter area or field of expertise • Designs and develops new systems, technical features, components, , guidelines, standards and practices for the unit and sets the units technical direction in the subject matter area or field of expertise • Decisions made determine a unit's success and/or compliance, impacts all service recipients of the unit or units serviced by the position and the 	<ul style="list-style-type: none"> • Sets the direction for the design, development and adoption of procedures and practices to support the goals and objectives of the system, sub-system/campus or program in a subject matter area • Actions or decisions of positions are program determinant in subject matter area and impacts the organization's operations, management and contribution to the overall attainment of organization's goals • Sets the direction for the development and application of emerging, experimental, prototypical and state-of-the-art technologies and procedures and systems • Based on management's broadly stated goals, positions serve as the subject matter expert formulating 	<ul style="list-style-type: none"> • Provides leadership by setting the direction and initiating critical thinking and analysis in the formulation and execution of policy, to insure programmatic effectiveness, lawful compliance, and satisfaction of operational goals, designs systems involving several concurrent sequential phases to implement; and executes programs, policies, procedures and practices in coordination with other University programs • Sets the direction and provides leadership in developing broad based strategies for the University and its campuses and such strategies may deviate from the norm or accepted theories, concepts and practices.

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		method and manner of service delivery in subject area or field of expertise for the unit or units serviced.	<p>effective recommendations to resolve all conflicts between applicable policies and procedures and operational/ programmatic requirements in the area of expertise, impacting on system wide operations or serving as a precedent setting interpretation system or sub-system wide</p> <ul style="list-style-type: none"> • Formulate effective recommendations to resolve major areas of uncertainty or interpretation arising from continuously changing conditions by establishing precedent setting interpretations, originating new criteria, developing changes to applicable policies/procedures or developing new administrative operations models in a subject matter area/field of expertise • Defines, develops and implements new and innovative administrative policies, procedures, practices and/or nontraditional methods or practices to address changing needs of a program and alternative policies, procedures and/or practices to address atypical requirements that are unresolvable within existing administrative context, practice or marketed technology 	
Controls Over Position	<ul style="list-style-type: none"> • Close to moderate supervision on work assignments which are complex • Routine work assignments are periodically reviewed for technical soundness • Work product subject to substantive technical review for conformity to instructions and established rules, procedures and guidelines. 	<ul style="list-style-type: none"> • Has authority to act independently in the conduct of professional analyses, interpretations and application of policies and procedures which may have limited or no technical standards or interpretations or may not directly apply to a program's specific context and/or needs • No technical review of work product 	<ul style="list-style-type: none"> • Independently determines the methods, means, work priorities and allocation of resources in a subject matter area or field of expertise • No technical review of work products which are reviewed on the basis of soundness of judgment exercised and contribution of work products to broadly stated program goals. • Independently functions with extensive discretion and authority without technical supervision 	Works within broad policy statements and/or program objectives the position justifies, negotiates, persuades and sets direction and provides leadership for the program with authority to make decisions or authority to make effective recommendations that are program determinant in a subject matter area or field of expertise.

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Supervision Given	May give work task assignments or instructions to clerical personnel, technical personnel and/or student help	May supervise and/or provide work assignments and directions to professionals including professionals, e.g. independent, journeyworkers and/or subject matter expert level and/or technical, clerical or student personnel.	May supervise subordinate professionals, e.g. independent, journeyworkers and/or subject matter expert level and/or senior or supervisory technical (who provide the full range of technical support services in an area of field of expertise), senior or supervisory clerical, or student personnel.	Supervises subordinate staff of professionals including professional journeyworkers, subject matter experts and/or supervisors and/or technical and clerical personnel.
Minimum Qualifications Education and Work Experience	<u>Education & Professional Work Experience:</u> <ul style="list-style-type: none"> Possession of a baccalaureate degree in <u>(enter one or more pertinent field(s) of study)</u>; and <u>0 – 2</u> year(s) of progressively responsible professional with responsibilities for <u>(enter types of related work experience)</u>; or any equivalent education and/or professional work experience which provides the required education, knowledge, skills and abilities as indicated. Guide: <ul style="list-style-type: none"> Entry level – 0-1 years Independent worker – 1-2 years 	<u>Education & Professional Work Experience:</u> <ul style="list-style-type: none"> Possession of a baccalaureate degree in <u>(enter one or more pertinent field(s) of study)</u>; and <u>3 – 6</u> year(s) of progressively responsible professional with responsibilities for <u>(enter types of related work experience)</u>; or any equivalent education and/or professional work experience which provides the required education, knowledge, skills and abilities as indicated. Guide: <ul style="list-style-type: none"> Journeyworker – 3-4 years Senior worker/Working Supervisor – 4-6 years 	<u>Education & Professional Work Experience:</u> <ul style="list-style-type: none"> Possession of a baccalaureate degree in <u>(enter one or more pertinent field(s) of study)</u>; and <u>5 – 9</u> year(s) of progressively responsible professional with responsibilities for <u>(enter types of related work experience)</u>; or any equivalent education and/or professional work experience which provides the required education, knowledge, skills and abilities as indicated. Guide: <ul style="list-style-type: none"> Full-Supervisor – 5-7 years Subject Matter Expert – 6-9 years 	<u>Education & Professional Work Experience:</u> <ul style="list-style-type: none"> Possession of a baccalaureate degree in <u>(enter one or more pertinent field(s) of study)</u>; and <u>6 – 10</u> year(s) of progressively responsible professional with responsibilities for <u>(enter types of related work experience)</u>; or any equivalent education and/or professional work experience which provides the required education, knowledge, skills and abilities as indicated. Guide: <ul style="list-style-type: none"> Program Manager/Administrator – 6-8 years Foremost Subject Matter Expert – 8-10 years
Minimum Qualifications Knowledge, Skills & Abilities	<u>Non-IT:</u> <ul style="list-style-type: none"> Functional knowledge of principles, practices and techniques in the area of _____ demonstrated by knowledge, understanding and ability to apply concepts and terminology. Functional knowledge and understanding of principles, theories, federal and state laws, rules, regulations and systems associated with _____. 	<u>Non-IT:</u> <ul style="list-style-type: none"> Considerable working knowledge of principles, practices and techniques in the area of _____ as demonstrated by the broad knowledge of the full range of pertinent standard and evolving concepts, principles and methodologies. Considerable working knowledge and understanding of applicable federal and state laws, rules, regulations and theories and systems associated with _____. 	<u>Non-IT:</u> <ul style="list-style-type: none"> Advanced and comprehensive knowledge and understanding of a wide range of developing and emerging concepts, principles and methodologies in the area of _____. Comprehensive knowledge and understanding of a wide range of principles, theories, federal and state laws and systems associated with _____. 	<u>Non-IT:</u> <ul style="list-style-type: none"> Extensive knowledge of innovative and state-of-the-art principles, concepts, emerging theories, the current federal and state laws and associated rules, regulations and interpretations and systems associated with _____. Demonstrated ability to develop short- and long-term plans of actions, understand problems from a broad perspective, use creative reasoning to discern broad underlying principles and issues when problem solving.

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	<ul style="list-style-type: none"> • Demonstrated ability to recognize problems, identify possible causes and resolve the full range problems that may commonly occur in the area of _____. • Demonstrated ability to understand oral and written documentation, write reports and procedures, and communicate effectively in a variety of situations. • Demonstrated ability to establish and maintain effective working relationships with internal and external organizations, groups, team members and individuals. • Demonstrated ability to operate a personal computer, apply word processing software, and <u>[if applicable, add additional software]</u>. <p><u>IT:</u></p> <ul style="list-style-type: none"> • Functional knowledge of _____ demonstrated by knowledge, understanding and ability to apply principles, concepts, methodology and terminology. • Functional knowledge and understanding of technology, systems, hardware and software associate with _____. <p>Demonstrated ability to recognize problems, identify possible causes and resolve routine problems in the area of _____.</p>	<ul style="list-style-type: none"> • Demonstrated ability to resolve wide ranging complex problems through the use of creative reasoning and logic to accurately determine the cause of the problems and the resolution of the problems in an effective, innovative and timely manner. • Demonstrated ability interpret and present information and ideas clearly and accurately in writing, verbally and by preparation of reports and other materials. • Demonstrated ability to establish and maintain effective working relationships with internal and external organizations, groups, team leaders and members, and individuals. • Demonstrated ability to operate a personal computer, apply word processing software, and <u>[if applicable, add additional software]</u>. • If applicable, for supervisory work, demonstrated ability to lead subordinates, manage work priorities and projects, and manage employee relations. <p><u>IT:</u></p> <ul style="list-style-type: none"> • Considerable working knowledge of _____ as demonstrated by the broad knowledge and understanding of the full range of pertinent standard and evolving information technology concepts, principles, and methodologies 	<ul style="list-style-type: none"> • Demonstrated ability to understand problems from a broad interactive perspective and use reasoning to discern underlying principles and issues when problem solving, and apply creative thinking to resolve problems in new and innovative approaches. • Demonstrated written and verbal competence in presenting ideas, concepts and models clearly using persuasion and negotiation to build consensus and cooperation. • Demonstrated ability to establish and maintain effective working relationships with internal and external organizations, groups, team leaders and members, and individuals. • Demonstrated ability to operate a personal computer, apply word processing software, and <u>[if applicable, add additional software]</u>. • For supervisory work, demonstrated ability to lead subordinates, manage work priorities and projects, and manage employee relations. <p><u>IT:</u></p> <ul style="list-style-type: none"> • Advanced and comprehensive knowledge and understanding of a wide range of developing and emerging information technology concepts, principles and methodologies in the area of _____. 	<ul style="list-style-type: none"> • Demonstrated written and verbal mastery in presenting ideas, theories, issues and models clearly and accurately using persuasion and negotiation to build consensus and cooperation and provide long-term direction and leadership. • Demonstrated ability to establish and maintain effective working relationships with internal and external organizations, groups and individuals. • Demonstrated ability to operate a personal computer, apply word processing software, and <u>[if applicable, add additional software]</u>. • For supervisory work, demonstrated ability to lead subordinates, manage work priorities and projects, and manage employee relations. <p><u>IT:</u></p> <ul style="list-style-type: none"> • Extensive knowledge of innovative and state-of-the-art principles, concepts, emerging theories, the current federal and state laws and associated rules, regulations and interpretations and systems associated with _____. • Extensive knowledge of innovative, emerging and state-of-the-art principles, concepts and technology associated with _____.

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Desirable Qualifications	A special job related knowledge, skill and ability identified by a program for a particular position that a qualified applicant is not required, but may possess and that have been deemed to be desirable.	A special job related knowledge, skill and ability identified by a program for a particular position that a qualified applicant is not required, but may possess and that have been deemed to be desirable.	A special job related knowledge, skill and ability identified by a program for a particular position that a qualified applicant is not required, but may possess and that have been deemed to be desirable.	A special job related knowledge, skill and ability identified by a program for a particular position that a qualified applicant is not required, but may possess and that have been deemed to be desirable.