

**University of California Series Job Specifications**  
**Archived and Inactive Titles**

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## Accountant

Class Specifications – F.35: FISCAL SERVICES

Accountant I – 7618

Accountant II – 7620

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Accountant Supervisor – 7613

September, 2002

### Series Concept

This series consists of positions whose primary functions are in the performance of professional accounting work. Professional accountants perform work that is analytical, evaluative, innovative and advisory in nature. Incumbents are typically assigned to central accounting units. However, they may be assigned to any unit that has an established need for professional accounting services.

Professional accountants typically perform some or all of the following duties:

Record and document financial transactions

Reconcile accounts

Analyze financial transactions to determine accuracy, completeness and conformance to established policies and procedures and generally accepted accounting standards

Prepare, analyze, and interpret financial reports, statements and records (e.g., balance sheets, profit and loss statements, amortization and depreciation schedules, etc.)

Assemble data for and create financial projections

Calculate and estimate effects of proposed changes in operating programs or accounting operations

Develop, implement, modify and document accounting systems

NOTE: Duties described are meant to be examples only; they are not descriptive of any one position as individual positions may be assigned other and/or additional duties and responsibilities within the scope of this accounting series.

Positions are allocated to levels within the series based on the size, scope and complexity of accounting activities; level of skill and knowledge necessary to perform the activities; scope of leadership and responsibility; nature of supervision received and/or exercised; and education and experience typically necessary to perform at the level.

#### Definition of Class Levels

##### Accountant I

The Accountant I position is the entry level in the professional accounting series requiring basic knowledge and understanding of generally accepted accounting principles and practices. Under direct supervision of an experienced accountant, Accountant I work assignments which include some or all of the following: compilation and maintenance of records of routine accounting transactions; assistance in preparation and/or maintenance of accounting reporting systems; resolution of problems associated with incorrect entries, deviations from established procedures, and other inconsistencies with generally accepted accounting principles; may assist in analysis and interpretation of accounting records and reports and/or performance of administrative and clerical support duties as assigned; may direct the activities of temporary staff.

**Distinguishing Characteristics:** The Accountant I is distinguished from more senior Accounting levels in that they work under direct supervision on assignments that are routine in nature and where limited judgment is required; incumbents work under well-established guidelines and under direct supervision of senior staff following established standards, practices and procedures for work situations for which answers are readily identified or obtained. Incumbents at this level typically spend 90% of their time performing professional accounting duties as defined above.

**Minimum Qualifications:** Basic knowledge of accepted accounting principles and practices; equivalent to a Bachelor's Degree with a major in accounting, business administration or closely related field preferred; no previous experience is required for but some experience combined with education that provides required knowledge and abilities is sufficient for this position.

##### Accountant II

The Accountant II position, under general supervision, performs a range of detailed, moderately complex professional accounting functions requiring working knowledge and understanding of generally accepted accounting principles and practices. Work assignments at this level typically include: examination, analysis, maintenance, consolidation and reconciliation of financial records; creation and interpretation of financial statements and reports; participation in the development of budgets; may be assigned responsibility to provide training, guidance, and assistance to other employees.

**Distinguishing Characteristics:** The Accountant II is distinguished from the Accountant I level in that they work under more general supervision and on assignments that are moderately complex and require some judgment to resolve problems and make routine decisions. They are distinguished from more senior level Accountants in the series based on their more limited leadership scope and resource management responsibilities. The work at this level is less diverse and complex, requiring a lesser amount of judgment. Incumbents at this level typically spend 80% of their time performing professional accounting duties as defined above.



Minimum Qualifications: Working knowledge of accepted accounting principles and practices; equivalent to a Bachelor's Degree with a major in accounting, business administration or closely related field; equivalent of two years of progressively responsible accounting experience with some government accounting experience desirable.

### Accountant III

The Accountant III position, working independently or under broad direction, performs specialized and complex professional accounting responsibilities requiring a thorough knowledge and understanding of generally accepted accounting principles and practices. Work assignments at this level typically include: creation and interpretation of complex financial statements and reports, development and analysis of budgets; monitoring of expenditures, analyses and report budget variances; analysis of accounting control procedures and recommendation of changes or modifications; supervision of clerical, technical, or professional employees engaged in accounting or financial record-keeping work.

Distinguishing Characteristics: The Accountant III is distinguished from the lower Accounting levels in that the Accountant III works more independently on assignments that are more diverse and complex. This position requires more judgment and initiative to resolve both routine and nonroutine issues; and typically may have some supervisory responsibilities. They are distinguished from the Accountant IV level in that their leadership scope and resource management responsibilities are not as broad, and the degree of people management activities are not as diverse. Incumbents at this level typically spend 60% – 80% of their time performing professional accounting duties as defined above.

Minimum Qualifications: Thorough knowledge of accepted accounting principles and practices; equivalent to a Bachelor's Degree with a major in accounting, business administration or closely related field; equivalent of three to five years of professional accounting experience with some supervisory and government accounting experience desirable.

### Accountant IV

The Accountant IV position, working independently, performs specialized and complex professional accounting responsibilities requiring extensive knowledge and understanding of generally accepted accounting principles, as well as governmental accounting methods. Work assignments at this level typically include: establishment and implementation of new or revised accounting policies and procedures; formulation of goals and priorities in assigned area(s); oversight of the collection, recording, processing, consolidation, and distribution of a wide variety of financial and statistical reports, statements and summaries; may be responsible for long-range fiscal planning and policy making; full responsibility for all aspects of management of staff in area(s) of responsibility.

Distinguishing Characteristics: The Accountant IV is distinguished from lower Accounting levels in that it has more substantial management responsibilities for both human and financial resources; exercises more independent judgment on both operational and fiscal/financial issues; and is responsible for a greater level of innovation/change management. Incumbents at this level typically spend 50% of their time performing professional accounting duties as defined above.

Minimum Qualifications: Extensive knowledge of accepted accounting principles and practices; equivalent to a Bachelor's Degree with a major in accounting, business administration or closely related field with a Master's Degree and CPA certification preferred; equivalent of five or more years of professional accounting experience that must include some supervisory/management experience and government accounting.

### Supervising Accountant I

The Supervising Accountant I position performs professional accounting work at the Accountant I level (non-exempt) and supervises the preparation, analysis, and reporting of accounting transactions and/or the development and maintenance of accounting systems. Incumbents have supervisory responsibility for hiring, performance evaluation, assignment of work, recommendation of merit increases, promotions and reclassifications, disciplinary actions and discharges, and resolution of complaints and grievances.

Distinguishing Characteristics: The Supervising Accountant is distinguished from other Accounting positions by supervisory responsibilities. The Supervising Accountant is distinguished from the Accountant Supervisor by work that is at the Accountant I rather than the Accountant II or Accountant III level.

Minimum Qualifications: Applicants must meet the minimum requirements of the Accountant I level and be able to demonstrate that they have the requisite knowledge, skills and abilities needed to perform the essential functions of the job.

#### Accountant Supervisor

The Accountant Supervisor performs professional accounting work at the Accountant II or Accountant III level (exempt) and supervises the preparation, analysis, and reporting of accounting transactions and/or the development and maintenance of accounting systems. Incumbents have supervisory responsibility for hiring, performance evaluation, assignment of work, recommendation of merit increases, promotions and reclassifications, disciplinary actions and discharges, and resolution of complaints and grievances.

Distinguishing Characteristics: The Accountant Supervisor is distinguished from the Supervising Accountant I level by work that is performed at the Accountant II or III level. The Accountant Supervisor is distinguished from other Accounting positions by supervisory responsibilities.

Minimum Qualifications: Applicants must meet the minimum requirements of the Accountant II or Accountant III level and be able to demonstrate that they have the requisite knowledge, skills and abilities needed to perform the essential functions of the job with or without reasonable accommodation.

## Administrative Analyst

#### Class Specifications – F.20: ADMINISTRATIVE SUPPORT AND ANALYSIS

Principal Administrative Analyst II (MSP 0731) SIZE-NEUTRAL  
Principal Administrative Analyst I (7241) SIZE-NEUTRAL  
Principal Administrative Analyst – Supervisor (7259) SIZE-NEUTRAL  
Senior Administrative Analyst (7242) SIZE-NEUTRAL  
Senior Administrative Analyst – Supervisor (7257) SIZE-NEUTRAL  
Administrative Analyst (7243)  
Administrative Analyst – Supervising (7258)  
Assistant Administrative Analyst (7244)  
Assistant Administrative Analyst (7228)

March, 1973 — SIZE-NEUTRAL MARCH 1994

Series Concept

Administrative Analysts conduct or supervise responsible and complex administrative analysis requiring a knowledge of University administrative organization, policies, procedures, and practices; and perform other related duties as required. Incumbents make analytical studies for campus or University-wide administrative officers; study existing and proposed administrative organizational structure, policies, and procedures; plan details of administrative studies; determine and locate sources for collecting information and data; review, analyze, and summarize reports of administrative officers, committees, and agencies; prepare directives, regulations, and other instructions for issuance to subordinate administrative units; provide consultative service in administrative management to departmental administrators; develop and recommend new administrative organizational structure, policies, and procedures; and establish and maintain contact with officials in the University, government, and industry for the collection and exchange of information.

Assignments are usually given on a project basis and incumbents are expected to fully analyze the problem, gather data and information, find and evaluate alternative solutions, and make a final recommendation. Administrative Assistants may perform some administrative analysis, but their work primarily concerns the day-to-day administration of a unit including the responsibility for making decisions.

#### Class Concepts

#### Principal Administrative Analyst II and I

Incumbents are responsible for performing the highest level of administrative analysis. Positions are allocated to these levels on the basis of internal comparison, the nature and scope of responsibilities, and the specialized requirements of the work. See Irvine Campus Supplemental Guidelines for Principal Analysts I and II.

#### Principal Administrative Analyst – Supervisor

Performs range of duties outlined in the Class Concepts for Principal Administrative Analyst and, in addition, meets the HEERA requirements for designation as a supervisory employee.

#### Senior Administrative Analyst

Incumbents (a) provide staff assistance to campus officials in studying and developing recommendations that lead to major changes in organization, policies, procedures and practices, and may supervise other Administrative Analysts, or (b) conduct responsible and complex analysis of administrative organization, policies, procedures, practices, and cost-benefit studies on a University-wide basis. Administrative analysis duties are performed under minimal supervision and work is reviewed in terms of meeting specific goals and objectives.

Typically at this level, incumbents develop and recommend new administrative organizational structure, policies, and procedures that apply campus-wide, University-wide, or to a large and complex school or college; review, analyze, and summarize reports of high level administrative officers, committees, and agencies; prepare directive, regulations, and other instructions for issuance University-wide, campus-wide, or to major administrative units; conduct difficult negotiations to implement specific recommendations that may include, coordinating the implementation with several service departments such as accounting, data processing, personnel or with a number of other different departments; conduct cost-benefit studies; provide advice and assistance to other Administrative Analysts on the more difficult problems; provide consultative service to campus officials; and may supervise the work of other Administrative Analysts.

#### Senior Administrative Analyst – Supervisor

Performs range of duties outlined in the Class Concepts for Senior Administrative Analyst and, in addition, meets the HEERA requirements for designation as a supervisory employee.

#### Administrative Analyst

Incumbents perform the responsible and complex administrative analysis with only general supervision. The majority of administrative analysis duties on a campus are performed at this level.

Typically at this level, incumbents analyze existing and proposed administrative organizational structure, policies, and procedures; identify details of administrative studies; determine and locate sources for collecting information and data; review, analyze and summarize reports; prepare directives, regulations, and other instructions for issuance to subordinate administrative units; and provide consultative service in administrative management to departmental administrators. Assignments are usually given on a project basis and incumbents are expected to analyze fully the problem, gather data and information, find and evaluate alternate solutions, and make a final recommendation.

#### Administrative Analyst – Supervising

Performs range of duties outlined in the Class Concepts for Administrative Analyst and, in addition, meets the HEERA requirements for designation as a supervisory employee.

#### Assistant Administrative Analyst

Incumbents perform administrative analysis under the supervision of a higher level Administrative Analyst. Assignments may be more limited than those at the Administrative Analyst level, but the primary distinction is the degree of independence with which the incumbent performs a wide variety of administrative analysis functions.

#### Assistant Administrative Analyst – Supervisor

Performs range of duties outlined in the Class Concepts for Assistant Administrative Analyst and, in addition, meets the HEERA requirements for designation as a supervisory employee

#### Minimum Qualifications

##### Principal Administrative Analyst II

Graduation from college. with a major in business administration, economics, operations research, statistics, political science, educational administration, or an allied field, and seven years of experience in administrative analysis or operations research; or an equivalent combination of education and experience.

##### Principal Administrative Analyst I

Graduation from college with a major in business administration, economics, statistics, political science, educational administration, or an allied field, and six years of experience in administrative analysis or operations research; or an equivalent combination of education and experience.

##### Senior Administrative Analyst

Graduation from college with a major in business administration, economics, statistics, educational administration, political science, or an allied field, and four years of experience in administrative analysis or operations research; or an equivalent combination of education and experience.

#### Administrative Analyst

Graduation from college with a major in business administration, economics, statistics, educational administration, political science, or an allied field, and two years of experience in administrative analysis or operations research; or an equivalent combination of education and experience.

#### Assistant Administrative Analyst

Graduation from college with a major in business administration, economics, statistics, educational administration, political science, or an allied field; or an equivalent combination of education and experience.

#### Campus Classification Guidelines – Principal Analyst I/II

Prepared By Systemwide Human Resources Office (Applies to Principal Administrative Analysts, Principal Budget Analysts, Principal Personnel Analysts, and Principal Accountants)

#### I. Series Concept

Systemwide class concepts for Principal Analyst I and II are as follows:

“Incumbents are responsible for supervising or performing the highest level of analysis. Positions are allocated to these levels by the Chancellor or vice President on the basis of internal comparison, the nature and scope of responsibilities, the role of the position in the overall management function, and the specialized requirements.”

Positions at these levels perform the highest level of analysis for Vice Chancellors or other Management Program Officials. Projects directly contribute to major campus objectives or resolution of major campus problems usually at the Vice Chancellor level or above.

Analysis at these levels often deals with new issues, proposals, or programs. Analysis at these levels considers many complex variables and interrelationship and requires knowledge of a wide range of concepts, principles, and practices of campus administration as well as skill in applying this knowledge to the development of new programs, methods, approaches, or procedures.

Principal Analysts are frequently responsible for new proposals, programs, or studies that require the involvement and coordination of a number of different campus offices or departments.

#### II. Class Concepts

##### Principal Analyst I

Analysis is performed as described in the series concept above. At this level the emphasis is on the analytical study itself (i.e., gathering data analyzing the issues, formulating recommendations). Analysts make formal or informal presentations to management and discuss the study and recommendations.

##### Principal Analyst II

Analysis is performed as described in the series concept above. At this level the emphasis is on the carrying out of the project or the solution of the problems under study. Principal Analysts II gather data, analyze issues and formulate recommendations as at the I level, but in addition carry out or implement the recommendations along with or on behalf of Management. The Principal Analyst II level is intended only for those positions with significant, demonstrable management impact on Systemwide.

NOTE: Classification movement may occur as the Principal Analyst develops management skills, political acumen and gains knowledge of campus management issues.

#### Supplemental Guidelines to Analyst Classification Series

Prepared by Systemwide Human Resources Office

##### 1. Difficulty

CLERICAL LEVEL III – Actions vary in each individual case; variety of sources.

CLERICAL LEVEL IV – Work has many separate phases; variety of transactions; qualitative review.

ASSISTANT ANALYST – There is a wide variety of analysis performed under supervision, or independent responsibility for analysis of project with limited variety; assignments are under a project basis and involve report writing; make recommendations with alternative; there is a knowledge of theoretical concepts of the field; operates under supervision, including self-regulatory processes; can't deviate significantly from established standards.

ANALYST – There is a wide variety of analysis performed independently. Higher level input is required where there are large numbers or inter-dependent variables, usually campus-wide. In addition to theoretical knowledge at Assistant level, applies knowledge attained in work environment; works without close supervision and/or within processes that are not "self-regulatory"; solutions require innovation and alternate recommendations within existing programs that may significantly differ from established norms.

SENIOR ANALYST – Specialization of analysis and number of different variables dictates that there is less review of recommendations and their end-product; innovation in analysis is required as at Analyst level, but policy application and problems are unique, and the solutions require "first-time" applications and practices. Number of variables or variety normally requires supervising or working through other Analysts.

PRINCIPAL ANALYST – Operates on the forefront of practice (has never been done in campus before). Develops programs based on untested, high level knowledge where few, if any, precedents have been set; the likelihood of program success may be less since it is more difficult to test hypotheses without implementing and evaluating programs – there is more risks-taking and person is breaking new ground; level of analysis tends to be more general than at Senior level since the application must consider more variables, i.e., how the institution's goals and objectives will be affected (teaching, research, budget).

##### 2. Impact: Results of Decisions or Recommendations (What Actually Happens)

CLERICAL LEVEL III – Procedural implementation or change

CLERICAL LEVEL IV – Applies interpretations that result in procedural implementation or change

ASSISTANT ANALYST – Policy or procedural changes are only limited by amount of supervision received by higher level or self-regulatory processes.

ANALYST – Analysis and recommendations of problems, decisions, or planning that requires alternate solutions or plans of action are ultimately made by a higher level.

SENIOR ANALYST – Decisions directly affect policies and procedures of such campus-wide programs as medical student, Academic Affairs, and Business and Finance often requiring input from other Analysts and/or departments.

PRINCIPAL ANALYST – Decisions and recommendations to supv. involve new programs and/or their development that affect the directional aspects of the department (goals and objectives) that in turn may affect campus programs.

### 3. Ongoing: vs. New Programs

CLERICAL LEVEL III – None.

CLERICAL LEVEL IV – Performs qualitative review within ongoing programs where a particular issue can deviate from established policies and procedures.

ASSISTANT ANALYST – Under supervision, primarily deals with ongoing programs or changes thereto.

ANALYST – Deals with ongoing programs and give essential and important input to unique or first-time programs.

SENIOR ANALYST – Controls ongoing programs with responsibility for the development of new programs, policies, and/or procedures for possible implementation.

PRINCIPAL ANALYST – Performs analysis of issues, such as budget, staffing, and other matters that relate to the implementation of new programs.

### 4. PARTICIPATES IN THE IMPLEMENTATION OF CHANGE

CLERICAL LEVEL III – Procedural.

CLERICAL LEVEL IV – Adapts new procedures to former procedures with the capability of going outside own procedural guidelines.

ASSISTANT ANALYST – Under supervision, provides analysis of limited segments of changing programs.

ANALYST – Is a major effect of changes to operating departments within the broad interpretations of University policy.

SENIOR ANALYST – Develops implementation processes typically requiring coordination of multiple campus departments (plans the campaign).

PRINCIPAL ANALYST – Provides the conceptual framework for change with responsibility for strategically redSystemwideng the resistance to change, resolution of conflicts and generally providing expertise in the change process.

# Administrative Assistant

Class Specifications – F.20: ADMINISTRATIVE SUPPORT AND ANALYSIS

Administrative Assistant I – 4714  
Administrative Assistant II – 4713  
Administrative Assistant III – 4712

October, 1975

Level III

Administrative Assistant I

Under supervision of a department head, serves as the key clerical position in a small unit; is responsible for selecting or devising systems and procedures necessary to all unit activities; sets up and maintains appropriate records; executes all standard transactions related to fiscal, personnel and business service affairs; and is involved in a variety of clerical functions.

Administrative Assistant I

In a Student Housing Office, has responsibility for listings and relations with persons listing housing for rental; explains housing office policies, procedures and responsibilities to landlords, tenants and students; resolves minor disputes between tenants and landlords; and coordinates with landlords inspection of rental units for University housing approval.

Administrative Assistant I

Under general supervision independently handles a domestic visitor program; schedules all group and individual tours; hires and trains tour guides; and provides a general information source for all domestic visitors to campus.

Administrative Assistant I

Under supervision of an academician or higher level administrative assistant, is responsible for coordinating a variety of phases in a teaching program or course~ involving several divisions or departments; resolves discrepancies in schedules among participants and in physical arrangements, with appropriate academic and administrative offices; arranges for securing or typing (and distributing where appropriate) necessary teaching materials (syllabi, visual aids, demonstrations) ; sends out notifications of arrangements or changes; attends grading conferences and takes selective minutes, or obtains required evaluations and factually summarizes content; and maintains all course and student records.

Level IV

Administrative Assistant II

In a humanities teaching department of moderate size and complexity and with limited grant-contract activity, supervises four Level II positions engaged in general office and typing functions and has responsibility for fiscal, personnel, and business service activities. Budget preparation and control and



business services are limited in complexity by absence of programs other than teaching functions and library type research.

#### Administrative Assistant II

Under supervision of a higher level supervisor, has a full-time personnel assignment for a school with 254 staff employees; for both academic and staff employees, keeps records, initiates action for performance appraisals and salary increase, advises both academic and staff employees on health, life and retirement plans; understands prerequisites for academic appointments, knows basic rules and applies to individual cases; interviews all applicants referred to the school before referral to the division but does not eliminate applicants; conducts an informal orientation with all new employees, counsels with employees having problems, referring more difficult problems to a higher level supervisor. Supervises one Senior Typist Clerk.

#### Administrative Assistant II

Serves as Conference Coordinator for all outside organizations requesting use of University facilities; analyzes and approves or disapproves request on basis of established policy and knowledge of University's public relations program goals; suggests methods of operation including budgetary and program planning; makes arrangements with appropriate departments (Physical Plant, Audio Visual, Television, Parking, and Police); handles all necessary follow up; and implements program of active solicitation of certain outside groups.

#### Level V

#### Administrative Assistant III

Performs administrative support duties reporting to the Director of an 'Institute; executes administrative policies determined by, or in conjunction with the supervisor, and prepares memoranda outlining and explaining administrative procedure and policy to subordinates; frequently represents supervisor in personal contacts, meetings, and conferences; may make decisions or commitments relating to organizational activities and procedures; relieves the supervisor of all details concerning budget, contracts and grants, purchasing, space allocation, faculty coordination, and personnel matters for the organizational unit; and supervises both the secretarial and clerical staff including several dissimilar Level III positions.

#### Administrative Assistant III

In an office of a Dean of a college, reviews and processes academic personnel transactions requiring a full knowledge of University academic personnel and pay policies, justification and criteria for appointment, upgrading, and leaves; has responsibility criteria and/or petitions of for justification policy. advising departments for exceptions, on academic precedents personnel established policies, and interpretations of policy.

#### Administrative Assistant III

Has independent responsibility for operation of the Academic Senate Office; serves as continuing liaison between local and statewide Senate and ad hoc Committees, and resource person advising current Senate Chairman and Secretary regarding policy and procedure as outlined in the Standing Orders of The Regents, Divisional and Statewide Bylaws, and local and statewide precedent; advises chairperson of local committees as to purpose and scope of their duties; reviews committee actions for effect on other committee actions, for determination of whether decisions are appropriately based, and for conformance

to bylaws; follows up if additional action is required; reports to Chairperson on budgetary and space needs of office; and supervises one Level III and one half-time Level I employee.

#### Administrative Assistant III

Under the general direction of the Chairperson of a very large department, supervises all clerical personnel (some at Level III) in administering all the nonlaboratory and non-research activities of the department. Incumbent's responsibilities are confined to academic personnel matters (95 FTE); University budget preparation and expenditure control (over \$1.5 million, including 80% salaries); student services; Teaching Assistant appointments; and clerical support for teaching programs. The variety and complexity of the position is limited by shared responsibilities with a Management Services Officer III who supervises all technical and research related activities, including all other funds and physical resources.

## Administrative Specialist

Class Specifications – F.20: ADMINISTRATIVE SUPPORT AND ANALYSIS  
Administrative Specialist – 7646

August 1, 1993

#### Series Description

This class is intended for positions which are assigned administrative responsibilities within a department, board of study, school or college. Incumbents perform and/or supervise a wide variety of duties which may include program administration, organizational analysis, special assignments, budgets, contracts, facilities, systems, and personnel. Incumbents typically perform work that requires interpretation of policy; participates in short- and long-range planning and policy or program development; and provide recommendations based on significant knowledge of the organization's professional objectives and activities.

#### A&PS Benchmark Description

The benchmark class is Administrative Specialist. Incumbents typically perform a variety of professional and administrative duties in support of the day-to-day operations of a function, program, and/or department; assist in program planning and development; interpret, monitor and analyze information regarding operating policies and procedures; administer budgets; and coordinate academic and/or staff personnel matters. Incumbents resolve problems which have a significant impact on the overall goals of the department.

Journey or Fully Operational Class: The fully operational class is Administrative Specialist

Certification or Licensure Requirements: None

## Administrative Specialist Supervisor

Class Specifications – F.20: ADMINISTRATIVE SUPPORT AND ANALYSIS  
Administrative Specialist Supervisor – (7659)

March, 2002

#### Series Concept

Same as class concepts.

#### Class Concepts

Under direction, Administrative Specialist Supervisors apply training and experience to supervise staff performing a variety of administrative, program coordination and support duties, e.g., research and compilation of data, writing reports, developing databases, etc., for the assigned office.

Incumbents have supervisory responsibility for hiring; performance evaluation; assigning work; effectively recommending merit increases, promotions and reclassification; discipline and discharges, and resolving complaints and grievances as provided in the "Supplemental Guides for Supervisor Classes" (Salary Administration Manual 12.0).

Certification or Licensure Requirements: None

#### Minimum Qualifications

Applicants must meet the education and experience requirements as determined by the user department in conjunction with the Human Resources Director.

Candidates must also be able to demonstrate that they have the requisite knowledge, skills and abilities needed to perform the essential functions of the job with or without reasonable accommodation.

## Admitting Worker

Class Specifications – H.45: MEDICAL ADMINISTRATIVE AND AUX SERVICES

Admitting Worker Supervisor – 9030

October, 1975

#### Series Concept

Admitting Workers interview departmental private and personal Private applicants for admission to a University hospital, or interview applicants for subsidized medical care in the Outpatient Clinic of a University hospital; determine eligibility and assign pay rates for patients accepted for care in the hospitals and clinics; make financial arrangements for hospital and clinic patients; maintain records; and perform other related duties as required. The Admitting Worker series consists of four levels. Admitting Worker is the entry level; Senior Admitting Worker is the operational level; Principal Admitting Worker is the advanced operational or working supervisory level; and Admitting Worker Supervisor is the full supervisory level.

#### Class Concepts

Admitting Worker Supervisor

Under direction, incumbents supervise the work of Admitting Workers and other clerical personnel, and coordinate the activities of the hospital's admitting services with other hospital departments. This class is distinguished from Principal Admitting Worker in that incumbents have final responsibility for the full supervision of hospital admitting functions such as planning and assignment of duties, resolving difficult problems concerning financial arrangements, for admission to the hospital, and recommending changes in policies and procedures within their department.

Incumbents typically select and train Admitting Workers and other clerical personnel; distribute work loads and review work of personnel; schedule working hours; develop and modify admitting procedures; handle problems of a difficult or non-routine nature, as well as complaints from patients, physicians and relatives; accept reservations from attending staff; assign beds to patients and maintain bed control; interpret departmental policies and procedures to physicians, patients and other departmental personnel; and recommend policy changes to supervisors or Hospital Administration.

#### Minimum Qualifications

##### Admitting Worker Supervisor

Graduation from high school or a General Education Diploma and four years of clerical experience, including three years in a hospital admitting department; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

## Aircraft Pilot

Class Specification – G.55: AUTOMOTIVE AND AIRCRAFT  
Aircraft Pilot – 8436

March, 1981

#### Class Concept

Under general supervision Aircraft Pilots fly single and multiengine helicopters, light single-engine or heavy multiengine propeller airplanes in the transport of passengers, freight, supplies or special instruments; and perform other related duties as required.

Incumbents typically make preflight checks of weather maps and current weather information to ascertain flying conditions; check the aircraft, distribution of cargo, and fuel levels; plan flight pattern, estimate fuel consumption and determine route or alternate routes; and log flight in terms of departure, hours flown and arrival time.

Incumbents fly aircraft in accordance with visual flight rules or by use of instruments; maintain radio contact and receive and verify traffic control instructions; monitor and adjust instruments related to engine control and fuel flow; are assigned responsibility for enforcement of Federal Aviation Administration safety regulations; and may operate experimental equipment and read experimental instruments.

#### Minimum Qualifications

Applicants for positions in the Aircraft Pilot class are expected to possess the skills, knowledges, and abilities essential to the successful performance of the duties assigned to the positions. Must have a valid commercial pilot license or certificate as issued by the Federal Aviation Administration.

Note: Specific qualification requirements are approved for positions by the Personnel Manager in accordance with the provisions of Staff Personnel Policies 210.8 and 210.9.

## Animal Technician Manager / Supervisor

Class Specifications – I.10: ANIMAL CARE SERVICES – TECHNICIANS

Animal Resources Manager – 9521

Animal Resources Supervisor – 9522

September, 1977

### Series Concept

Incumbents in the Animal Technician series perform, supervise, or manage the routine health care and/or environmental maintenance work directly related to the collection receiving, housing and handling, evaluation, breeding, nutrition, treatment, and disposition of a wide variety of animals. Incumbents function in such areas as husbandry, livestock production, herd management, disease recognition and control routine animal nursing, and surgical assistance. They work with normal experimental and/or large farm animals, as well as those receiving hospital care, carrying infectious diseases, undergoing surgery, receiving postoperative care, or receiving irradiation.

The Animal Technician Series is differentiated from the Animal Health Technician Series in that emphasis is on the management, supervision, and/or direct environmental and routine care of a specific group of animals rather than on the performance of technical paraveterinary health care and diagnostic procedures on a colony-, campus-, or hospital-wide basis.

### Class Concepts

#### Animal Resources Manager

Under general direction, incumbents are assigned responsibility for the overall operation of the largest/most complex animal facilities/domestic animal production facilities. Incumbents typically coordinate acquisition of animals, supplies and equipment; coordinate personnel selection and training, assignment of space, and interdepartmental liaison; represent the animal resources facilities in discussions with departments and governmental agencies to assure that all animal regulations are observed; conduct cost studies of the present system or of the feasibility of changing or modifying the system; and recommend or provide data for per diem rates in recharge areas.

The Animal Resources Manager is the technical supervisor of the animal resources staff. Incumbents make technical judgments and recommendations to the supervisor and to the business management staff; and coordinate all of the technical activities with a business management staff responsible for financial planning, budget administration, payroll preparation, purchasing, and recharging for services.

An example of an assignment allocated to this level of difficulty and responsibility is: Manages several large and complex vivaria housing colonies of experimental animals, with a daily average inventory of 20,000 animals comprised of 20 or more species, and a technical staff of 20 or more employees; works

with investigators to determine project requirements for animal resources, housing and cage requirements, experimental protocol, and safety measures for personnel; determines personnel staffing and training requirements, selects staff members, and supervises training of personnel; determines needs and plans for new housing and caging and insures that caging meets required standards; inspects facilities in company with the clinical veterinarians; supervises record keeping involved in animal health, breeding, and consumption of feed; and makes cost studies and provides data for or recommends per diem charges.

#### Animal Resources Supervisor

Under direction incumbents are assigned responsibility for the overall operation of animal resources facilities/domestic animal production facilities. Duties and responsibilities are similar to those described for Animal Resources Manager but on a smaller/less complex scale. The Animal Resources Supervisor devotes full time to management and supervisory responsibilities, above the level of working supervisor, because of the size and complexity of the animal facilities. Factors involved in measuring size and complexity are number of employees supervised, amount and utilization of space, number of separate geographical areas, number and variety of animals, nature of the animal colony, number of investigators or veterinarians served, and medical or biological conditions of animals. The typical assignments listed below are intended to illustrate applications of these factors, without being absolutely limiting.

Experimental animal resources facility for medical research, housing several thousand animals, of 10 or more species, serviced by a technical staff of 10-20 employees.

Radiobiology research facility, housing a colony of 1200 beagle dogs on long term chronic studies, plus lesser numbers of other species on short term experiments, serviced by a technical staff of 15-20 employees.

Experimental animal resources facility for research in the life sciences, housing several thousand animals, of 10 or more species, serviced by a technical staff of 8 or more employees, providing animal resources to 50-100 investigators.

#### Minimum Qualifications

##### Animal Resources Manager

Graduation from college with a degree in an area of biological science, or high school graduation plus completion of a Veterinary Laboratory Animal Training Program equivalent to the Laboratory Animal Technologist certification of the American Association for Laboratory Animal Science (AALAS), and five years of related management and/or supervisory experience; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

##### Animal Resources Supervisor

Graduation from college with a degree in an area of biological science, or high school graduation plus completion of a Veterinary Laboratory Animal Training Program equivalent to the Laboratory Animal Technologist certification of the AALAS, and four years of related animal care experience with demonstrated supervisory ability; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

# Architect

Class Specifications – E.10: ARCHITECTURE AND PLANNING

Principal Architect – 6952

Senior Architect – 6953

Associate Architect – 6954

March, 1973

## Series Concept

Architects conduct and coordinate the planning, funding, design, construction, and alteration of buildings and facilities; and perform other related duties as required.

Incumbents typically are assigned responsibility for coordination of building projects involving large permanent buildings, for both new construction and major alterations; provide professional architectural information and advice to committees of current or prospective occupants who recommend or determine building needs and priorities; prepare and/or review pre-grant and post-grant documentation for federally-financed projects to determine compliance with University and federal funding and architectural requirements; act as liaison officers and coordinators in relationships between the Executive Architect appointed by the University and building committees and staff members; review and recommend action on design development and construction documents to insure compliance with the specified programs and the policies of the University; supervise the preparation of bidding documents and project budgets; supervise the design and/or detailing of furnishings and equipment for projects; coordinate the services of commissioned architects and engineers, contractors, and inspectors in the solution of problems arising during construction, prepare and recommend action on change orders during and after construction for architectural, structural, mechanical, and civil engineering coordination, and for financial authorization; participate in on-site inspections before final acceptance by the University of the project under construction; and assemble and evaluate information and prepare reports with respect to new and revised concepts of building design, utilization, funding, and construction, for possible University application.

## Class Concepts

### Principal Architect

Under general direction, incumbents assist a campus or University-wide administrator in planning, organizing, and supervising the work of professional and administrative staffs engaged in physical planning and construction; represent the officer to whom they are responsible at meetings and conferences involving campus, University, state and federal levels of authority, in matters related to architectural and architecturally-dependent financial requirements; and carry major responsibility for University building programs in relationships with Executive Architects and University committees and staff members, as a principal assistant to the administrative officer in charge. At this level on a campus, the Principal Architect is responsible not only for the architectural section, but also for directing and/or coordinating the activities of other professional sections.

Examples of assignments allocated to this level of difficulty and responsibility are:

Principal assistant to the Campus Architect in charge of physical planning and construction for a large and complex building program for a campus,

Principal assistant to the University Architect or University Engineer in the architectural programs assigned to these officers, reviewing campus building programs, projects, and presentations, and representing University and campus needs at state and federal levels of review and authorization.

#### Senior Architect

Under direction, incumbents assist a campus or University-wide administrator in planning, organizing, and supervising the work of professional and administrative staffs engaged in physical planning and construction; represent the officer to whom they are responsible at meetings and conferences involving campus, University, state, and federal levels of authority in matters related to architectural and architecturally-dependent financial requirements; and carry major responsibility for University building programs in relationships with Executive Architects and University committees and staff members, as a senior assistant to the administrative officer in charge.

Examples of assignments allocated to this level of difficulty and responsibility are:

Senior assistant to the Campus Architect in charge of physical planning and construction for an average size building program for a campus with 15 to 25 professional employees engaged in physical planning and construction activities.

Supervisor of architectural staff for a major phase of one of the larger physical planning and construction programs, organized on the basis of a functional specialization such as medical programs.

Senior assistant to the University Architect or University Engineer in the architectural programs assigned to these officers, reviewing campus building programs, projects, and presentations, and providing staff advice to these officers and/or their principal assistants.

Senior architectural assistant in an inter-University research project, responsible for the system of collection, classification, evaluation, storage, and retrieval of technical information related to new and revised concepts of building design, utilization, financing, and construction, for possible University application.

#### Associate Architect

Under direction, incumbents perform all or many of the duties indicated for the series under the Series Concept. This is the full professional level, at which incumbents are expected to operate rather independently in all or most phases of major building projects. Supervision over such positions is usually exercised by a Senior or Principal Architect.

Examples of assignments allocated to this level of difficulty and responsibility are:

Project architect for a major building project, either new construction or major alterations, with responsibility for architectural liaison and coordination through all or most phases of the project, from inception to completion.

Architectural specialist, at either the campus or University-wide level, concentrating in some particular aspect of the architectural program where the volume of work requires such specialization, such as preparation and/or review of pre-grant and post-grant documentation for federally-financed projects and architectural liaison with granting agencies.

#### Minimum Qualifications



### Principal Architect

Graduation from college with major work in architecture and six years of experience in architectural work, including four years of experience in architectural planning and designing of major structures; or an equivalent combination of education and experience. Architectural license required.

### Senior Architect

Graduation from college with major work in architecture and five years of experience in architectural work, including three years of responsible planning and designing of major structures; or an equivalent combination of education and experience. Architectural license required.

### Associate Architect

Graduation from college with major work in architecture and four years of experience in architectural work, including two years of responsible planning and designing of major buildings; or an equivalent combination of education and experience. Architectural license required.

## Architectural Associate

### Class Specifications – E.10: ARCHITECTURE AND PLANNING

Principal Architectural Associate – 6902

Senior Architectural Associate – 6904

Architectural Associate – 6905

March, 1973

### Series Concept

Architectural Associates prepare or supervise the preparation of architectural plans, specifications, and drawings for small buildings and structures; prepare plans and specifications for furniture and equipment; and perform other related duties as required.

Incumbents typically work under the supervision of a licensed architect; prepare design plans, specifications, and drawings for small buildings and structures, both new construction and minor alterations; prepare design plans, specifications, and drawings for furniture and equipment; coordinate all phases of minor construction projects, from architectural planning and design through construction and acceptance of contractor's work on minor building projects, both new construction and minor alterations; assist the licensed architect on major building projects, both new construction and major alterations, by assuming responsibility for phases of a project; and serve as the staff specialist on assigned areas of architectural information, such as interior design or medical equipment.

### Class Concepts

#### Principal Architectural Associate

Under direction, incumbents perform all or many of the duties indicated for the series under the Series Concept. This is the full professional level for graduates in architecture who are assigned responsibility for preparation of architectural design plans, specifications and drawings, under the direction of a licensed

architect. Incumbents typically are expected to progress to the class of Associate Architects subject to licensure.

Examples of assignments allocated to this level of difficulty and responsibility are:

Supervisor of a small group of Architectural Associates and Drafting Technicians, making work assignments and checking plans, specifications, and drawings prepared by staff members.

Architectural designer for projects of limited scope, such as small buildings and structures and minor alterations to large buildings.

Project manager for projects of limited scope, such as small buildings and structures and minor alterations, with responsibility for architectural liaison and coordination through all or most phases of the project from inception to completion.

#### Senior Architectural Associate

Under general supervisions incumbents prepare detailed scale drawings required for all types of building construction; prepare construction documents for both alterations and new construction; prepare diagrammatic layouts for auxiliary facilities for large new construction; investigate and detail the furniture and equipment requirements for new buildings; prepare preliminary layouts of furniture and equipment; secure information in the field for preparation of sketches and layouts; and prepare detailed drawings and maps relative to sites and developmental planning.

Assignments at this level are expected to be of moderate difficulty and responsibility, with work subject to checking and review by a Principal Architectural Associate and/or a licensed architect. Incumbents typically are expected to progress to the class of Principal Architectural Associate.

#### Architectural Associate

Under supervisions incumbents draw details or portions of buildings to scale, including floor plans, elevations, and sections; prepare simple layouts; make tracings; prepare lists of equipment; make requisition drawings and bills of material; and prepare sketches for furniture, alterations, and room arrangements.

This is the entry level class for graduates in architecture. Assignments are structured to provide training experience under supervision of a licensed architect or Principal Architectural Associate. Incumbents typically are expected to progress to the class of Senior Architectural Associate.

### Minimum Qualifications

#### Principal Architectural Associate

Graduation from college with major work in architecture and four years of architectural drafting experience, including two years of experience in preparation of drawings for major buildings; or an equivalent combination of education and experience.

#### Senior Architectural Associate

Graduation from college with major work in architecture and two years of architectural drafting experience; or at equivalent combination of education and experience.

## Architectural Associate

Graduation from college with major work in architecture; or an equivalent combination of education and experience.

# Architectural Associate Supervisor

Architectural Associate Supervisor – (6901)

Class Specifications – E.10: ARCHITECTURE AND PLANNING

March, 2002

Series Concept

Same as class concepts.

Class Concepts

Under direction, Architectural Associate Supervisors apply professional training and experience to supervise the preparation of architectural plans, specifications, and drawings for a variety of small buildings and other structures, furniture and equipment.

Incumbents have supervisory responsibility for hiring; performance evaluation; assigning work; effectively recommending merit increases, promotions and reclassification; discipline and discharges, and resolving complaints and grievances as provided in the “Supplemental Guides for Supervisor Classes” (Salary Administration Manual 12.0).

Certification or Licensure Requirements: None

### Minimum Qualifications

Applicants must meet the education and experience requirements as determined by the user department in conjunction with the Human Resources Director.

Candidates must also be able to demonstrate that they have the requisite knowledge, skills and abilities needed to perform the essential functions of the job with or without reasonable accommodation.

# Architect Supervisor

Architect Supervisor – 6950

Class Specifications – E.10: ARCHITECTURE AND PLANNING

March, 2002

Series Concept

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Same as class concepts.

#### Class Concepts

Under direction, Architect Supervisors apply professional architectural training and experience to supervise the coordination of building projects for large permanent buildings, both new construction and major renovations.

Incumbents have supervisory responsibility for hiring; performance evaluation; assigning work; effectively recommending merit increases, promotions and reclassification; discipline and discharges, and resolving complaints and grievances as provided in the "Supplemental Guides for Supervisor Classes" (Salary Administration Manual 12.0).

Certification or Licensure Requirements: Professional Architectural License

#### Minimum Qualifications

Applicants must meet the education and experience requirements as determined by the user department in conjunction with the Human Resources Director.

Candidates must also be able to demonstrate that they have the requisite knowledge, skills and abilities needed to perform the essential functions of the job with or without reasonable accommodation.

## Artist Principal

Class Specifications – D.15: ARTS  
Principal Artist – 6101  
February, 1978

#### Series Concept

Artists plan and compose drawings and illustrations for publications, and visual presentations, and design and perform creative artwork in the preparation of exhibits using a wide variety of media and techniques; prepare and execute drawings, layouts, charts, posters and diagrams from descriptions and rough sketches; size, crop and retouch photographs for reproduction; may assist in taking photographs; and perform other related duties as required.

The Artist series is distinguished from other related classes by the emphasis on original design work, and the absence of specialized requirements for scientific, technical, or medical knowledge.

#### Class Concepts

#### Principal Artist

Under general direction incumbents plan, organize, direct, and review the layout and design of visual presentations, publications or exhibits in an art unit of at least six full-time-equivalent positions in the artist or related classes; and perform the full range of duties associated with the Senior Artist level.

Incumbents at this level typically manage a large art unit and direct a staff of artists in the production of finished drawings and illustrations for visual presentations and publications; supply finished art work, mock-ups, models, and designs for production; and determine which art methods are economically feasible within an art unit budget.

### **Minimum Qualifications**

#### Principal Artist

Graduation from high school, two years of art training, and four years of experience, including at least one year in a supervisory capacity; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

## **Arts and Lectures Manager**

Arts and Lectures Manager – (6466)

Class Specifications – D.15: ARTS

October, 1978

Series Concept

Same as class concepts.

Class Concepts

Under direction, Arts and Lectures Managers plan and coordinate a campus arts and lectures program; serve as advisor and coordinator to various committees and departments responsible for specific segments of a campus program; supervise a small staff; and perform other related duties as required.

Incumbents typically provide professional advice and information concerning program objectives and content; provide guidance on the probable artistic and financial success of events such as concerts, theatre, dance, films, and lectures; plan, coordinate and supervise financial and technical activities associated with budget control, promotion and publicity, production and presentation and negotiations for an arts and lectures program; coordinate events to produce a balanced program; and work closely with campus departments, organizations, private firms, colleges and university associations in planning and coordinating events and services related to programming, scheduling, promotion and production of the arts and lectures program.

### **Minimum Qualifications**

Graduation from college and three years of experience in the management of public events; or an equivalent combination of education and experience; and knowledge and abilities essential to the successful performance of the duties assigned to the position.

# Arts and Lectures Manager Supervisor

Arts and Lectures Manager Supervisor – (6465)

Class Specifications – D.15: ARTS

March, 2002

Series Concept

Same as class concepts.

Class Concepts

Under direction, Arts and Lectures Manager Supervisors apply professional training and experience to supervise staff involved in planning and coordinating campus arts and lectures programs.

Incumbents have supervisory responsibility for hiring; performance evaluation; assigning work; effectively recommending merit increases, promotions and reclassification; discipline and discharges, and resolving complaints and grievances as provided in the “Supplemental Guides for Supervisor Classes” (Salary Administration Manual 12.0).

Certification or Licensure Requirements: None

## Minimum Qualifications

Applicants must meet the education and experience requirements as determined by the user department in conjunction with the Human Resources Director.

Candidates must also be able to demonstrate that they have the requisite knowledge, skills and abilities needed to perform the essential functions of the job with or without reasonable accommodation.

# Assistant Engineer

Class Specifications – G.45: MARINE TRADES

First Assistant Engineer – 8352

Second Assistant Engineer – 8353

Third Assistant Engineer – 8354

May, 1976

Series Concept

Assistant Engineers perform duties in the maintenance and operation of engineering equipment aboard a vessel engaged in oceanographic research; and perform other related duties as required.

Class Concepts

### First Assistant Engineer

Under general supervision, incumbents serve as first assistants in the operation and maintenance of engineering plant equipment and may serve as Chief Engineers on a University research vessel of approximately 100 gross tons displacement. As Chief Engineer of a smaller vessel, incumbents are responsible for the entire engineering plant, its operation and maintenance. Incumbents repair, operate and maintain all engines, auxiliaries, and other related plant equipment; assume control of the engine room; supervise lower-level Assistant Engineers and Oilers; and may serve as firefighters.

### Second Assistant Engineer

Under general supervision, incumbents perform the skilled duties of a machinist, plumber, pipefitter, or general mechanic in the repair, overhaul and upkeep of a marine engineering plant; are responsible for fuel, oil and water supplies; and may serve as working leaders in directing Oilers and/or Third Assistant Engineers.

Incumbents in this class perform at the full operational level in the operation, maintenance and repair of engineering plant equipment under the general supervision of a Chief Engineer or a First Assistant Engineer. Incumbents may serve as First Assistant Engineers on a vessel of approximately 100 gross tons displacement.

### Third Assistant Engineer

Under supervision, incumbents perform semiskilled duties by assisting as a general mechanic in the repair, overhaul and upkeep of a marine engineering plant; operate engines, auxiliaries, deck machinery, and other engineering equipment; maintain deck machinery; stand engine room watches at sea; and stand security watches. Incumbents in this class are used on the larger seagoing vessels to provide an additional officer to operate engines and other engineering equipment, and to stand engine room watch.

### Minimum Qualifications

#### First Assistant Engineer

Ability to read, write and perform basic arithmetic calculations; four years of experience in the engineering department of a seagoing vessel, including two years as assistant engineer on a diesel or diesel-electric vessel of 100 gross tons or larger, or one year as Second Assistant Engineer aboard a University vessel; or an equivalent combination of education and experience; and knowledge and abilities essential to the successful performance of the duties assigned to the position.

License Requirement: Incumbents in these classes shall have in their possession of such valid licenses and/or certificates as are required.

#### Second Assistant Engineer

Ability to read, write and perform basic arithmetic calculations; three years of experience in the engineering department of a seagoing vessel, including one year as an assistant engineer on a diesel or diesel-electric vessel of 100 gross tons or larger, or one year as Third Assistant Engineer aboard a University vessel; or an equivalent combination of education and experience; and knowledge and abilities essential to the successful performance of the duties assigned to the position.

License Requirement: Incumbents in these classes shall have in their possession such valid licenses and/or certificates as are required.

### Third Assistant Engineer

Ability to read, write and perform basic arithmetic calculations; two years of experience in the engineering department of a diesel or diesel-electric vessel of 100 gross tons or larger, or one year as Oiler on a University vessel; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

License Requirement: Incumbents in these classes shall have in their possession such valid licenses and/or certificates as are required.

## Assistant to the Dean, Director, or Chairperson

Class Specifications – F.20: ADMINISTRATIVE SUPPORT AND ANALYSIS

Assistant to the (Dean), (Director), or (Chairman) II – 7540

Assistant to the (Dean), (Director), or (Chairman) I – 7541

April, 1973

### Series Concept

Under direction, incumbents assist the Dean, Director, or Chairman, in the administration of the academic program; assist and coordinate departmental faculty committees; and perform other related duties as required.

This series is established for those positions to which a Dean, Director, or Chairman, assigns substantial academic administrative and staff responsibilities of a department, school, or college. Such assignments require a complete knowledge of the department's discipline which is normally acquired only by graduate study in the discipline to at least the post-Master's level.

Incumbents identify and locate prospective faculty; compile bibliographies, program campus visits for recruitment of faculty, and compose letters relating to appointments and recommendations; serve as a permanent secretary to the unit's faculty committees, including coordinating the work of the committees and providing completed staff work; provide staff assistance in the analysis, development, and implementation of the academic programs, policies, and procedures; participate in the evaluation and development of the curriculum, including experimental courses; conduct special studies and handle special projects regarding the effectiveness of the educational program; seek new sources of financial support for faculty research and graduate students, and draft the substantive portion of contract and grant proposals; and represent the Dean, Director, or Chairman, on educational policy in discussions with University officials and outside agencies. Incumbents may also schedule classes when it is vital to understand the content of the course and resolve scheduling conflicts among faculty; act as a placement officer for graduating students; counsel students; develop the rationale for the academic budget; and study space and equipment needs based on a knowledge of the academic program.

Positions in this series are distinguished from Administrative Services Officer, and Department Administrative Assistant in that incumbents have no responsibility, or only incidental responsibility, for general administrative functions of the business and technical service operations of the department, school or college.



Positions are allocated to this series by the Chancellor on the basis of substantial academic administrative and staff responsibilities and the role of the position to the academic program.

#### Class Concepts

Assistant to the (Dean), (Director), or (Chairman) II

Incumbents actively participate and make significant contributions to the long-range academic goals of the department, school, or college. Staff assignments are broad and general in nature and are usually related to the over-all academic program. At this level, performance of staff analysis and completion of projects require that incumbents have a thorough knowledge of the department's academic program, goals, and objectives. Duties are performed under the direction of the (Dean), (Director), or (Chairman), and work is reviewed in terms of meeting goals and objectives.

Assistant to the (Dean), (Director), or (Chairman) I

Incumbents perform responsible and complex staff analysis and make contributions to the immediate academic goals of the department, school, or college. The performance of staff analysis and completion of projects require that incumbents have a general knowledge of the department's academic program, goals, and objectives. Assignments are usually short-term studies or administrative functions related to the immediate goals of the department. Duties are performed under the general supervision of the (Dean), (Director), or (Chairman).

#### Minimum Qualifications

Assistant to the (Dean), (Director), or (Chairman) II

A Master's degree in the discipline of the department or school and four years of experience in administrative management or staff analysis.

Assistant to the (Dean), (Director), or (Chairman) I

A Master's degree in the discipline of the department or school and two years of experience in administrative management or staff analysis.

## Athletic Trainer

Class Specifications – A.10: RECREATIONAL SERVICES AND ATHLETICS  
Supervising Athletic Trainer – 9457  
Athletic Trainer – 9458

June, 1976

#### Series Concept

Athletic Trainers assist coaches in planning the training program and in the conditioning of athletes; assist in the prevention, treatment and reduction of injuries, and in the rehabilitation of athletes who have been injured; serve in a liaison position with medical personnel; and perform other related duties as required.

The series consists of two levels. Athletic Trainer is the operational level, and Supervising Athletic Trainer is the supervisory level. This Series is distinguished from the Physical Therapist series in that incumbents are concerned with the care, prevention and recognition of injuries to athletic team members.

### Class Concepts

#### Supervising Athletic Trainer

Under direction, incumbents supervise two or more Athletic Trainers plus associated personnel in the prevention and care of injuries to athletes participating in intercollegiate athletics. Specifically, incumbents supervise the prevention of athletic injuries by means of protective and therapeutic wrapping, with the invention and fabrication of protective padding; supervise the care of athletic injuries through the utilization of one or more of the following physical modalities typical to physical therapy: infrared, ultrasound, massage techniques, hydrocollator packs, cryotherapy, hydrotherapy, and electrical stimulation units; and supervise the rehabilitation of athletic injuries through the use of isotonic, isokinetic and isometric exercise programs designed in conjunction with the team physician and specialty staff.

Supervising Athletic Trainers also supervise the maintenance of athletic training facilities and equipment, the annual ordering of supplies, and the purchase of new equipment; assist the athletic equipment manager in the purchase of protective equipment relating to the medical problem of a student athlete; assist the team physician in the care and disposition of emergency situations; travel with athletic teams as required, and are assigned responsibility for the care of athletes in the absence of the team physician; assist campus hospitals in the set up and administration of physical examinations to prospective student athletes in inter-collegiate sports; and maintain permanent medical records, with medical histories and athletic injuries incurred by athletes.

#### Athletic Trainer

Under general supervision, incumbents assist in the prevention of athletic injuries by means of therapeutic and protective adhesive strapping and wrapping; care for athletic injuries by means of modern physical therapy equipment (hydrotherapy, electrotherapy and cryotherapy modalities), techniques and medication; and assist in the rehabilitation of athletic injuries through the use of therapeutic exercise programs. Athletic Trainers also maintain athletic training facilities and equipment, restock supplies, and prepare for daily tapings; administer first aid to athletes during practice sessions and sporting events; screen and refer injured athletes to the athletic team physician; advise and counsel athletes as to injury situations; travel with athletic teams designated by the Supervising Athletic Trainer, and are assigned responsibility for the care of athletes in the absence of the team physician; issue medical clearances to participate, signifying completion of a physical examination by a physician, and a medical history; maintain up-to-date squad lists of cleared athletes; and administer emergency first aid to physical education and recreation students in the immediate area.

### Minimum Qualifications

#### Supervising Athletic Trainer

Certification as an Athletic Trainer with the National Athletic Trainers' Association, and three years of experience as an Athletic Trainer; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

#### Athletic Trainer

Graduation from college with a baccalaureate degree, and completion of the athletic training curriculum requirements of the National Athletic Trainers' Association; or the completion of 1800 hours in a training quarter under the direct supervision of a certified Athletic Trainer; or graduation from college with a degree in, Physical Therapy and two years of experience in Athletic Training, as evidence of eligibility to take the certification examination for Athletic Trainer; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

## Audio-Visual & Photographic Services Supervisor

Supervisor, Audio-Visual & Photographic Services – 6119

Class Specifications – D.15: ARTS

March, 1973

Series Concept

Same as class concepts.

Class Concepts

Under direction, incumbents plan, organize, coordinate and supervise the audio-visual and photographic services for a campus; provide consultation services to departments; and perform other related duties as required.

Incumbents provide audio-visual and photographic services for a campus including the purchasing, distributing, and servicing of projection, recording, and photographic equipment; develop policies and procedures regarding the operation of the Audio-visual and Photographic Services unit; recommend new and/or expanded services, including the manner in which services are to be implemented, staff and equipment needs, and funding sources; plan and control the unit's budget; estimate and control income from recharge operations; consult with the Department of Architects and Engineers and others regarding the planning of new facilities such as language laboratories, and lecture halls utilizing projection and sound equipment; advise departments and faculty on the purchase of audio-visual equipment, use of instructional aids and techniques to meet research requirements; and supervise about 40 to 60 full-time-equivalent employees, including employees in technical areas in Photography, Electronics, Stage Production, and Audio-Visual and Recording.

### Minimum Qualifications

Graduation from college with specialization in audio-visual and three years experience in the field of audio-visual services, including one year in a supervisory capacity; or an equivalent combination of education and experience.

# Auditor

Class Specifications – F.35: FISCAL SERVICES

Principal Auditor II – 7620

Principal Auditor I – 7621

Senior Auditor – 7622

Auditor – 7623

February, 1977

## Series Concept

Auditors administer, supervise or conduct technical audits of University organizational and functional activities which require a knowledge of the principles, practices and trends of modern management and auditing; and perform other related duties as required.

Incumbents plan and execute audits to determine whether the various organizational units of the University are performing their planning, accounting, custodial and control activities in compliance with University policies and in a manner consistent with organizational objectives, administrative standards, and good business practices; evaluate the adequacy and effectiveness of management control functions; report audit findings and make recommendations to management concerning potential improvements in operations and cost reductions; point out non-compliance with policy and comment on lack of or inadequacy of existing policy; participate in the establishment of controls in the development of new systems; and appraise and advise management with regard to the adequacy of other controls.

Auditors are expected to have a thorough knowledge of management and of the principles and practices of auditing, knowledge of the basics of fund accounting and general accounting theory, a working knowledge of electronic data processing, knowledge of other disciplines such as systems analysis and design, operations research techniques, humanities and the behavioral sciences.

Factors affecting allocation to the Auditor series include, but are not limited to, variety and complexity of audit objectives and programs; frequency of independent decision-making; and the ability to deal with persons of all levels but particularly those at higher administrative and managerial levels.

## Class Concepts

### Principal Auditor II and I

Under general direction incumbents are assigned responsibility for supervising or performing audits of the highest level of complexity.

Incumbents direct, counsel and instruct staff auditors assigned to audit projects, and review their work for adequacy of documentation and understanding; make oral and written presentations to management during and at the conclusion of audits; prepare or supervise the preparation of written reports covering the results of audits and express opinions on the adequacy of controls and the effectiveness of operations reviewed; review and edit audit reports and discuss the reports with appropriate members of campus and systemwide management; establish schedules for other staff members assigned to audit projects; and are assigned responsibility for developing and monitoring audit programs used by the staff auditors. Recommendations made at these levels as a result of audit findings typically result in major systemwide or campus-wide procedural changes.

Positions are allocated to the II or I level by the President or the Chancellor on the basis of the nature and scope of responsibilities, roles of the positions in the Systemwide Administration or the campus organization, and the specialized nature of the work.

#### Senior Auditor

Under direction incumbents are assigned responsibility for planning and conducting audits in diverse and complex operational and functional areas. Incumbents survey functions and activities in designated audit areas to learn the nature of the operations and the elements of management control; assist in determining the direction of the audit effort and in developing the detailed audit steps to be completed; perform audits in accordance with approved audit programs, and direct where applicable the efforts of assistants; review transactions, documents, records, reports, and procedures and prepare audit workpapers recording and summarizing data pertinent to the assigned audit; discuss audit findings with operating staff members to verify facts and to obtain background information; analyze and evaluate audit documentation as a basis for objective opinions on the effectiveness and efficiency of operations under review, adequacy of internal controls, and compliance with existing policies; make or assist in making oral and written presentations to operating management staff during and at the conclusion of the audit with regard to audit findings and recommendations; prepare formal written reports covering the results of audits; express opinions on controls and operational effectiveness; and perform special audit assignments.

#### Auditor

Under general supervision incumbents perform assignments requiring understanding and application of audit principles, practices and concepts; devise own methods to accomplish audits; assist in planning work on assigned segments of the audit and in determining the extent of audit testing and audit workpaper content; review transactions, documents, records, reports, and procedures and prepare prescribed audit workpapers recording and summarizing data on the assigned audit; discuss audit findings with operating personnel to verify facts and obtain background information not available in the documentation examined; assist as requested with the summarization of audit findings and preparation of formal audit reports; and perform special audit assignments.

#### Minimum Qualifications

##### Principal Auditor II

Graduation from college with a major in an appropriate field such as Accounting, Business Administration, Public Administration, Computer Science, or Industrial Engineering, and seven years of related audit experience; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

##### Principal Auditor I

Graduation from college with a major in an appropriate field such as Accounting, Business Administration, Public Administration, Computer Science, or Industrial Engineering, and six years of related audit experience; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

#### Senior Auditor

Graduation from college with a major in an appropriate field such as Accounting, Business Administration, Public Administration, Computer Science or Industrial Engineering, and four years of related audit

experience; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

#### Auditor

Graduation from college with a major in an appropriate field such as Accounting, Business Administration, Public Administration, Computer Science or Industrial Engineering, and two years of related audit experience; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

## Automotive Technician Supervisor

Class Specifications – G.55: AUTOMOTIVE AND AIRCRAFT  
Automotive Technician Supervisor – 8471

August 2019

#### Series Concept

Automotive Technicians adjust, service, maintain and repair automobiles, trucks, trucksters, vans, buses and other types of automotive equipment; and perform other related duties as required.

Incumbents inspect automotive equipment to determine the corrective action necessary; perform or assist in the major repair of automotive equipment, including major engine overhauls; perform tune-ups; reline, adjust and perform major overhauls of brakes; align wheels, replace and repair transmissions and differentials; lubricate moving parts; pack wheel bearings and universal joints; operate and maintain automotive shop equipment; estimate the cost of automotive repairs; perform minor welding and brazing work; replace oil filter elements; install oil filters; replace mufflers; tail pipes, and head lamps; service vehicles with gas, oil and cooling system fluid; replace and rotate tires; keep maintenance records; and prepare workorders to reflect time and material usage.

The series consists of five levels, which range in level of difficulty from unskilled up to the working supervisor.

#### Class Concepts

##### Automotive Technician Supervisor

Under general direction incumbents direct and coordinate the work of Lead and Automotive Technicians and other related personnel.

in addition to the range of duties outlined in the series concept, incumbents typically assist in formulating an automotive maintenance program; develop in-service training programs; make hiring selections from job applicants; review work performed at various states and upon completion; evaluate the performance of employees; and assist management in the preparation of reports.

#### Minimum Qualifications

##### Automotive Technician Supervisor

Ability to read, write and perform basic arithmetic calculations and three years of experience in automotive maintenance and repair including one year in a supervisory capacity; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful

## Baker Principal

Class Specifications – C.15: FOOD PREPARATION  
Principal Baker – 5501

March, 1973

### Series Concept

Bakers perform or supervise baking duties in a campus bakery; and perform other related duties as required.

Incumbents typically weigh, sift, measure and mix baking ingredients; add shortening, yeast, leavening agents, seasoning, water and milk; prepare ingredients and bake bread, rolls, cookies, pies, cakes, biscuits and puddings; operate ovens and maintain proper temperature levels; may prepare desserts, fillings and icings; may prepare special diets for patients in a dietary unit; and may supervise Assistant Bakers and Food Service Workers in the preparation of bakery products and in the maintenance of sanitation and safety standards in a campus bakery or kitchen.

The series consists of four levels. Assistant Baker is the sub-journeyman level; Baker is the journeyman level; Senior Baker is the advanced journeyman or working supervisory level; and Principal Baker is the full supervisory level.

### Class Concepts

#### Principal Baker

Under general supervision, incumbents plan and supervise the preparation and delivery of bakery products and the maintenance of sanitary standards in a large campus bakery.

Incumbents typically supervise a large group of Senior Bakers, Bakers and Assistant Bakers in the preparation of bakery products and in the maintenance of sanitary standards; maintain quality and/or portion control of bakery products; supervise the delivery of completed orders; order supplies for the bakery; may assist in the planning and development of new baked products; may supervise and/or assist in the preparation of modified diet items in a hospital dietary operation; and may have the overall responsibility for scheduling of a group of Senior Bakers, Bakers and Assistant Bakers in a shift operation.

Positions in this class differ from those in the Senior Baker class in that incumbents typically have planning, scheduling, supervisory, quality and cost control responsibility over operations of a campus bakery.

Senior Baker Under supervision, incumbents supervise a group of Bakers and Assistant Bakers and perform the more difficult duties in a campus bakery.

Incumbents typically act as working supervisors for groups of Bakers and Assistant Bakers in the performance of duties outlined in the Series Concept; train takers and Assistant Bakers; schedule, coordinate and evaluate the work of Bakers and Assistant Bakers; decorate fancy bakery products; and may prepare specialized menu items in a hospital dietary.

Positions in this class are distinguished from those in the Baker class by the greater supervisory responsibility and the performance of more difficult baking duties.

### **Minimum Qualifications**

#### **Principal Baker**

Ability to read, write, perform basic arithmetic calculations, and five years of experience in the preparation of bakery products and general maintenance of a bakery or kitchen area including at least one year of supervisory responsibility; or an equivalent combination of education and experience.

## **Blank Assistant Supervisor**

Class Specifications – B.15 CLERICAL/ADMINISTRATIVE, SPECIAL & MAIL SERVICE

Blank Assistant 1 – Sup – 4728

Blank Assistant 2 – Sup – 4727

Blank Assistant 3 – Sup – 4726

August 2019

#### **Series Concept**

Clerical/Administrative employees perform and/or supervise one or more general and specialized clerical and administrative services essential to the operation of all University departments; and perform other related duties as required.

Incumbents may participate in budget, grant, or contract preparation; administer and control departmental expenditures; maintain departmental personnel records and provide departmental personnel services; prepare reports and maintain pertinent files and other required records; provide non-laboratory business services such as purchasing, inventory and stores, facilities and space utilization; and provide general clerical as well as secretarial assistance to departmental staff. In addition to the above mentioned duties, incumbents may perform and/or supervise specific functions supportive to a teaching, research or staff/business services department or specialized operation. Depending on the nature of the department, incumbents may schedule classes; prepare bulletin and teaching, materials; process admissions and advise students; conduct wage surveys or compile and maintain specialized resource files such as for supplies and equipment; operate income-recharge services; coordinate special programs such as credential, publishing, cultural, gifts and endowment, official ceremonies, and interdisciplinary training; and maintain liaison with hospital, clinics and other affiliated institutions for teaching support operations. Positions in this series do not normally have final authoritative responsibility for unit operations. They are distinguished from the analyst series in that they have operational responsibilities for support services, as well as responsibility for providing staff assistance. They are distinguished from the laboratory assistant series in that they do not normally have direct responsibility for technical aspects of the unit's operation, such as equipment purchase, use of laboratory space, and management of service shops. The total series consists of several distinct classes which recognize succeeding degrees of work difficulty. These are summarized in the CLASS CONCEPTS and range from the lower levels to administrative



performance of routine or standard clerical tasks at assignments involving limited techniques of staff analysis and/or business management at the higher levels. Positions are allocated to different levels based on factors such as nature and extent of authority delegated variety and complexity of functions performed or supervised; application of knowledge of intradepartmental or interdepartmental functions and University policies and procedures; nature and level of intramural and extramural public contacts; size, complexity and organizational relationship of the unit to the total campus structure; reporting relationship of the positions and commitment authority and consequence of error.

#### **CLASS CONCEPTS**

##### **Blank Assistant 1 – Supervisor**

This level is characterized by one or a combination of the following:

Incumbents have supervisory responsibilities for several lower level positions entailing such duties as setting priorities, training and establishing work methods and procedures.

A significant nonstandard skill/knowledge is required involving production of an end product such as a report, scientific paper or manuscript. Work is performed without close review, with responsibility for correct usage of unusual terms and symbols in a scientific or technical field, requiring some subject matter knowledge.

Incumbents have independent responsibility for a small unit or comprehensive function requiring integration and coordination of a variety of information or administrative services.

At this level, the following factors should be considered:

Within limited subject areas, assignments may entail steps or actions which vary in nature and sequence on the basis of each individual case: or they may be of a coordinating nature and composed of several cases/functions/subjects which must be integrated.

Work is performed under supervision of a higher level administrative person or an academic supervisor. Assignments are given in terms of the subject area concerned with specific objectives, critical administrative aspects, and possible problems identified. Work is subject to review only as requested or when problems require evaluation of the application of established policy.

Guidelines provided, include a large number of procedural directives, and standard rules, regulations and precedents applicable to specific problems. In limited subject areas, some judgment is required to determine the applicability of guides to specific cases/problems. In coordinating assignments, some originality is required to organize all phases of a program/function and to obtain and correlate information from a variety of sources. This requires a good knowledge of standard administrative rules and interpretations within own area and a working knowledge of established methods and procedures used in related areas.

Incumbents have responsibility for determining procedural methods of work, for coordinating phases of work with others; or within limited areas, for determining the applicability of numerous standard rules, regulations and interpretations to individual problems.

##### **Blank Assistant 2 – Supervisor**

This level is characterized by either one or a combination of the following:

Incumbents have supervisory responsibilities for several employees including selection, training, evaluation, and disciplinary actions. Positions which are primarily supervisory in nature entail technical and administrative responsibility for a small group (normally 3 or more) in the Blank Assistant 1 level or for a larger group (normally 6 or more) at the Senior Clerk/Secretary level or equivalent.

The duties performed require knowledge of basic principles and methods of a technical or professional field where the exercise of judgment is limited by (a) the routine assignments, (b) the narrow range of the knowledge of the total professional or technical field, (c) the supervision received, and (d) the absence of the ability to establish professional precedents.

Incumbents have independent responsibility for a comprehensive function, service or unit requiring the determination of appropriateness of actions in several administrative tasks each of which is allocable to the Blank Assistant 1 level.

At this level the following factors should be considered:

Work is performed under direction of a higher level administrator or an academic supervisor. Assignments are given in terms of the subject area concerned with specific objectives as well as general program/department goals identified. Work is subject to review when problems involve new applications of policy or changes in administrative approach.

Guidelines provided include all administrative directives in the form of rules, policies, and established precedents pertinent to the assignment. Assignments entail either many separate phases or a variety of different administrative transactions; and problem solving which involves some analysis or qualitative review of individual cases, materials or circumstances to determine the appropriate action, decision or solution. This requires some substantive knowledge and understanding of the programs or activities of the unit served, as well as of University and departmental administrative guides.

Incumbents are responsible for interpretations and decisions based on established policies, precedents and administrative regulations which may not be directly applicable.

Incumbents may have supervisory responsibility for clerical/administrative tasks allocable to the Senior Clerk/Secretary class, in the case of positions which are not primarily supervisory in nature.

### Blank Assistant 3 – Supervisor

This level is characterized by either one or a combination of:

Incumbents have supervisory responsibility for several dissimilar functions or services, at the Assistant I level, determine staff needs and are accountable for results produced.

Incumbents have responsibility for one or more functions or services involving analysis of problems equivalent to an entry level analyst which requires knowledge of basic principles of the specific profession or technical field.

Incumbents have independent responsibility within overall goals of the organizational unit for a comprehensive function, service, or unit frequently requiring the determination of procedures, methods and policy applications; prepare reports and policy recommendations; and participate in long-range planning for clerical/administrative needs within overall goals of the organizational unit.

At this level the following factors should be considered.

Incumbents are responsible for all administrative aspects of a total program, service or department, including the determination of procedures, selection of methods, and implementation of policy. Incumbents perform assignments for which administrative guides are inadequate in some respect or which require limited technical/professional knowledge; or which involve nonstandard aspects of administration.

Work is performed under direction of a higher level administrator or an academic supervisor. Assignments are given in terms of the subject area concerned, with specific objectives as well as general program/department goals identified. Work is subject to review when problems require a deviation from administrative policy or when they may affect the professional activities of the department.

The scope, complexity or novelty of problems is such that (a) guides frequently are not directly applicable or problems are of a wide variety routinely requiring determinations of appropriateness, or (b) a body of knowledge is required in addition to standard department and University administration. The latter may include comparable knowledge of an outside institution, of a dissimilar operational unit within the university, or of the basic principles and methods of a professional field. Originality is required in applying standard administrative guides in resolving unusual administrative problems within stated objectives of the department, and within policies of the University and/or outside agencies.

Incumbents may have supervisory responsibility for clerical/administrative tasks allocable to the Blank Assistant 1 level. Positions allocated to the supervisory titles must meet the criteria for supervision as defined in the Supplemental Guidelines for Supervisory Classes (SAM 12).

**Note:** Specific qualification requirements are approved for positions by the Human Resource Directors in accordance with the provisions of Staff Personnel Policies 210.8 and 210.9.

## Boat Engineer

Class Specifications – G.45: MARINE TRADES  
Boat Engineer – 8355

February 1, 1982

### Class Concept

Under general supervision incumbents perform duties in the maintenance and operation of engineering equipment aboard a small vessel engaged in oceanographic research; and perform other related duties as required.

Incumbents typically are assigned responsibility for the repair, operation and maintenance of engines, auxiliaries and other related plant equipment on vessels with a weight of less than 200 gross tons and with less than 1,000 horsepower.

### Minimum Qualifications

Applicants for positions in the Boat Engineer class are expected to possess the licenses, skills, knowledges, and abilities essential to the successful performance of the duties assigned to the positions.

**Note:** Specific qualification requirements are approved for positions by the Personnel Manager in accordance with the provisions of Staff Personnel Policies 210.8 and 210.9.

# Boat Operator

Class Specifications – G.45: MARINE TRADES

Principal Boat Operator – 8385

Senior Boat Operator – 8386

Boat Operator – 8387

February, 1982

## Series Concept

Boat Operators maintain and operate small oceanographic vessels with a weight of less than 200 gross tons and with less than 1000 horsepower; and perform other related duties as required.

## Class Concepts

### Principal Boat Operator

Under direction incumbents serve as officer-in-charge and are assigned responsibility for navigational readiness and safe operations of a small oceanographic vessel.

At sea, incumbents typically prepare cruise charts and locate research stations; stand watches and act as lookouts; direct the crew in mooring and weighing anchor; and may prepare weather reports. In port, incumbents typically direct and assign the crew to stations and maintenance duties.

### Senior Boat Operator

Under general supervision incumbents perform skilled duties in general boat operations and maintenance.

At sea, incumbents typically care for rigging, deck and scientific equipment; stand watches and act as lookouts; assist in general navigation; assist scientific personnel; and may direct boat operators. In port, incumbents paint hulls and other gear; and may stand security watches.

### Boat Operator

Under supervision incumbents perform unskilled and semi-skilled deck duties involved in the general upkeep of a small boat.

At sea, incumbents typically handle lines; transfer and secure gear and equipment; clean and scrub the deck.; repair and splice lines; polish equipment and fixtures; stand watches and act as lookouts; and operate firefighting and other emergency equipment. In port, incumbents assist in painting and chipping the deck, hulls and other gear; and stand security watches.

## Minimum Qualifications

Applications for positions in the Boat Operator series are expected to possess the licenses, skills, knowledges, and abilities essential to the successful performance of the duties assigned to the positions.

Note: Specific qualification requirements are approved for positions by the Personnel Manager in accordance with the provisions of Staff Personnel Policies 210.8 and 210.9

## Boatswain

Class Specification – G.45: MARINE TRADES  
Boatswain – 8345

November, 1990

### Class Concept

Under general supervision, the Boatswain supervises the deck department operations aboard a large oceanographic research vessel; and performs other related duties as required.

Incumbents train and supervise licensed and unlicensed seamen in shipboard maintenance, seamanship, and deck operations which includes assisting in rigging, launching, and retrieving of oceanographic equipment, and the operations of deck machinery such as windlasses, cranes and winches; and perform difficult long splices in wire rope.

### Minimum Qualifications

Incumbents must possess U.S. passport; U.S. Merchant Mariner's Documents, including Unlimited AB endorsement. Applicants and incumbents are expected to possess the skills, knowledge, and abilities essential to the successful performance of duties assigned to the position.

Note: Specific qualification requirements are approved for positions by the Personnel Manager in accordance with the provisions of Staff Personnel Policies 210.8 and 210.9

## Botanical Garden/Arboretum Manager

Class Specifications – I.20: LABORATORY AND RESEARCH SUPPORT  
Senior Botanical Garden/Arboretum Manager – 9551  
Botanical Garden/Arboretum Manager – 9552

June, 1979

### Series Concept

Botanical Garden/Arboretum Managers supervise or manage horticultural and administrative functions, provide coordination for a number of horticultural and botanical activities in a botanical garden or arboretum, and perform other related duties as required.

Incumbents interview, select, train, evaluate, discipline and adjust grievances of subordinates or effectively recommend such actions; coordinate work schedules and assignments to ensure adequate operation of the garden; plan, organize, and direct garden and greenhouse horticultural operations; make recommendations for planning of garden areas and their continued development; advise on the acquisition as well as disposition of plants; grow and/or procure plant material for teaching and research;

furnish botanical and horticultural information to students, staff, faculty and the public; review and supervise all accounting, purchasing, and inventory activities; supervise maintenance of facilities, machinery, and utilities; recommend purchase of equipment and supplies; recommend a total budget to a director or committee; set priorities on expenditures based on objectives of the operations; participate in long range planning of garden activities; and arrange tours of the garden for classes and the public.

The Botanical Garden/Arboretum Manager series is distinguished from the Superintendent of Agriculture series in that it describes positions which utilize horticultural knowledge of a variety of plant species presenting complex and/or unusual growing problems in a botanical garden rather than positions which utilize horticultural knowledge applicable to larger more homogeneous agricultural research sites.

### Class Concepts

#### Senior Botanical Garden/Arboretum Manager

Under direction, Senior Botanical Garden/Arboretum Managers are assigned responsibility for all technical and administrative activities in a large botanical garden or arboretum. Incumbents perform the range of duties outlined in the Series Concept. As a guide to help determine the scope of this level, incumbents are usually assigned responsibility for an organization employing at least ten full-time-equivalent employees in the procurement, care, and/or cultivation of at least 5,000 plant species. Consideration is also given to the horticultural complexities of the collection.

#### Botanical Garden/Arboretum Manager

Under supervision, Botanical Garden/Arboretum Managers are assigned responsibility for all technical and administrative operations in a small botanical garden or arboretum or act as first assistants to a Senior Manager of a large organization. When functioning as managers of smaller botanical gardens or arboreta, incumbents supervise garden and greenhouse operations and maintenance as well as the administrative functions as described in the Series Concept. When functioning as first assistants to the manager of a large botanical garden or arboretum, incumbents are assigned day-to-day responsibility for the coordination and execution of facility activities.

### Minimum Qualifications

#### Senior Botanical Garden/Arboretum Manager

College level course work in the botanical and/or horticultural sciences and four years of experience in horticultural activities including at least two years in a supervisory capacity; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

#### Botanical Garden/Arboretum Manager

College level course work in the botanical and/or horticultural sciences and two years of experience in horticultural activities; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

## Budget Analyst

### Class Specifications – F.35: FISCAL SERVICES

Principal Budget Analyst II (MSP 0733) SIZE-NEUTRAL  
Principal Budget Analyst I (7251) SIZE-NEUTRAL  
Principal Budget Analyst – Supervisor (7266) SIZE-NEUTRAL  
Senior Budget Analyst (7252) SIZE-NEUTRAL  
Senior Budget Analyst – Supervisor (7265) SIZE-NEUTRAL  
Budget Analyst (7253) Budget Analyst – Supervising (7279)  
Assistant Budget Analyst (7254)

April, 1973 — SIZE-NEUTRAL MARCH 1995

#### Series Concept

Budget Analysts conduct responsible and complex budget analysis requiring a knowledge of University academic and administrative plans and budgetary procedures including budgetary planning, policy formulation, and presentation; and perform other related duties as required.

Incumbents perform budgetary analysis for a campus for designated program areas, or for budgetary departments having complex budget problems; make detailed budgetary analysis of departmental requests, and of program and budgetary proposals, and formulate recommendations for budgetary allowances; draft material to summarize, synthesize, and justify budget programs; gather data, conduct surveys, and make studies in connection with budgetary formulation and administration, such as cost-feasibility analysis, and workload trends; give information and advice to University officials and departmental administrators regarding specific phases of budget preparation and presentation; perform continuous budgetary control of appropriations on a campus-wide or University-wide basis; prepare instructions for budget preparations; and make recommendations for improving the budgetary process and procedures.

The Budget Analyst is expected to have a broad knowledge of, and be able to apply the doctrines, theories, and practices within the field of budget and financial analysis and administration. The Budget Analyst series differs from the Administrative Analyst series in that the type of analysis performed is specialized and limited to analysis of the campus or University-wide budget. It differs from the administrative service classes in that the latter involves budget related responsibility for day-to-day problems, budgetary control, and budget preparation in relation to a continuing operational responsibility.

#### Class Concepts

##### Principal Budget Analyst II and I

Incumbents are responsible for performing the highest level of budget analysis.

Positions are allocated to these levels on the basis of internal comparison, the nature and scope of responsibilities, and the specialized requirements of the work. See Irvine Campus Supplemental Guidelines for Principal Analysts I and II.

##### Principal Budget Analyst – Supervisor

Performs range of duties outlined in the Class Concepts for Principal Budget Analyst and, in addition, meets the HEERA requirements for designation as a supervisory employee.

##### Senior Budget Analyst

Incumbents (a) have responsibility for a major area of the campus budgetary program and may supervise other Budget Analysts, or (b) conduct responsible and complex analysis of budgetary requests, preparation, formulation, and budgetary presentations on a University-wide basis. Budget analysis duties are performed under minimal supervision and work is reviewed in terms of meeting specific goals and objectives.

Typically at this level, incumbents provide for continuous budgetary control of appropriations; prepare instructions for budget preparation and for presentation at budget hearings; assist officials in budget conferences; provide consultative service to campus officials; provide advice and assistance to other Budget Analysts on the more difficult problems; and may supervise the work of other Budget Analysts.

#### Senior Budget Analyst – Supervisor

Performs range of duties outlined in the Class Concepts for Senior Budget Analyst and, in addition, meets the HEERA requirements for designation as a supervisory employee.

#### Budget Analyst

Incumbents perform the responsible and complex professional budget analysis with only general supervision. The majority of budget analysis duties in a campus budget office or other operational unit are performed at this level. Typically at this level, incumbents make detailed budgetary analysis of departmental requests and of program and budgetary proposals, and formulate recommendations for budgetary allowances; draft material to summarize, synthesize and justify budget programs; gather data, conduct surveys, and make studies in connection with budgetary formulation and administration; and give information and advice to campus and departmental administrators.

#### Budget Analyst – Supervising

Performs range of duties outlined in the Class Concepts for Budget Analyst and, in addition, meets the HEERA requirements for designation as a supervisory employee.

#### Assistant Budget Analyst

Incumbents perform budget analysis under the supervision of a higher level Budget Analyst. Assignments may be more limited than those at the Budget Analyst level, but the primary distinction is the degree of independence with which the incumbent performs a wide variety of budgetary analysis functions.

#### Minimum Qualifications

##### Principal Budget Analyst II

Graduation from college with a major in economics, business administration, political science, or an allied field, and seven years of experience in budget analysis or administration; or an equivalent combination of education and experience.

##### Principal Budget Analyst I

Graduation from college with a major in economics, business administration, political sciences or an allied field, and six years of experience in budget analysis or administration; or an equivalent combination of education and experience.



## Senior Budget Analyst

Graduation from college with a major in economics, business administration, political science, or an allied field, and four years of experience in budget analysis or administration; or an equivalent combination of education and experience.

## Budget Analyst

Graduation from college with a major in economics; business administration, political science, or an allied field, and two years of experience in budget analysis or administration; or an equivalent combination of education and experience.

## Assistant Budget Analyst

Graduation from college with a major in economics, business administration, political science, or an allied field; or an equivalent combination of education and experience.

# Buyer

Class Specifications – F.45: MATERIAL MANAGEMENT

Buyer V – 7772

Buyer IV – 7773

Buyer III – 7776

Buyer II – 7774

Buyer I – 7775

August, 1983

## Series Concept

Buyers plan, direct and/or implement campus purchasing programs; and perform related duties as required.

Incumbents typically purchase materials, supplies, equipment, and services; solicit bids, analyze quotations received, and select or recommend suppliers; negotiate contracts; purchase items and services in accordance with quality, quantity and specification requirements; prepare purchase orders from requisitions; maintain contact with vendors; develop new contacts for supply of goods and services; conduct special surveys of sources of supply, considering needs of the University; obtain the best pricing and discounts; make adjustments with vendors, and provide professional advice and assistance at the departmental, campus-wide and systemwide level.

This series is distinguished from other professional series, e.g., Administrative Analyst and Management Services Officer, by an emphasis on unique purchasing functions such as contract negotiation, contract administration, contract termination, price analysis, and procurement and related functions such as forecasting, inventory control, and cost analysis.

Buyer positions are allocated to one of five levels by comparing the complexity of required purchasing techniques, the authority to negotiate and make contractual commitments, the responsibility for purchasing administration, the responsibility for supervising incumbents involved in purchasing, and the level of supervision received.

## Class Concepts

### Buyer V

Under general direction, incumbents function as a Purchasing Agent for a major campus-wide purchasing program or as a supervisor over lower level Buyers assigned to the most complex commodity purchases such as computers, word processing equipment, specialized medical equipment and scientific laboratory equipment. They have full functional responsibility for planning, directing and coordinating procurement functions. Emphasis at this level is primarily on managerial/supervisory duties rather than on the performance of the most complex purchases or contract negotiations.

### Buyer IV

Under direction, incumbents manage the Planned Purchasing Program responsibilities of a campus. Incumbents typically purchase highly complex technical items, materials or services which are designed and manufactured exclusively for the University; conduct difficult contract negotiations; develop purchasing specifications for manufacturers; and purchase goods and services for the entire University. Incumbents typically supervise the work of other professional and clerical personnel.

### Buyer III

Under general supervision, incumbents purchase commodities of a technical and specialized nature that are usually made, altered, or customized to meet the University's needs and specifications; deal directly with manufacturers; and independently negotiate contracts. Incumbents may, in addition, serve as work leaders for a group of lower level Buyers.

### Buyer II

Under general supervision, incumbents purchase standardized commodities as described in the series concept. Incumbents at this level typically obtain information concerning prices, terms of payment, and selection of items; make awards to vendors; contact and develop sources of supply; maintain personal contact with vendors; and work with departmental administrators on general requisition specifications.

### Buyer I

Under supervision, incumbents perform purchasing duties according to prescribed procedures and/or defined instructions. Work performance is subject to continuing review until standard procedures are learned. Incumbents may be delegated limited commitment authority. This is the entry level in the series, however, positions may be assigned to this level on a continuing basis.

### Minimum Qualifications

Applicants for positions in the Buyer series are expected to possess the skills, knowledge, and abilities essential to the successful performance of the duties assigned to the positions.

Note: Specific qualification requirements are approved for positions by the Personnel Manager in accordance with the provision of Staff Personnel Policies 210.8 and 210.9.

# Carpenter Supervisor

Class Specifications – G.15: FACILITIES  
Carpenter Supervisor – 8108

September, 1986

## Series Concept

Carpenters work from blueprints, drawings or oral instructions in constructing and repairing structural woodwork and equipment; build, repair and install counters, cabinets, benches, partitions, floors, doors, building framework and trim using carpenters' hand and power tools; install ceiling and floor tiles; may build cabinets and other wooden equipment in a shop using woodworking machines such as a table saw, planer and jointer; and instruct or lead semi- skilled or unskilled assistants.

## Class Concepts

### Carpenter Supervisor

Under direction, incumbents supervise and coordinate the work of Assistant Supervisors, Lead Carpenters, and Carpenters. Incumbents typically make hiring selections among job applicants, insure that new and existing staff receive proper training; make daily work schedules and assignments; review work performed at various stages and upon completion; evaluate the performance of subordinate employees; recommend or initiate personnel actions such as promotions, transfers, and disciplinary measures; and maintain various work records including written and oral reports; prepare estimates of manhours, costs and materials required.

## Minimum Qualifications

Applicants for positions in the Carpenter Series are expected to possess the skills, knowledge and abilities essential to the successful performance of the duties assigned to the position.

# Cashier

Class Specifications – F.35: FISCAL SERVICES  
Supervising Cashier – 4611  
Senior Cashier – 4612  
Cashier – 4613

October, 1975

## Series Concept

Cashiers perform or supervise a variety of tasks involving the accountability of funds, their receipt, verification, custody and transfer; and perform other related duties as required.

Incumbents perform or supervise such duties as receiving either at a counter or window or by mail cash payments for a variety of fees, fines, loans and bills; posting receipts in the cash journal and recording

payments on record cards; issuing receipts; operating an electronic cash register or other sophisticated equipment in the recording of cash payments; sending follow-up notices on all bills on a regularly-scheduled basis; making financial clearances on students by checking list and bill files for outstanding bills before students are cleared for registration, release of records, leave of absence or withdraw!; selling laundry tickets for medical students; making monthly reconciliations of sundry debtor and library fine general ledgers; distributing checks at a window; controlling and storing hospital patient valuables; verifying deposits from sub-cashiering stations; maintaining files; verifying daily records of receipts, payments, and deposits and consolidating as required; maintaining control records of receipts and disbursements; processing refund requests; preparing a variety of special reports and statistics; and cashing personal checks if such a service is provided.

This series is distinguished from the Clerical/Administrative series by the performance or supervision of tasks related to the receiving, processing, and securing of cash or comparable items, including the operation of cash recording equipment.

This series has three levels. Cashier is the entry/operational level, Senior Cashier is the advanced operational/working supervisory level, and Supervising Cashier is the full supervisory level.

### Class Concepts

#### Supervising Cashier

Under general supervision, incumbents (a) supervise and direct the work of at least six full-time-equivalent cashiers performing duties as outlined in the Series Concept in either a medium-sized cashier's office, or in a section of a large cashier's office, or in a large sub-cashiering station or other specialized cashiering unit geographically separate from the main office; or (b) plan, organize and direct the operation of a small main cashier's office with at least one other full-time-equivalent cashier; or (c) assist the Cashier's Office Manager in a large cashier's office in the overall administration, unit coordination, and management of the office, including supervisory responsibility; and perform other duties as required.

#### Senior Cashier

Under general supervision, incumbents perform the most difficult cashiering duties which require extensive experience, judgement and training in order to determine appropriate courses of action from within a framework of broad and complex guidelines. Senior Cashiers may be assigned the training and day-to-day supervision of employees and, in a small office, may act in the absence of the manager or supervisor; however, they do not have the full-time supervisory or administrative responsibilities typical of the Supervising Cashier.

Incumbents typically verify daily records of receipts, check deposits and funds turned in by other cashiers, consolidate deposits, maintain control records of receipts and disbursements, process refund requests, follow-up on checks returned by a bank, prepare reports, and train new employees in cashiering procedures.

#### Cashier

Under supervision and in conformity with a variety of established procedures and guides, incumbents perform a variety of cashiering tasks of average difficulty as outlined in the Series Concept.

#### Minimum Qualifications

### Supervising Cashier

Graduation from high school or a General Education Diploma, including or supplemented by courses in bookkeeping, and three years of experience in handling cash or recordkeeping; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position. Must be bondable.

### Senior Cashier

Graduation from high school or a General Education Diploma, including or supplemented by courses in bookkeeping, and two years of experience in handling cash or recordkeeping; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position. Must be bondable.

### Cashier

Graduation from high school or a General Education Diploma, including or supplemented by courses in bookkeeping, and one year of recent experience in handling cash and recordkeeping; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position. Must be bondable.

## Cashier's Office Manager

Cashier's Office Manager (4610)

Class Specification – B.15 CLERICAL/ADMINISTRATIVE, SPECIAL & MAIL SERVICE

August, 1983

Series Concept

Same as class concepts.

Class Concepts

Cashier's Office Managers direct the activities of a campus cashier's office that is autonomous for operational purposes and perform other related duties as required. Incumbents manage a cashier's office with responsibility for personnel, budget, and operations; plan procedures for the collection and deposit of monies received by other campus units and provide technical coordination to other cashiering offices on a campus; audit daily records of receipts, payments and deposits; coordinate activities of the cashier's office with various other campus activities, including the Accounting Office, and represent the cashier's office in contacts with campus and System wide offices and outside agencies and institutions; select, train, and supervise subordinate personnel; develop and maintain adequate cash security measures in accordance with University internal control standards; conduct special studies and make reports on the operation of the cashier's office, including statistical information concerning receipts, disbursements, deposits, and loans; develop application of computer procedures for cashiering; and make financial arrangements for various committees presenting events on the campus by supervising ticket sales and making final settlements of accounts as requested.

### Minimum Qualifications

Applicants for positions in the Cashier's Office Manager class are expected to possess the skills, knowledge, and abilities essential to the successful performance of the duties assigned to the positions.

## Child Development Center Coordinator / Manager

### Class Specifications – H.65: COUNSELING AND SOCIAL SERVICES

Child Development Center Manager (4102)  
Child Development Center Coordinator (4103)

**January 2019**

#### Series Concept

Child Development Center Managers and Coordinators are responsible for the operation of the University Child Development Centers that may include conceptualization, organizational analysis, development of policies and procedures, short- and long-term planning, budget administration, supervision, and the daily execution of classroom activities for infants, preschool and/or school-age children. Incumbents may also serve in a liaison capacity with academic personnel conducting research projects at the Development Center, participate in campus and community boards on child care issues, and oversee privately operated Child Development Centers.

Child Development Center Teachers plan and implement the curriculum, developmental activities and care of infants, preschool and/or school age children at University Child Development Centers and perform other related duties as required. The duties of the journey and senior Teacher level (Teacher I and II) positions may include writing and implementing lesson and activity plans; providing care for infants and/or children; participating in the overall evaluation of the program; contributing to the writing of periodic newsletters or other informational materials for parents; conducting and documenting parent conferences; providing in-service training to staff and overseeing and approving the purchase of classroom equipment.

The Child Development Center Assistants contribute to the operation of the University Child Development Center by assisting in the preparation and implementation of various classroom activities. The levels of Teachers and Assistant are distinguished by the scope of responsibility and by the education and experience requirements.

#### Class Concepts

##### 4102 – Child Development Center Manager

The distinction between Manager and Coordinator is determined by the number of sites for which the position is responsible and the enrollment capacity. The Manager level is responsible

for a large single site or has multi-site responsibility, whereas the Coordinator level is responsible for a small single site facility.

##### 4103 – Child Development Center Coordinator

Incumbents are responsible for the operation of the University Child Development Centers and serve primarily in an administrative oversight capacity. Incumbents perform a variety of professional and

administrative duties that include program administration, special projects, budgets, facilities, and personnel. Incumbents are typically responsible for a small single site facility.

#### Minimum Qualifications

##### 4102 – Child Development Center Manager

The Child Development Center Manager and/or incumbents who are responsible for multiple-site facilities must meet all the requirements for a “Fully Qualified Director” as defined in Title 22 by the Department of Social Services or satisfy the criteria for a “Program Director” as defined in Title 5 by the State Department of Education.

##### 4103 – Child Development Center Coordinator

The Child Development Center Coordinator and/or incumbents who are responsible for a single site must meet all the requirements for a “Fully Qualified Director” as defined in Title 22 by the Department of Social Services or satisfy the criteria for a “Site Supervisor” as defined in Title 5 by the State Department of Education.

Incumbents allocated to positions at the various levels within this series must meet the education and experience requirements outlined by the state department responsible for the licensing of the University Child Development Center. Education and experience requirements as defined by the Department of Social Service for the State of California are documented in Title 22. Education and experience requirements defined by the Department of Education for the State of California are documented in Title 5.

Positions allocated to the supervisory titles must meet the criteria for supervision as defined in the Supplemental Guidelines for Supervisory classes (SAM 12). Note: Specific qualification requirements are approved for positions by the Personnel Manager in accordance with the provisions of Staff Personnel Policies 210.8 and 210.9.

## Child Development Supervisor

Class Specifications – H.65: COUNSELING AND SOCIAL SERVICES  
Child Development Supervisor – 9344

October, 1980

#### Series Concept

Child Development Associates develop and administer therapeutic child development programs for pediatric patients and their families that facilitate coping with the psychological stress of illness and hospitalization.

Incumbents provide a therapeutic milieu within a medical facility for ill infants, toddlers, preschool, school-age and adolescent children and their families; implement therapeutic experiences that will promote and allow for continuance of healthy development intellectually, socially, emotionally and physically; establish appropriate therapeutic experiences for groups and individuals through educational and play activities relating to surgical and medical events in order to assist children in understanding their medical treatment, illness and environment; assess patient's behavior in terms of observable physical, emotional,

social and intellectual needs and prepare written observations and evaluation of patients and their family; participate as a member of an interdisciplinary health team, coordinating patient's needs with other departments and staff such as physicians, nurses, social workers, dietitians, school teachers, and support staff involved in patient care; assist parents in understanding child growth and development behaviors; schedule prehospitalization visits for the child and family to educate and prepare them for medical environment; promote and facilitate the adaptation of parents and siblings to the hospital environment and the relationship of parents and family members with the patient within their normal and modified patterns of interaction; provide training in basic child development therapy techniques to staff, professionals, volunteers and students within the medical facility and community; develop guidelines and training materials for the mental health of children under Pediatric care; and maintain appropriate teaching and play materials, as well as a safe and attractive environment in playrooms.

Incumbents in this series typically apply specialized concepts, principles and practices of child development therapy to reduce psychological stress and trauma in children resulting from medical treatment and hospitalization.

#### Class Concept

#### Child Development Supervisor

Under direction, incumbents develop, administer and evaluate group and individual patient care programs, determine staff and budget needs, and plan long-range goals and objectives of the program.

Incumbents coordinate patient treatment with other departments, identify the patient's social and personal needs as well as adjustment problems and evaluate the effect of the treatment program on the patient's progress; recruit, select, train and supervise child development staff; implement training programs for volunteers; plan seminars; and determine resources to meet the objectives of the therapeutic program.

#### Minimum Qualifications

Incumbents for positions in the Child Development Associate series are expected to possess a Bachelor's degree with a major in child development, early childhood education or child psychology; and possess the skills, knowledges, and abilities essential to the successful performance of the duties assigned to the position.

Note: Specific qualification requirements are defined for the position by the appropriate user department

## Clinical Social Worker, Chief / Supervisor

Class Specifications – H.65: COUNSELING AND SOCIAL SERVICES

Chief Clinical Social Worker – 9310

Associate Chief Clinical Social Worker – 9311

Supervising Clinical Social Worker – 9312

May, 1979

#### Series Concept

Clinical Social Workers utilize a professional knowledge of the principles and practices of social work to counsel individuals, couples, families, and groups to help them make optimal use of health care, social, counseling, or psychological services; to provide, within their recognized professional scope,



psychotherapeutic services to patients/clients (which may include functioning as primary psychotherapist; to develop and improve the resources available to enhance social and personal functioning; to provide teaching and consultative services to other professionals and health care students; and to perform other related duties as required.

The same professional concepts, principles and techniques are used by Clinical Social Workers regardless of the program in which they work, but the circumstances and details of assignments and the immediate occasions of service differ among the various University settings. Some representative assignments are as follows:

As members of a medical team in hospitals, field health stations, and clinics, Clinical Social Workers provide psychotherapeutic services to patients and relatives in individual, couple, or group settings to assist them in adjusting to the physical/psychological difficulties associated with illness; counsel patients and relatives on the psychosocial ramifications of illness which may include grief counseling; evaluate and provide consultation to the medical team on the social factors relating to illness, hospitalization, diagnosis and recommended treatment of patients; develop and aid in the use of community resources; act as the primary interface between the patient, hospital, and community; provide collaborative, educational and consultative services to lay groups and organizations; participate in program evaluation and in determining the need for new services; participate in or consult on research/education programs; assume the role of patient advocate; provide teaching, consultation and in-service training to residents, students, and other professional staff; and comply with various statutes concerning reporting and treatment responsibilities.

As members of multidisciplinary treatment teams at a community mental health clinic, psychiatric hospital, neuropsychiatric center or out-patient clinic or as staff members at a student counseling center or psychiatric clinic, Clinical Social Workers provide direct treatment in individual, couple, or group psychotherapy to a wide range of cases; in collaboration with a staff psychiatrist determine case disposition when psychiatric hospitalization and/or medication are needed; refer clients to appropriate community or private resources; evaluate and interpret the psychosocial aspects of mental and emotional disturbances to families and other health professionals within the facility; maintain clinical records; participate in program evaluation and in determining the needs for new services; provide consultation to and maintain liaison with campus/community programs; and provide teaching, supervision, consultation and in-service training to residents, students, and staff.

Positions in this series are distinguished from positions in the Social Work Associate series in that the majority of time is spent working with patients/clients with an emphasis on the acceptance or modification of behavior or attitude, rather than on the provision of supportive and tangible services such as temporary housing, medical appliances and filing for benefits.

Positions in this series that are predominantly psychotherapeutic in nature differ from positions in the Psychologist series in the latter's use and interpretation of psychodiagnostics devices including psychological testing.

Above the journey level class of Clinical Social Worker II, the series is subdivided into two categories: one consisting of three classes for administrative and technical supervisory positions and the other consisting of one class, Clinical Social Worker III, for positions requiring advanced technical expertise.

## Class Concepts

### Chief Clinical Social Worker

Under general direction, incumbents are assigned responsibility for managing the administrative and technical functions of a large and complex clinical social work program in a hospital or community mental health project. Typically such organizations have at least one level of subordinate supervisory positions.

Incumbents select, train, make assignments to, and review the work of the supervisorial staff; coordinate work with other hospital departments; determine budgets and staff needs; evaluate on-going programs; and plan and develop long-range goals and objectives.

#### Associate Chief Clinical Social Worker

Under general direction, incumbents serve as principal assistants to the Chief Clinical Social Worker or are assigned full responsibility for the administrative and technical operations of a smaller and less complex total hospital or community social work program.

As principal assistant to the Chief Clinical Social Worker incumbents may be assigned responsibility for broad administrative areas; provide staff work for special projects; conduct special studies and surveys; direct in-service training programs; assist with budget preparation and program planning; and direct the work of Supervising Clinical Social Workers.

#### Supervising Clinical Social Worker

Under direction, incumbents plan and coordinate the work of a major hospital or community health program unit, or are assigned full technical and administrative responsibility for a Student Health Service or campus counseling center social work program. There is full supervision of three full-time-equivalent Clinical Social Workers or Social Work Associates.

Incumbents select, train, make assignments to and review the work of subordinates; coordinate the work with other social work units; participate in program planning for the component; provide therapy; monitor the training progress of new employees, conduct orientation programs; assist in the training of students and staff; and are responsible for the quality of social work services being provided by the unit.

#### Minimum Qualifications

##### Chief Clinical Social Worker

A Master's degree from an accredited school of social work, possession of a clinical social worker license issued by the California Board of Behavioral Science Examiners, and seven years of post-master's experience three of which should include administration, supervision and/or consultation in a health care setting; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position. A doctoral degree may be substituted for two years of experience.

##### Associate Chief Clinical Social Worker

A Master's degree from an accredited school of social work, possession of a clinical social worker license issued by the California Board of Behavioral Science Examiners, and five years of post-master's experience two of which should include administration, supervision, and/or consultation in a health care setting or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

##### Supervising Clinical Social Worker

A Master's degree from an accredited school of social work, possession of a clinical social worker license issued by the California Board of Behavioral Science Examiners, and three years of post-master's experience; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

## Collections Manager

Class Specifications – B.15 CLERICAL/ADMINISTRATIVE, SPECIAL & MAIL SERVICE  
Collections Manager – 4620

March, 1979

### Class Concepts

Under direction Collections Managers plan, direct and monitor activities related to the collecting of loans or bills in a campus collections department; and perform other related duties as required.

Incumbents typically develop and implement a campus collection program; plan the budget and staffing requirements; select, train and evaluate the performance of collections staff; coordinate the implementation of collection policies and procedures with Systemwide Administration, other inter/intra-campus departments and outside agencies as required; develop and monitor internal procedures and controls to ensure proper accountability in the processing of Federal and institutional loan accounts; prepare fiscal and analytical reports on loan collection activity as required by Federal, State, Systemwide and campus authorities; evaluate the services of outside agencies contracted to perform collection and skip tracing activities; and monitor the interpretation of legal guidelines relating to loan collection procedures.

### Minimum Qualifications

Graduation from college and three years of experience in collections management; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

## Collections Representative Supervisor

Class Specification – B.15 CLERICAL/ADMINISTRATIVE, SPECIAL & MAIL SERVICE  
Senior Collections Representative-Supervisor – 4624  
Collections Representative-Supervisor – 4625

March, 1979

### Series Concept

Collections Representatives perform and/or supervise the investigation, analysis, and follow-up for the collection of overdue accounts; and perform other related duties as required.

Incumbents interview and correspond with clients, attorneys, outside agencies and others in order to obtain information, . explain University policies, and secure collection of accounts; advise clients of

alternative solutions for meeting their obligations; make payment agreements and write payment plans; explain and interpret collection policies and procedures to other University employees; make interpretations of legal guidelines relating to loan collection practices and procedures as necessary; and recommend specific actions such as attachment of real assets, referrals to collection agencies, and write-off of accounts.

#### Class Concepts

##### Senior Collections Representative-Supervisor

Under general supervision, incumbents direct the work of a group of Collections Representatives and provide assistance in resolving difficult or unusual collection cases; develop and prepare reports; and review and/or recommend revisions of credit and collections policies and procedures. Incumbents may in addition perform the range of duties outlined in the Series Concept. This is the lead supervisory level of the series.

##### Collections Representative-Supervisor

Under supervision, incumbents are assigned continuing responsibility for the investigation, analysis, and follow-up for the collection of overdue accounts. Incumbents perform the majority of duties described in the Series Concept. This is the operational level of the series.

#### Minimum Qualifications

Specific qualification requirements are approved for positions by the Human Resource Directors in accordance with the provisions of Staff Personnel Policies.

## Communications Officer

Class Specification – D.10: COMMUNICATION  
Communications Officer – 8330

May, 1973

#### Class Concept

Under direction, the Communications Officer is responsible for the administration and supervision of all communications and electronics activities and facilities of the Marine Facilities Division of Scripps Institution of Oceanography; and performs other related duties as required.

Incumbents administer the operation and maintenance of Radio Station WWD in accordance with Federal, Navy, and University rules and regulations; represent the University in negotiations and transactions with governmental agencies; and direct all communications and electronics activities ashore and aboard research vessels, including operation, maintenance, repair, and installation of communications and navigational electronic equipment.

#### Minimum Qualifications

Graduation from high school and ten years of experience in radio communications operation and electronics maintenance and repair work, including four years aboard a sea-going vessel in a supervisory capacity; or an equivalent combination of education and experience.

License Requirement: Incumbents in the above class shall have in their possession such valid FCC licenses and/or certificates as are required.

## Communications Officer Assistant

Class Specification – D.10: COMMUNICATION  
Assistant Communications Officer – 8331

May, 1973

### Class Concept

Under general supervision, the Assistant Communications Officer supervises and coordinates the administrative and operational functions for all communications and electronics activities and facilities of the Marine Facilities Division of Scripps Institution of Oceanography; and performs other related duties as required.

An incumbent in this class is the first assistant to the Communications Officer, and in addition to administrative and supervisory duties, has responsibility for the Electronics Shop.

### Minimum Qualifications

Graduation from high school and eight years of experience in radio communications operation and electronics maintenance and repair work, including three years aboard a sea-going vessel in a supervisory capacity; or an equivalent combination of education and experience.

License Requirement: Incumbents shall have in their possession such valid FCC licenses and/or certificates as are required.

## Community Health Program Representative

Class Specifications – H.65: COUNSELING AND SOCIAL SERVICES  
Community Health Program Manager – 9322  
Community Health Program Supervisor – 9323  
Senior Community Health Program Representative – 9324  
Community Health Program Representative – 9325  
Assistant Community Health Program Representative – 9326  
Community Health Program Representative Supervisor – 8015  
Senior Community Health Program Representative Supervisor – 8016

December, 1978

### Series Concept

Community Health Program Representatives implement, coordinate, review, and/or help plan a variety of community health or nutrition programs in community service and/or health care delivery units; and perform other related duties as required.

Incumbents typically work with the community in areas such as health education, family planning, nutrition, alcoholism, drug abuse, public health studies and criminal behavior; work closely with various cultural elements in the community such as minorities, youth, low-income families, senior citizens, or persons who have chosen alternate life styles; work with governmental and private agencies to develop better communications between groups and also to provide information about health care services; develop resources in the community through education and/or training; schedule and conduct individual/group sessions in basic health/nutrition concepts; identify individual, family, home or community conditions needing improvement and communicate these needs to appropriate individuals or groups for correction; recruit and enroll educational program participants; and arrange for therapeutic treatment of individuals as necessary.

This series is differentiated from the Clinical Social Worker series in that incumbents are not involved in accomplishing an acceptance or modification of behavior or attitude of clients with physical, emotional, or social problems. This series is differentiated from the Social Work Assistant series in that the programs involved have a community outreach emphasis rather than providing tangible services (temporary housing, medical appliances, and filing for benefits) to patients.

#### Class Concepts

##### Community Health Program Manager

Under general direction, incumbents manage a specialized health services, education, nutrition, or prevention program in an inpatient, outpatient, community, and/or residential setting. Incumbents are typically responsible for coordinating all management/administrative activities and for facilitating communications between medical or technical and other personnel; direct and supervise other community health program representatives and/or health services personnel; participate with the program chief and/or professional personnel in long-range planning and in establishing, implementing, and evaluating service programs; consult with selected agencies and groups to improve the delivery of services to the community; develop budget forecasts; investigate and negotiate with funding sources; and plan physical resource requirements.

##### Community Health Program Supervisor

Under direction, incumbents supervise the operation of a major unit or component of a large and complex health care services or community service program, or supervise the operation of a smaller, less complex program; coordinate services and serve as liaison with other components, units, or outside agencies providing related services; oversee the day-to-day functioning of the unit, implementing, executing, and refining operations; compile statistics and prepare reports; and oversee administration of budget and other operations. This is the full supervisory level in the series and incumbents are assigned the responsibility to interview, select, train, evaluate, and discipline lower level Community Health Program Representatives.

##### Senior Community Health Program Representative

Under general supervision, incumbents independently coordinate a small program with little or no assigned supervisory responsibility, or serve as lead workers in a large program with responsibility for training and assigning work, and providing advice/direction to lower level Community Health Program Representatives; assist clients in handling apparent health, nutritional or social problems; make

appropriate referral in cases of complex problems or client resistance; prepare and disseminate information regarding programs and services to appropriate community groups; work with community groups to identify needs and communicate those needs to professional personnel; assist in organizing and providing education services to the community; and develop and maintain a complete file of referral resources and refer clients to other medical, social service, or community agencies as required.

#### Community Health Program Representative

Under supervision, incumbents identify and understand the social, health or homemaking needs of the client and communicate those needs to professional personnel; know how/when to refer clients and have knowledge of available resources; prescreen clients for admission to programs; interview and/or orient individuals and groups; conduct classes to help clients acquire knowledge and skills in basic nutrition or family health; schedule laboratory tests and medical appointments; maintain records; may interact with the health care community to obtain epidemiological data and public health information; and may perform some clerical duties.

This is the journey level class in the series where a majority of positions are allocated. At this level the classes conducted and advice offered by “nutrition educators” are more varied and in greater depth than is characteristic of the lower Assistant Community Health Program Representative class.

#### Assistant Community Health Program Representative

Under close supervision, incumbents become familiar with community resources and/or basic life principles; are trained to provide information to clients regarding services; and become aware of available health services and current methods and techniques used in providing services to clients. In a nutrition program, incumbents recruit, enroll, and teach basic nutrition and related subjects to individuals or small groups in a home setting.

This class is the entry level for the series and incumbents are normally expected to advance to the operational level. Certain positions, however, may be permanently classified at this level when incumbents assist patients through clinics; physically assist community members with such services as shopping, homemaking, budgeting, and child care; store and maintain supplies; and maintain patient areas.

#### Minimum Qualifications

##### Community Health Program Manager

Completion of two years of college with a major in a behavioral science or related field and three years of experience in a health or social service field; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

##### Community Health Program Supervisor

Completion of two years of college with a major in a behavioral science or a related field and two years of experience in a health or social service field; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

##### Senior Community Health Program Representative

Graduation from high school or a General Education Diploma and two years of experience in a health or social service field; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

#### Community Health Program Representative

Graduation from high school or a General Education Diploma and one year of experience in a health or social service field; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

#### Assistant Community Health Program Representative

Graduation from high school or a General Education Diploma and demonstrated interest in the delivery or health or social services; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

## Compositor

Class Specifications – G.15: FACILITIES

Compositor Supervisor 8801

Senior Compositor – 8802

Compositor – 8803

July 1979

#### Series Concept

Compositors assemble and set type matter for printing by hand or by means of hot metal typesetting or composing machines; make up and tear down forms, including hand-set and machine-set type, mounted plates, and spacing material; examine, correct, and approve proofs; assemble letters into lines and cast strips of type from type metal; set new lines of type to correct errors; operate linotype keyboard and other machines involved in hot metal composition; keep time and production reports; and perform other related duties as required.

The Compositor series consists of three levels. Compositor is the operational level in which incumbents perform the full range of composition duties. Senior Compositor is the working supervisory level. Compositor Supervisor is assigned responsibility for the entire operation of the composition room.

#### Class Concepts

##### Compositor Supervisor

Under direction, incumbents supervise the hot metal composing operation; plan schedules and priorities in accordance with set-ups and workload of individual machines; and assign work and approve final proofs.

Incumbents at this level typically mark up text copy with instructions about the style and size of type; approve proofs and press sheets; review editor's specifications; approve copy; and inspect position of printed matter on press sheets prior to final imposition.



## Senior Compositor

Under general supervision, incumbents serve as working leaders in the absence of higher-level supervision in the performance of the full range of composing room functions and assist the Compositor Supervisor in the coordination of composing room operations.

Incumbents at this level typically perform the full range of compositions duties, maintain a uniform workload between machine operations and composition, and may coordinate the assignments of Compositors.

## Compositor

Under supervision, incumbents perform the full range of duties as outlined in the series concept and maintain and repair typesetting machines.

As a machine operator, incumbents operate type-casting or linotype composing machines to cast lines of type and deposit assembled letters into a galley; read copy and depress keys of keyboard; transfer lines of type, with copy, to composing table for making proof copy; and maintain pigs of metal on feed chain of melting pot to replenish supply.

As a hot metal machine typesetter, incumbents assemble and set type matter for printing books, articles, headings, diplomas, business forms, posters, and other documents.

As a hand compositor, incumbents determine composition format and style from work order; make up forms, insert spacers between type to balance and justify lines; adjust, set up and prepare proof copy using proof press; proofread, check and note errors; set new lines of type to correct errors; and lockup and forward final copy for prepress or customer use.

## Minimum Qualifications

### Principal Compositor

Graduation from high school or a General Education Diploma, ability to read and spell English, and five years of experience in one or more of the compositor skills; or an equivalent combination of education and experience; and skills, knowledges and abilities essential to the successful performance of the duties assigned to the position.

### Senior Compositor

Graduation from high school or a General Education Diploma, ability to read and spell English, and three years of experience in one or more of the compositor skills; or an equivalent combination of education and experience; and skills, knowledges and abilities essential to the successful performance of the duties assigned to the position.

### Compositor

Graduation from high school or a General Education Diploma, ability to read and spell English, and two years of experience in one or more of the compositor skills; or an equivalent combination of education and experience; and skills, knowledges and abilities essential to the successful performance of the duties assigned to the position.

# Computer Operations Supervisor

Class Specifications – F.10: INFORMATION TECHNOLOGY SERVICES

Senior Computer Operations Supervisor – 4810

Computer Operations Supervisor – 4811

November, 1977

## Series Concept

Computer Operations Supervisors are assigned responsibility for the operations phase of a campus electronic computer installation covering one or more shifts; and perform other related duties as required.

Incumbents assign, direct, and review the work of Computer Operators and other operational personnel in a computer installation; are assigned responsibility for the scheduling and completing of all operations, the orientation and continued training of operational personnel and the maintenance of adequate personnel and inventory to insure an effective continuing operation; consult with users regarding operational problems and refer them to other staff members as necessary; provide assistance to systems support staff in developing and maintaining documentation needed by the operations staff; order maintenance support as necessary; participate in computer equipment acquisition; assist in physical planning for computer equipment; monitor the reliability of systems software and report deficiencies to the Chief Systems Programmer; monitor the reliability of computer equipment and maintain logs of failures; and develop and improve operating procedures and processes as required.

The Computer Operations Supervisor series consists of two levels with the distinction between levels based on the scope and complexity of the computer installation and the degree of supervision exercised.

## Class Concepts

### Senior Computer Operations Supervisor

Under direction incumbents are assigned responsibility for the operations phase of a campus electronic computer installation typically involving multi- shift operations and supervision of at least, 10 or more full-time-equivalent Computer Operators and other operational personnel. Incumbents in addition perform the range of duties outlined in the Series Concept. This is the second supervisory level in the series.

### Computer Operations Supervisor

Under direction incumbents are assigned responsibility for the operations phase of a campus electronic computer installation typically involving multi- shift operations and supervision of at least 5 or more full-time-equivalent Computer Operators and other operational personnel. Incumbents may act as assistants to a Senior Computer Operations Supervisor in a large campus electronic computer installation typically involving multi-shift operations and supervision of at least 10 or more full-time-equivalent Computer Operators and other operational personnel. Incumbents in addition perform the range of duties outlined in the Series Concept. This is the first supervisory level in the series.

## Minimum Qualifications

### Senior Computer Operations Supervisor

Two years of college and four years of experience in the operation of electronic computer equipment including at least two years in a supervisory capacity; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

#### Computer Operations Supervisor

Two years of college and three years of experience in the operation of electronic computer equipment including at least one year in a supervisory capacity; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

## Computing Resource Manager

### Class Specifications – F.10: INFORMATION TECHNOLOGY SERVICES

Computing Resource Manager I – 7282  
Computing Resource Manager II – 0740  
Computing Resource Manager III – 0741

April, 1986

#### Series Concept

Computing Resource Managers plan, organize, and direct the activities in a computing organization (systems software and/or computer center operations or applications projects) and perform other related duties as required.

This series is differentiated from the Programmer/Analyst IV and V classes insofar as incumbents in the Computing Resource Managers series typically plan the budget and staffing requirements; represent the organization in discussions with departments and outside organizations; and participate in planning the long-range goals and objectives of the organization. Programmer/Analyst IV and V are not expected to perform in that capacity. In addition, incumbents select, train and supervise professional and/or technical staff; schedule work and establish priorities. Work is reviewed in terms of meeting the goals and objectives of the organization. Because of the level of these positions, the consequences of the efforts of incumbents are significant, varying by the scope of the organization in which they work.

Reference attached "Definition of Terms" for the definitions describing the size of the computing environment and the complexity of tasks for positions classified as Computing Resource Managers.

#### Class Concepts

Positions are assigned to Levels I, II, or III based on the following criteria:

#### Computing Resource Manager I

Under direction, incumbents:

Manage and plan systems software AND operations for a small computer center;  
OR  
Manage and plan systems software OR operations for a medium-sized computer center.

#### Computing Resource Manager II

Under general direction, incumbents:

Manage systems software AND operations of a medium-sized computer center;  
OR  
Manage complex application projects using a medium-to large-sized computer center;  
OR  
Manage systems software OR manage operations of a large computer center.

#### Computing Resource Manager III

Under general direction, incumbents:

Manage systems software AND operations for a large computer center;  
OR  
Manage multiple, complex application projects with campus-wide impact using a large computer center.

### **Minimum Qualifications**

Applicants for positions in the Computing Resource Manager series are expected to possess the skills, knowledge, and abilities essential to the successful performance of the duties assigned to the positions

NOTE: Specific qualification requirements are approved by the Personnel Manager in accordance with the provisions of Staff Personnel Policies 210.8 and 210.9.

#### Definition of Terms

The accepted definition of terms describing the size of the computing environment and the complexity of tasks for positions classified as Computing Resource Managers and Programmer/Analysts are as follows:

##### Computer Center – Small

An organization responsible for operating at least one minicomputer, for operating computers supporting up to 100 workstations concurrently, or for support of more than 50 microcomputers.

##### Computer Center – Medium

An organization responsible for operating at least two minicomputers with different operating systems supporting 100-300 work stations, one mainframe computer supporting 100-300 work stations concurrently, or more than one mainframe computer.

##### Computer Center – Large

An organization responsible for operating at least three mainframe computers or one mainframe computer supporting more than 300 work stations concurrently.

#### Routine Applications Programs

An application program using compiled language which reads up to two files, performs processing involving arithmetic operations, character search or sorting, and creates output.

#### Moderately Complex Applications System

An integrated set of up to five user written programs using compiled language which read from multiple files or Data Base

Management System (DBMS) based data base; processes intermediate files using arithmetic functions, character manipulation, and sorting; writes the processed data to one of several output files based on processing results; and produces multiple outputs.

#### Complex Applications Systems

A highly integrated set of programs with the following: each program using compiled language may read multiple files or a

DBMS based data base; process intermediate files using the full range of software functions available; write the processed data to multiple output files based on processing results; update the master files, if any, with a capability for full error recovery; and produce multiple output.

#### Routine Software Packages

Vendor supplied and maintained sets of programs which do not require modification of the operating system (systems software) to install nor user configuration.

#### Software Packages of Moderate Complexity

Vendor supplied and maintained sets of programs which do not require modification of the operating system to install, but do require user configuration during the installation process.

#### Complex Software Packages

Vendor supplied and maintained sets of programs which require modification of the operating system (systems software) to install.

#### Operating Systems Software

Software that is fundamental to the operation and maintenance of a computer system, often vendor-supplied. It serves as an interface between the hardware and programs written to support applications.

# Cook Principal

Class Specifications – C.15: FOOD PREPARATION  
Principal Cook – 5521

March, 1973

## Series Concept

Cooks perform or supervise food preparation duties in a kitchen of a campus hospital, residence hall, restaurant or cafeteria; and perform other related duties as required.

Incumbents typically prepare eggs, ham, bacon, sausage, waffles, hot cakes, French toast, English muffins, and hot cereals for breakfast menus; prepare hamburgers, grilled frankfurters, cold plate entrees, hot and cold sandwiches and soups for lunch menus; prepare meat, fish, poultry by roasting, broiling, steaming, baking, stewing or deep pot frying for dinner, menus. Incumbents may prepare dressings, soups, sauces, gravies, salads, desserts; may cut, trim and bone meat, fish, and poultry; and may supervise Assistant Cooks and Food Service Workers in the performance of food preparation duties and in the maintenance of sanitation and safety standards in a campus kitchen.

The Cook series consists of four levels. Assistant Cook is the sub-journeyman level; Cook is the journeyman level; Senior Cook is the leadman supervisory level; and Principal Cook is the full supervisory level.

## Class Concepts

### Principal Cook

Under general supervision, incumbents plan and supervise food preparation, food serving and sanitary maintenance activities in a large campus kitchen.

Incumbents typically supervise a large group of Senior Cooks, Cooks and Assistant Cooks in the performance of food preparation duties; plan menus in consultation with the Food Service Manager; determine food preparation methods and portion control; and train Cooks and Assistant Cooks. Incumbents may make decisions on the utilization of leftover foods; may have cost control responsibilities in the provision of catered meals, e.g., ordering special foods, determining the cost for each meal; may supervise the preparation of special diets in a hospital diet kitchen; may have overall responsibility for the scheduling of a group of Senior Cooks, Cooks and Assistant Cooks in a shift operation; and may assist in the determination and ordering of supplies for the kitchen.

Positions in this class differ from those in the Senior Cook class in that incumbents typically have planning, supervisory, quality and cost control responsibility over the operations of a campus kitchen.

## Minimum Qualifications

### Principal Cook

Ability to read, write, perform basic arithmetic calculations, and five years of experience in food preparation and general maintenance of a kitchen area including at least one year of supervisory responsibility; or an equivalent combination of education and experience.

# Coordinator of Volunteer Services II

Class Specifications – H.65: COUNSELING AND SOCIAL SERVICES  
Coordinator of Volunteer Services II – 9337

August, 1973

## Series Concept

Coordinators of Volunteer Services coordinate the volunteer services program for a major campus medical center; and perform other related duties as required.

Incumbents typically are responsible for planning, organizing and supervising volunteer service programs to provide assistance to the academic and patient-related functions of a medical center, and to interpret these programs to the community; act as hospital department heads, and in addition maintain liaison relationships with other medical center units in order to determine needs which can be supplied by volunteer workers; are alert to changing needs in the use of volunteers and to new areas where volunteer assistance can meet special requests of patients and staff for improvement of the total program of education, treatment, and research; plan and conduct recruitment and broad information activities designed to interest community residents in providing services or financial support, and inform them of advancements in medical careers; plan special tours for students, arrange summer placements in research laboratories for promising students, and evaluate effectiveness of such programs; interview volunteers, administer appropriate orientation and training programs, and assign volunteers on the basis of current program needs and skills and interests of volunteers; arrange and/or conduct tours for distinguished visitors to show them programs and activities of particular interest; attend and participate in all auxiliary board and committee meetings; make recommendations on policy, and advise members on policy and procedures; serve in community organizations relating to volunteer services; appear on panels and present lectures on volunteer services to local, state, and national organizations; compile work schedules and set up record systems for the office; prepare reports; and evaluate effectiveness of total volunteer programs.

This series consists of three levels based upon varying degrees of administrative and/or management responsibility. The Coordinator of Volunteer Services I is the first management level and Coordinator II is the second management level. The Assistant Coordinator of Volunteer Services class is used primarily for those positions which do not have full management responsibility and authority for coordinating the volunteer services program for a major medical center.

## Class Concepts

### Coordinator of Volunteer Services II

Under direction, incumbents plan, organize and direct a comprehensive volunteer service program for a very large and complex medical center.

As a guide to help determine the second managerial level, incumbents typically have responsibility for program of such magnitude and diversity as to require the services of 1500 to 2500 volunteers donating 150,000 to 250,000 hours of work on an annual basis.

Programs of this magnitude usually require a supporting staff of two or more Assistant Coordinators who administer separate programs within the total volunteer service.

## Minimum Qualifications

### Coordinator of Volunteer Services II

College graduation and four years of pertinent experience such as community organization work, public relations, recreation, etc.; or an equivalent combination of education and experience.

# Custodian Supervisor

Class Specifications – G.35: CUSTODIAL SERVICES

Principal Custodian Supervisor – 5110

Senior Custodian Supervisor – 5111

Custodian Supervisor – 5112

May, 1973

Series Concept for Principal Custodian Supervisor – 5110 and Senior Custodian Supervisor – 5111

Principal and Senior Custodian Supervisors supervise Custodian and Assistant Custodian Supervisors and Custodians and coordinate custodial operations during one or more shifts in one or more of the following campus divisions: Physical Plant, Hospital and Residence Halls; and perform other related duties as required.

Incumbents typically hire, train, promote, evaluate, and discipline custodial employees; develop, coordinate and evaluate training standards and procedures for custodial personnel; develop work standards and assignments for custodial operations; test cleaning materials and building supplies; make inspections of work performed by Custodians and by Custodian and Assistant Custodian Supervisors for quality control and related purposes; have responsibility for the ordering, issuing and/or storing of custodial material and equipment in one or more campus divisions; assist in the preparation of budgets for custodial operations; and assist in contract negotiations with outside agencies. Incumbents may act as liaison between the division and other divisions, departments and/or outside agencies; and may assist the Superintendent of Grounds and Buildings, General Services Manager (Hospital and Clinics) and/or other designated management personnel as required.

Classes in the Custodian Supervisor series are distinguished from classes in the Superintendent of Grounds and Buildings series in that incumbents perform full supervisory duties and coordinate all phases of custodial operations in one or more campus divisions during one or more shifts without the final responsibility for planning, organizing, directing and administering the total campus custodial operation.

The Principal and Senior Custodian Supervisor series consists of two levels, with the distinction between levels based on the nature, scope and complexity of the custodial operation, the degree of involvement in planning, organizing, directing and/or administering of a campus custodial operation, the number of employees supervised, and the degree of independence exercised in the performance of supervisory and coordinating functions.

Series Concept for Custodian Supervisor – 5112

Custodian Supervisors have supervisory responsibilities during an assigned shift for one or more groups of Senior Custodians and Custodians in the performance of cleaning, housekeeping and/or general maintenance duties; and perform other related duties as required.



Incumbents typically schedule, assign and coordinate the work of one or more groups of Senior Custodians and Custodians during an entire work shift with responsibility for designating station or area assignments; orient, train and/ or assist Senior Custodians in determining duties, utilizing materials and equipment, developing work methods, and in interpreting rules and regulations; have responsibility for ordering, issuing and/or storing of custodial material and equipment; have security responsibility for one or more areas during an assigned shift; evaluate the work of Senior Custodians and Custodians; and make routine maintenance inspections. Incumbents may in addition perform the duties of a Senior Custodian during relief or emergency periods.

Classes in the Custodian and Assistant Custodian Supervisor series are distinguished from classes in the Principal and Senior Custodian Supervisor series by the limited nature and lesser scope of supervisory responsibilities. Custodian and Assistant Custodian Supervisors perform supervisory duties in specified operational areas within a campus division during an assigned shift. Principal and Senior Custodian Supervisors typically coordinate all custodial cleaning, housekeeping and general maintenance operations during one or more shifts in one or more of the following campus divisions: Physical Plant, Hospital and Residence Halls.

The Custodian and Assistant Custodian Supervisor series consists of two levels, with the distinction between levels based on the nature of the assigned duties, the type of custodial operation, the number of employees supervised, and the degree of independence exercised in the performance of supervisory and related functions.

#### Class Concepts

##### Principal Custodian Supervisor

Under direction, incumbents typically have full supervisory responsibility for approximately 75 or more full-time-equivalent employees. Incumbents may supervise one or more Senior Custodian Supervisors, depending on the nature, scope and complexity of the custodial operation, in addition to performing the duties outlined in the Series Concept.

##### Senior Custodian Supervisor

Under direction, incumbents typically have full supervisory responsibility for approximately 40 or more full-time-equivalent employees including Custodian and Assistant Custodian Supervisors and Custodian personnel, in addition to performing the duties outlined in the Series Concept.

##### Custodian Supervisor

Under general supervision, incumbents typically have supervisory responsibility for approximately 15 or more full-time-equivalent Senior Custodians and Custodians in a campus custodial operation.

Incumbents may supervise one or more Assistant Custodian Supervisors in addition to performing the range of duties outlined in the Series Concept.

#### Minimum Qualifications

##### Principal Custodian Supervisor

Ability to read, write, perform basic arithmetic calculations and five years of custodial experience including two years of supervisory experience; or an equivalent combination of education and experience.

### Senior Custodian Supervisor

Ability to read, write, perform basic arithmetic calculations and four years of custodial experience including one year of supervisory experience; or an equivalent combination of education and experience.

### Custodian Supervisor

Ability to read, write, perform basic arithmetic calculations and three years of custodial experience including one year of supervisory experience; or an equivalent combination of education and experience.

## Customer Service Representative

Class Specifications – F.20: ADMINISTRATIVE SUPPORT AND ANALYSIS

Customer Service Representative III – 6907

Customer Service Representative II – 6908

Customer Service Representative I – 6909

March, 1992

### Series Concept

The university Benefit Programs Customer Service Unit is responsible for providing counseling, financial education service, and problem resolution to the 150,000 active and retired University employees nationwide. Customer Service Representatives (CSR) provide information on the opportunities available through participation in the various UC benefit plans and explain how these may be integrated with an individual's total financial and retirement program. They respond to questions, complaints, and requests for information by employees from all UC campuses, the Laboratories, and the Office of the President, including the Division of Agriculture and Natural Resources (DANR), Benefits Representatives, retirees, and survivors by providing up-to-date, pertinent benefit information, and by addressing tax and financial issues. The Unit coordinates the annual Open Enrollment function on a system-wide basis.

### Customer Service Representative I

This is the operational level of the series at which new representatives are expected to be hired. Incumbents work under the general supervision of higher level CSRs and are expected to have knowledge of all of the University's retirement, investment and benefit programs, as well as to understand the administrative policies and procedures of the unit and the department. The incumbents will provide staff research, analysis, problem solving, written communications, and report preparation in response to customer benefit program inquiries; however, the majority of contact will be limited to the telephone and written correspondence. Occasional in-person counseling may occur.

Incumbents will also provide technical guidance to employees regarding investment strategies for pre-retirement planning and tax sheltering or minimizing, and participate in the development and review of services and products related to advanced customer service, such as financial and benefits transaction services.

### Customer Service Representative II

This is the advanced operational level of the series. At this level, incumbents work under the general supervision of the CSR IV (Assistant Manager) and are expected to possess the skills, knowledge and

experience to perform all of the duties outlined at the CSR I level in addition to assuming CSR II level responsibilities at least 40% of the time. These responsibilities involve review of issues and problem resolution in specific areas such as, but not limited to, UCRS membership and benefits, layoff and retirement coordination, phased retirement coordination, database management and data integrity, and financial transactions.

Responsibilities in such areas often require research, analysis and work with appropriate units or offices to facilitate implementation of corrective action or ensure problem resolution. At this level, incumbents conduct benefits presentations, both at the Office of the President and at the campus and Laboratory locations, and often provide counseling on a scheduled and walk-in appointment basis.

### Customer Service Representative III

This is the specialist level of the series, in which incumbents work under the direction of the Manager, Customer Service. Incumbents spend approximately 40% of their time performing the variety of customer service duties outlined at the CSR I and CSR II levels in the series concept. They conduct benefits presentations both at the Office of the President and at campus and Laboratory locations, and provide counseling on a scheduled and walk-in appointment basis. In addition, incumbents are expected to spend at least 50% of their time serving as a technical expert in one or more specialized benefits areas, and handling one or more functions which are delegated directly from the Manager, Customer Service and are vital to the operation and administration of the unit. Specialized benefits areas include health and welfare benefits; financial and refund issues, including IRC Section 415 analysis; annuitant and survivor issues; and financial education. Specific administrative operations functions include:

Implementing and overseeing the weekly telephone schedule, ensuring adequate coverage;

Overseeing the Office of the President's Benefits Office (except for DANR), preparing and presenting financial and benefits seminars, serving as liaison to Departmental Personnel Assistants and County Benefits Coordinators, and planning and overseeing the annual OP Benefits Fair;

Serving as liaison with the Benefits Communications & Training Unit, reviewing all benefits mailings and forums and providing feedback for the unit;

Drafting and editing the periodic Advisory Newsletter, informing OP and DANR employees of current benefit issues and changes to benefit plans;

Overseeing correspondence review, involving a review of all written responses for technical and grammatical accuracy, and development of model communications for use by other analysts;

Establishing and maintaining daily procedures to enhance service and improve daily operations; and

Supervise a lower level CSR, including training, initial supervision and review of work, and conducting the annual performance evaluation.

### Customer Service Representative IV

Under the direction of the Manager, Customer Service, this level serves as the Assistant Manager of the Unit, coordinating and directing workflow and assigning projects. The incumbent also functions as the "higher authority," to whom the CSRs refer irate callers and appointments who demand such. The incumbent has direct and indirect supervisory responsibility for lower level CSRs, the mail services unit staff, and the Benefit Programs Department reception personnel. This includes hiring, training, providing technical guidance, reviewing work determining disciplinary actions, and conducting performance

evaluations. The incumbent also has responsibility for the customer service telecommunication systems and record keeping and counseling system. This involves reviewing unit needs, planning an integrated automation system, participating on inter-departmental committees to coordinate system development, evaluating technological developments, and analyzing telecommunication systems utilization by the Benefit Programs office. The incumbent also serves as the Benefits Representative for DANR, meeting with Regional and County Directors to keep them abreast of benefit issues, providing counseling and communications of policy and benefit changes and issues, and preparing and presenting workshops and seminars for DANR employees, and serves as counselor for UC Federal Employee Retirement System (FERS) and Civil Service Retirement System (CSRS) plan members. A small portion of time is spent performing the variety of customer service duties outlined at the CSR I and CSR II levels in the series concept.

## Counseling Attorney

Class Specification – F.25: LEGAL SERVICES  
Counseling Attorney – 4411

October, 1979

### **Class Concept**

Under direction, Counseling Attorneys offer advice and opinions to registered University students on the students' legal rights and obligations; and perform other related duties as required.

Incumbents typically offer counsel and suggest possible course of action for students with legal problems in such diverse areas as landlord/tenant relations, domestic relations, accident and injury problems, criminal matters, tax problems, contracts and debt problems, housing discrimination, manufacturers' warranties, immigration and naturalization problems, defamation of character, and copyright and patent problems.

Incumbents may consult occasionally with other attorneys to receive professional advice on legal matters; and may refer the student to the Legal Aid Society, the Public Defender's Office, the local Attorney's Referral Service, or selected private attorneys.

Incumbents typically do not take any direct action for the students other than offer advice and guidance.

### **Minimum Qualifications**

Graduation from an accredited law school, membership in the California State Bar and one year of general practice in the State of California; or an equivalent combination of education and experience; and skills, knowledges, and abilities essential to the successful performance of the duties assigned to the position.

## Counseling Center Manager

Class Specifications – A.35: COUNSELING SERVICES  
Counseling Center Manager II (MSP 0710)  
Counseling Center Manager I (MSP 0711)

September, 1978

#### Series Concept

Counseling Center Managers plan, manage, and direct the activities of a Campus Counseling Center, typically supervising five or more full-time professional employees in addition to related clerical support staff and perform other related duties as required.

Incumbents typically develop policies and procedures for the Counseling Center; plan, organize, and administer programs for the successful delivery of such psychological services as individual counseling, group counseling, peer training, practical training, outreach programs, consulting and walk-in services; establish and maintain working relationships with other departments and outside agencies as necessary; recruit, train, assign, and evaluate the performance of professional and clerical staff; direct training programs for graduate students assigned to the Center for supervised field work; establish and maintain standards for professional work; conduct and/or supervise research performed by staff members or by graduate students in psychology or an allied field; plan and administer the budget for the Center; participate in local, state, and national associations; and represent the Counseling Center at public and professional meetings.

The Counseling Center Manager series consists of two management levels with the distinction between levels based on the scope and complexity of the Counseling Center's program, and the degree of supervision exercised.

#### Minimum Qualifications

##### Counseling Center Manager II

A Ph.D. degree in counseling psychology or clinical psychology, including internship and *five* years of post-doctoral experience as a counseling psychologist or clinical psychologist; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

##### Counseling Center Manager I

A Ph.D. degree in counseling psychology or clinical psychology, including internship and *four* years of post-doctoral experience as a counseling psychologist or clinical psychologist; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

## Counseling Psychologist

Class Specifications – A.35: COUNSELING SERVICES

Counseling Psychologist III (MSP 0712)

Counseling Psychologist II (4403)

Counseling Psychologist I (4404)

August 1977

#### Series Concept

Counseling Psychologists offer life goals planning, educational, and personal counseling in a campus psychological counseling center facility and perform other related duties as required.

Incumbents in this series perform counseling duties that typically require knowledge of changing therapeutic methods in the field of Psychology as well as formal theoretical knowledge of processes and change; an understanding of the use, interpretation, and predictive value of psychological tests; an understanding of the relationship between physical and psychiatric disabilities and academic performances; an understanding of personality and intellectual growth and development; the application of techniques of life goals planning, educational and personal counseling; a general knowledge of occupations and occupational trends; and professional expertise in evaluation and therapeutic intervention.

Incumbents interview counselees to evaluate their specific needs for psychological assistance; plan psychological and aptitude test programs in accordance with the needs and desires of counselees, when appropriate; assist counselees in planning educational and life goals objectives; offer short-term therapeutic intervention for emotional problems that interfere with effective academic performance; determine the need for other professional intervention (e.g., medical, psychiatric, legal, financial) and arrange referrals as required; write reports and recommendations regarding counselees when appropriate; and obtain information on advanced study and other matters related to life goals. Incumbents in addition work as professional consultants to other University faculty and staff in helping to develop special programs designed to meet the needs of students more effectively. Incumbents may plan and conduct research projects related to the assessment of student needs and the evaluation of direct service to students; may supervise practicums, field- placements, in appropriate fields, and/or interns; and may teach regular session counseling courses.

The Counseling Psychologist series consists of three levels with the distinction between levels based on the scope and complexity of the counseling, consultation, research functions, and the degree of supervision exercised.

### Class Concepts

#### Counseling Psychologist III

Under direction, incumbents assist the Counseling Center Manager in the administration of a large campus Counseling Center and perform related supervisory duties for a majority of their time. Incumbents typically administer professional policies, procedures and standards set for counseling programs offered in a campus counseling Center; supervise the work of several lower level Counseling Psychologists, Counselors, graduate students assigned to the Counseling Center for supervised field work, and pre- and post-doctoral interns; conduct and/or participate in staff training; coordinate professional staff activities and act as liaison in relationships with assigned groups of academic and/or administrative departments; assist the Counseling Center Manager in the planning, implementation, and evaluation of the overall counseling program and in-service professional staff training programs; assist in determining staff requirements; and perform professional counseling activities on a selective basis, especially in handling complex, unusual, and difficult situations. Incumbents may plan, conduct and/or supervise research programs and may represent the department at local, state, regional, or national professional meetings.

#### Counseling Psychologist II

Under general supervision incumbents perform personal, educational, and life goals counseling where a high level of skill and expertise is required. Incumbents typically interview counselees to evaluate their specific needs for psychological assistance; plan psychological and aptitude test programs in accordance with the needs and desires of counselees, when appropriate; assist counselees in planning educational and life goals objectives; offer short- term therapeutic intervention and arrange referrals as required; write

reports and recommendations regarding counselees when appropriate; and obtain information on advanced study and other matters related to life goals. In addition, incumbents, in collaboration with or under the supervision of senior staff members, may conduct group counseling sessions; may plan and conduct research projects; and may supervise the work of lower level Counseling Psychologists, Counselor, graduate students or Psychology Trainees; and, in Addition, may perform the range of duties outlined in the Series Concept. This is the operational level in the series.

#### Counseling Psychologist I

Under supervision, incumbents perform the range of duties outlined in the Series Concept. This is the entry level in the series; however, positions may be assigned to this level on a continuing basis.

#### Minimum Qualifications

##### Counseling Psychologist III

A Ph.D. degree in counseling psychology or clinical psychology, including internship and *three* years of experience as a professional psychologist; or a Master's degree in counseling psychology or clinical psychology and *five* years of experience as a professional psychologist; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

##### Counseling Psychologist II

A Ph.D. degree in counseling psychology or clinical psychology, including internship and *one* year of experience as a professional psychologist; or a Master's degree in counseling psychology or clinical psychology and *three* years of experience as a professional psychologist; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

##### Counseling Psychologist I

A Ph.D. degree in counseling psychology or clinical psychology, including internship; or a master's degree in counseling psychology or clinical psychology and *two* years of experience as a professional psychologist; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

## Counselor

Class Specifications – A.35: COUNSELING SERVICES

Counselor II (4421)

Counselor I (4422)

August 1977

Series Concept

Counselors offer life goals planning, educational and limited personal counseling in a campus counseling center facility, under the direction of a Counseling or Clinical Psychologist, and perform other related duties as required.

Incumbents in this series perform counseling duties that typically require knowledge of methods in assisting counselees set occupational and life goals; knowledge of the principles and techniques of interviewing, and educational and career planning counseling; and general knowledge of the psychological and vocational tests used in counseling.

Incumbents interview counselees to obtain relevant personal, educational, social, and occupational information in order to evaluate their specific needs for life goals and educational counseling; plan appropriate psychological and aptitude test programs in accordance with the needs and desires of counselees; obtain additional information as necessary from family and from departmental, employer and educational sources regarding counselees; assist counselees in planning academic and life goals; inform counselees regarding specializations and levels of training offered by a variety of University departments; provide information regarding the requirements of various educational programs; assist counselees in identifying appropriate resources for additional complementary counseling as necessary; write reports and recommendations regarding counselees; consult with academic and administrative personnel regarding areas that affect the quality of student life; and perform program planning to provide support services to students. Incumbents may, in addition, participate in research projects under the direction of a Counseling or Clinical Psychologist.

The Counselor series consists of two levels with the distinction between levels based on the scope and complexity of the counseling functions. Classes in the Counselor series are distinguished from classes in the Counseling Psychologist series in that the counseling duties performed by Counselors are narrower in scope, complexity, and level of professional responsibility and are usually performed under the direction of a Counseling Psychologist. Counseling Psychologists provide personal counseling to individuals and/or groups with more serious problems and with greater frequency than is typically the case with incumbents in the Counselor series.

## Class Concepts

### Counselor II

Under general supervision, incumbents perform life goals, educational, and personal counseling that requires the ability to assess and diagnose more complex problems than are typically assigned at the Counselor I level. Incumbents typically perform the full range of duties outlined in the Series Concept. This is the operational level of the series.

### Counselor I

Under supervision, incumbents perform the majority of duties outlined in the Series Concept. Personal counseling at this level is performed by those incumbents whose educational and personal capabilities typically require further development of their counseling skills. This is the entry level in the professional series; however, positions may be assigned to this level on a continuing basis.

## Minimum Qualifications

### Counselor II

A Master's degree in counseling psychology or an allied field and *one* year of experience as a professional counselor or graduation from college with major work in psychology, educational counseling,



sociology, social welfare, or a related field and **two** years of experience as a professional counselor or an equivalent combination of education and experience; knowledges and abilities essential to the successful performance of the duties assigned to the position.

#### Counselor I

Graduation from college with major work in psychology, educational counseling, sociology, social welfare, or a related field; knowledges and abilities essential to the successful performance of the duties assigned to the position.

## Counselor Supervisor

Class Specifications – A.35: COUNSELING SERVICES  
Counselor Supervisor – 4420

March 2002

#### Class Concept

Under direction, Counselor Supervisors apply professional training and experience to supervise employees providing occupational and life goals planning; and educational and limited personal counseling to students in a campus Counseling Center.

Incumbents have supervisory responsibility for hiring; performance evaluation; assigning work; effectively recommending merit increases, promotions and reclassification; discipline and discharges, and resolving complaints and grievances as provided in the "Supplemental Guides for Supervisor Classes" (Salary Administration Manual 12.0).

*Certification or Licensure Requirements:* None

#### Minimum Qualifications

Applicants must meet the education and experience requirements as determined by the user department in conjunction with the Human Resources Director.

Candidates must also be able to demonstrate that they have the requisite knowledge, skills and abilities needed to perform the essential functions of the job with or without reasonable accommodation.

## Cytogenetic Technologist Supervisor

Classification Specifications – H.20: MEDICAL TECHNOLOGISTS  
March, 1994

#### Series Concept

Cytogenetic Technologists perform laboratory work in a cytogenetic laboratory and prepare specimens for diagnosis ( e.g., lymphocyte, solid tumor, bone marrow and amniotic fluid samples). Incumbents set up

tissue cultures using sterile techniques; use aseptic techniques to transfer samples to flask; harvest cells and make slides; identify and analyze chromosomes under a microscope and search for abnormalities; photograph best quality cells for chromosome karyotyping.

#### Class Concepts

##### Supervising Cytogenetic Technologist

Incumbents direct, supervise and coordinate the preparing and analyzing of cytogenetic specimens for diagnosis.

#### Minimum Qualifications

With the exception of the trainee level, incumbents must possess a certificate issued by the National Certification Agency for Medical Laboratory Personnel in Cytogenetics Subspecialty [CLSp (CG)].

Specific qualification requirements are approved for positions by the Human Resources Director in accordance with the provisions of Personnel Policies for Staff Members.

Positions allocated to the supervisory titles must meet the criteria for supervision as defined in the Supplemental Guidelines for Supervisory Classes (SAM 12).

## Dental Assistant Supervisor

Class Specifications – H.10: MEDICAL ATTENDANTS – ASSISTANTS AND ESCORTS

Supervisory Dental Assistant – 9195

Supervisory Dental Assistant (Teaching Clinic) – 9197

November, 1978

#### Series Concept

Under the supervision of a licensed dentist, Dental Assistants perform supportive procedures in the clinical treatment of patients and/or the training of dental students; and perform other duties as assigned.

Dental Assistants may take impressions, for diagnostic and opposing models; apply non-aerosol and non-caustic topical agents; remove post-extraction and periodontal dressings; place elastic orthodontic separators; remove orthodontic separators; assist in the administration of nitrous oxide, when used as an analgesic; hold anterior matrices; remove sutures; take intraoral measurements for orthodontic procedures; seat and adjust retainers or headgears, including appropriate instructions; check for loose bands; remove arch wires and ligature ties; apply topical fluoride, after scaling and polishing by the supervising dentist or a dental hygienist; place and remove rubber dams; place, wedge and remove matrices; perform general oral radiology such as bite-wing, occlusal, and intraoral single region examinations including all processing work; and assist in teaching educational programs for dental students such as televised instructions or demonstrations in classroom settings.

#### Class Concepts

##### Supervisory Dental Assistant

Under general direction, incumbents are assigned as their preponderant duty the responsibility for the full supervision of a group of dental assistants and related support personnel in a formally recognized unit in a dental clinic.

Incumbents select, train, evaluate and recommend corrective disciplinary actions for subordinates; develop and implement educational programs and objectives for dental assistants and aides; may provide input for budget planning; and may coordinate and recommend equipment and supply orders.

#### Supervisory Dental Assistant (Teaching Clinic)

Under general direction, incumbents are assigned as their preponderant duty the responsibility for the full supervision of a group of Registered Dental Assistants (Teaching Clinic) and other related personnel in a formally recognized unit in a teaching clinical setting.

Incumbents select, train, evaluate, and recommend corrective disciplinary actions for subordinates; develop and implement education programs and objectives for Registered Dental Assistants (Teaching Clinic); may provide input for budget planning; and may coordinate and recommend equipment and supply orders.

#### Minimum Qualifications

##### Supervisory Dental Assistant

Possession of the legal requirements to practice as a Registered Dental Assistant as determined by the California Board of Dental Examiners; and three years of experience; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

##### Supervisory Dental Assistant (Teaching Clinic)

Possession of the legal requirements to practice as a Registered Dental Assistant as determined by the California Board of Dental Examiners; four years of experience including one year with assigned responsibility to train and evaluate student performance; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

## Dental Assistant Registered - Supervisor Extended Function

Classification Specifications – H.10: MEDICAL ATTENDANTS – ASSISTANTS AND ESCORTS  
Registered Dental Assistant Supervisor Extended Function (9208)

April 3, 2019

#### Series Concept

Under the supervision of a licensed dentist, Dental Assistants perform supportive procedures in the clinical treatment of patients and/or the training of dental students and perform other duties as assigned.

Dental Assistants may examine orthodontic appliances, take impressions for diagnostic and opposing models; apply non-aerosol and non-caustic topical agents; remove post-extraction and periodontal dressings; place elastic orthodontic separators; remove orthodontic separators; assist in the administration of nitrous oxide when used as an analgesic; hold anterior matrices; remove sutures; take intra-oral measurements for orthodontic procedures; seat adjusted retainers or headgears, including appropriate instructions; check for loose bands; remove arch wires and ligature ties; apply topical fluoride after scaling and polishing by the supervising dentist or a dental hygienist; place and remove rubber dams; and place wedge and remove matrices. Cure restorative or orthodontic materials in operative site with light-curing device, if certified in radiation safety, perform general oral radiology such as bit-wing, occlusal, and intraoral single region examination including all processing work; and assist in teaching educational programs for dental students such as televised instructions or demonstrations in classroom settings.

### Class Concepts

#### Registered Dental Assistant Supervisor Extended Function

Under general supervision incumbents are assigned as their preponderant duty the responsibility for the full supervision of a group of Registered Dental Assistants and other positions classified with the series in formally recognized unit in dental clinic.

Incumbents select, train, evaluate and recommend corrective actions for subordinates; develop and implement educational programs and objectives for Registered Dental Assistant – Extended Functions, Registered Dental Assistants, Dental Assistants and Dental Aides; may provide input for budget planning; and may coordinate and recommend equipment and supply orders.

## Development Engineer

### Class Specifications – E.20: ENGINEERING

Principal Development Engineer (7180)

Senior Development Engineer (7181)

Senior Development Engineer Supervisor (7186)

Associate Development Engineer (7182)

Associate Development Engineer – Supervisor (7187)

Assistant Development Engineer (7183)

Junior Development Engineer (7184)

May, 1972

### Series Concept

The Development Engineer performs and/or supervises the performance of design engineering for laboratory and experimental facilities, equipment, and instrument systems; supervises and/or coordinates the construction, assembly, and testing of laboratory and experimental facilities, equipment, and instrument systems, and performs other related duties as required.

Positions in this series are characterized by the application of theoretical and/or mathematical approaches in determining the feasibility of engineering designs with consideration of such factors as system effectiveness, reliability, configuration, and cost.

Incumbents typically are assigned responsibility for the coordination of the engineering aspects of research projects involving the design, construction, assembly, and test of experimental equipment and instrument systems; provide professional engineering information and advice to principal investigators and/or other faculty and research personnel with administrative responsibility for the research program or teaching facility; act as engineering liaison officer in relationships with investigators, shop personnel, vendors, and extramural funding agencies; design or supervise the design of electrical, mechanical, electronic, and/or optical instruments and of computer-associated systems and equipment; supervise or perform the recording and reduction of test data for instrument design and evaluation purposes; assemble and evaluate information and prepare reports with respect to feasibility, engineering design criteria, and performance of instrument systems.

The development engineering series includes electrical, electronic, mechanical, and industrial engineering specialties. The fields of application include the physical sciences, engineering, oceanography, biological sciences and medicine, and newly emerging interdisciplinary teaching and research efforts. Other branches of engineering and fields of application may be included, when equivalent technical knowledges and skills are required or are recognized as distinct occupations.

### Class Concepts

#### Principal Development Engineer

Under general direction, incumbents are responsible to a principal investigator or research facility administrator for planning, organizing, and supervising the work of professional engineering and support staffs engaged in design, construction, and test of laboratory facilities, equipment, and instrument systems; represent the officer or researcher to whom they are responsible at meetings and conferences involving campus, University, and extramural funding agency levels of authority in matters related to engineering design considerations and financial requirements dependent on engineering design considerations; carry major responsibility for accomplishment of research objectives in relationships with investigators, manufacturers, contractors, and University staff members as a principal assistant to the faculty investigator or research administrator in charge.

Examples of assignments allocated to this level of difficulty and responsibility are:

Supervisor of the professional engineering and technical support staff of a research and development laboratory facility, providing biomedical engineering services to teaching and research units in the health sciences, with responsibility for all engineering specialties engaged, activities of technical and shop personnel, and successful fiscal management of the enterprise.

Supervisor of the professional engineering and technical support staff of an environmental physiology research laboratory facility, providing engineering services for biological experiments involving major investments in airborne bio-instrumentation systems, with responsibility for all engineering specialties engaged, activities of technical and shop personnel, negotiation and monitoring of contracted services, coordination of scheduling commitments with experimental objectives and technical design criteria, and successful fiscal management.

Supervisor of the professional engineering and technical support staff of a marine physical research laboratory facility, providing engineering services for major research projects in the field of underwater communications, with responsibility for all engineering specialties engaged, activities of technical and shop personnel, negotiation and monitoring of contracted services, coordination of scheduling commitments with experimental objectives and technical design criteria, and successful technical achievements within time and financial constraints.

Principal level assignments typically carry engineering management responsibility covering all engineering specialties engaged, which necessitates the effective integration of all sub-systems and engineering fields, such as mechanical, electrical, and electronic. The professional engineering staff supervised typically includes three or more Development Engineers, including one or more at the Associate level.

#### Senior Development Engineer

Under direction, incumbents assist a campus or research facility administrator, principal investigator, or Principal Development Engineer, in planning, organizing, supervising, and/or performing the work of a professional engineering staff engaged in a specialized engineering phase of a teaching and/or research program; represent the officer to whom they are responsible at meetings and conferences involving campus, University, and extramural funding agency levels of authority in matters related to engineering design considerations and financial requirements dependent on engineering design considerations; carry major responsibility for accomplishment of research objectives in relationships with investigators, manufacturers, contractors and University staff members, as a senior assistant to the Principal Development Engineer or faculty investigator in charge.

Examples of assignments allocated to this level of difficulty and responsibility are:

Supervisor of one of the engineering specialties (electrical, electronic, mechanical, or industrial) of the engineering staff of a major research program, in which two or more engineering specialties are required and recognized.

Supervisor of the professional engineering and technical support staff of a teaching and/or research facility, providing engineering services to faculty members and investigators, with responsibility for the engineering specialty engaged, activities of technical and shop personnel, and successful technical achievements within time and financial constraints.

Specialist, advisor, and consultant on engineering design problems in a highly specialized field of application, with responsibility for planning and designing large and/or novel engineering systems, instrumentation systems, or computer-related systems.

Senior level assignments typically carry responsibility for the supervision of Associate, Assistant, and/or Junior Development Engineers, as well as technical and shop personnel involved in the construction, assembly, and test of equipment and instruments. Non-supervisory assignments at the Senior level are reserved for specialists, who are widely recognized and consulted by University staff members for their expert knowledge of an engineering specialty and/or field of application. The criterion for allocation of a non-supervisory assignment to the senior level may be met by one of the following:

Successful application of technical knowledges and skills in an engineering specialty to a variety of research efforts, involving the integration of substantial scientific subject matter knowledge and engineering expertise.

Successful application of technical knowledges and skills in more than one engineering specialty to a highly specialized field of application, involving the integration of substantial scientific subject matter knowledge and engineering expertise.

#### Senior Development Engineer Supervisor

Performs range of duties outlined in the Class Concepts for Senior Development Engineer and, in addition, meets the HEERA requirements for designation as a supervisory employee.

## Associate Development Engineer

Under direction, incumbents perform all or many of the duties indicated for the series under the Series Concept. This is the full professional level at which incumbents are expected to operate rather independently in a specialized engineering phase of a major teaching and/or research effort. Supervision over such positions is usually exercised by a Senior or Principal Development Engineer or by a faculty investigator.

Examples of assignments allocated to this level of difficulty and responsibility are:

Design engineer (electrical, electronic, or mechanical) for an instrumentation system required in support of a major research effort involving substantial investments in staff time and equipment, with responsibility for engineering liaison and coordination through construction, assembly, and test.

Design engineer (electrical, electronic, or mechanical) and supervisor of a technical support staff of a teaching and/or research laboratory facility, providing engineering services to faculty members and investigators, with responsibility for the engineering specialty engaged, activities of technical and shop personnel, and successful technical achievements within time and financial constraints.

Associate level assignments typically carry responsibility for supervision and/or coordination of technical and shop personnel involved in drafting, construction, assembly, and test of experimental equipment. These assignments typically do not carry responsibility for supervision of other professional engineers, although this kind of responsibility is not precluded in a training and development assignment leading to a Senior level position. Associate level assignments typically require concentration in a scientific field of application where scientific subject matter knowledge relevant to research objectives and methodology is of great value in understanding and establishing engineering design criteria. This kind of knowledge of the field of application is usually attained through several years of experience as a Junior and/or Assistant Development Engineer in the specific field of application.

The examples cited above are typical for teaching and/or research laboratory facilities. Other kinds of professional engineering endeavor may be recognized at the Associate level when they involve comparable technical skills and knowledges in such applications as engineering systems analysis, engineering feasibility analysis, and operations research.

## Associate Development Engineer – Supervisor

Performs range of duties outlined in the Class Concepts for Associate Development Engineer and, in addition, meets the HEERA requirements for designation as a supervisory employee.

## Assistant Development Engineer

Under general supervision, incumbents design and prepare engineering plans and specifications for novel laboratory equipment and instruments; coordinate construction, assembly, and laboratory and field testing of equipment and instruments; and participate in the engineering and mathematical analysis of experimental data or in the mathematical solution of physical and engineering problems. Assignments at this level are expected to be of moderate difficulty and responsibility, with work subject to checking and review by a licensed engineer or other professional engineer of comparable qualifications.

Incumbents typically are expected to progress to the class of Associate Development Engineer.

## Junior Development Engineer

Under supervision, incumbents perform entry level professional engineering work. Incumbents make design calculations and cost of material estimates; assemble and calibrate laboratory equipment and instruments; set up a variety of test samples and run routine tests; collect and reduce experimental data and analyze results of tests using engineering principles and mathematical techniques; participate in preparation of technical reports, and demonstrate engineering laboratory techniques and procedures to new technical staff members and/or graduate students.

This is the entry level class for graduates in engineering. Assignments are structured to provide training experience under supervision of a licensed engineer or other professional engineer of comparable qualifications. Incumbents typically are expected to progress to the class of Assistant Development Engineer.

### **Minimum Qualifications**

#### **Principal Development Engineer**

Graduation from college with major work in engineering and six years of engineering experience in the planning, development, and construction of engineering systems including three years of specialized design work or an equivalent combination of additional education and experience.

#### **Senior Development Engineer**

Graduation from college with major work in engineering and five years of engineering experience in the planning, development, and construction of engineering systems, including two years in specialized design work or an equivalent combination of additional education and experience.

#### **Associate Development Engineer**

Graduation from college with major work in engineering and three years of engineering experience including one year of responsible design work or an equivalent combination of additional education and experience.

#### **Assistant Development Engineer**

Graduation from college with major work in engineering and two years of engineering experience or an equivalent combination of additional education and experience.

#### **Junior Development Engineer**

Graduation from college with major work in engineering.

Note: In all of the above qualification standards, a California professional engineering license may be substituted for the B.S. degree in engineering. A B.S. or higher degree in physics may be substituted for the B.S. degree in engineering.



# Dietitian Principal / Supervisor

Class Specifications – C.10: FOOD SERVICE MANAGEMENT

Chief Dietitian – 715

Principal Dietitian – 5422

Principal Dietitian – Supervisor – 5423

Senior Dietitian – Supervisor – 5425

Dietitian II – Supervisor – 5427

Dietitian I – Supervisor – 5429

February, 1986

## Series Concept

Dietitians provide nutrition care and education to inpatients and outpatients; plan and coordinate the preparation, distribution, and evaluation of patient and staff meals; plan, organize, direct, and evaluate the patient, staff, and public food service operations in a medical center hospital or other health care unit; and perform other related duties as required.

Dietitians assess the nutrition status of individual patients via medical record review, patient interviews, and diet histories; construct, implement, evaluate, and document nutrition care plans; provide nutrition education to patients and their families and provide for follow-up as appropriate; actively consult with physicians and other health team members to coordinate nutrition care of patients; may participate in interdisciplinary research and committees; may develop and implement grant proposals; may write articles for professional journals; provide nutrition education for physicians, other health professionals, students, and the community; may develop, implement, and evaluate a dietetic internship program.

As management Dietitians develop and direct the implementation of menus; select, train, supervise, and evaluate the performance of food service personnel; develop, implement, and evaluate food service policies, procedures, and standards; supervise the maintenance of sanitary standards; develop, coordinate, and present training classes for food service employees; monitor food production and service to insure conformance to nutritional needs, quality standards, cost, and patient and customer acceptance; develop, implement, and evaluate catering services; analyze and project needs for staffing, equipment, and physical plant.

The Dietitian series specifically recognizes supervisory responsibilities. Positions allocated to the supervisory titles in this series must meet the criteria for supervision as defined in the Supplemental Guidelines For Supervisor classes (SAM 12).

## Class Concepts

### Chief Dietitian

Under general direction, the Chief Dietitian is assigned full professional and administrative responsibility for a large nutrition service program including clinical dietetics and food service operations that provide comprehensive nutrition services through a large staff of clinical and management dietitians, food service managers, technicians, skilled and semi-skilled employees.

The Chief Dietitian plans, administers, and evaluates dietetic and food service policies and procedures; plans major service programs; oversees staff supervision and development; coordinates nutrition service with other major hospital and clinic units; determines future program needs; develops, monitors, and

forecasts budgets; represents the nutrition service on related hospital and medical staff committees; monitors adherence to laws, regulations, and codes within the nutrition service areas.

#### Principal Dietitian/Principal Dietitian-Supervisor

Under general direction, the Principal Dietitian is assigned full professional and administrative responsibility for a large dietary program or professional food service operation within a medical center/hospital or has full responsibility for a small dietary program and food service operation. Positions with responsibility for food service and distribution programs require the application of professional knowledge in scientific nutrition. The Principal Dietitian may also act as first assistant to a Chief Dietitian or department director or have operational responsibility for patient meal service and provide overall staff support to the Chief Dietitian or director in such areas as clinical nutrition, food production, departmental personnel administration, staffing, purchasing, and budgets; or they may function in an academic setting, doing teaching and research to enhance clinical nutrition services.

Principal Dietitians serve as a member of the management team for dietetics and food services; interview, select, and evaluate the performance of subordinate staff; recommend and administer the budget for the assigned service including the selection and purchase of equipment; control staffing levels and determine stock levels; may confer with physicians, other health professionals and administrative staff to resolve difficult operational, management, or clinical problems, and monitor adherence to laws, regulations and codes.

#### Senior Dietitian – Supervisor

Under general direction, in addition to performing the full range of operational level duties, Senior Dietitians supervise subordinate professional Dietitians and paraprofessional dietetic technicians in a department of a large dietary program or food service operation; or are assigned full professional and administrative responsibility for a small dietary program or food service operation.

Senior Dietitians have responsibility for the development and evaluation of departmental-wide operating policy and the direction of major administrative assignments such as patient care audits, diet manual revision, and cost reimbursement studies.

Individuals at this level may also have responsibility for a highly complex specialized area requiring advanced education and experience, such as dietitian internship director, food systems analyst, formula development technologist, or another specialized program characterized by written protocols and separate budgets.

Senior Dietitians with a major management component in the position supervise the duties of Dietitians or Food Service Managers who manage two or more units in a large medical center/hospital unit or may have total responsibility for a food service function or dietetics department in a small facility. Incumbents may be assigned the full range of duties described in the series concept pertaining to management.

#### Dietitian II – Supervisor

Under general supervision, Dietitian II's typically perform the full range of Dietitian I duties in a more specialized area; prepare and conduct formal teaching of physicians, students, other health professionals, and the community; or participate in complex nutrition-related research projects.

Dietitian II's are assigned significant administrative, research or resource responsibilities; they may administer with considerable independence a specialized program such as a metabolic unit, renal unit, burn unit, ICU unit, neonatal unit, or total hyperalimentation nutrition support program; conduct grant

research or formal teaching; or are the designated specialists in a major area of the nutrition profession achieved by additional formal education or experience.

Under general supervision, Dietitian II's with a major management component in the position manage a unit in a large medical center/hospital or may manage several units in a small facility. Duties may involve the responsibility for complex administrative areas such as personnel, fiscal, and material management. Incumbents may be assigned the full range of duties described in the series concept pertaining to management.

#### Dietitian I – Supervisor

Under supervision, Dietitian I's perform the full range of nutritional care duties in one or more units in a medical center/hospital (e.g., general surgery, cardiac, hemodialysis, or general outpatient clinics), and participate as a member of an interdisciplinary health care team.

Dietitian I's typically conduct nutritional assessments which include taking diet histories, instructing and consulting with patients, physicians, and other health professionals; chart on medical records; participate as a member of the interdisciplinary health care team to develop the total patient care plan; assist in completion of major administrative assignments such as patient care audits, diet manual revisions, and cost reimbursement studies; and assign, direct, and evaluate the work of dietitian interns and dietetic technicians.

Dietitian I's with a management component in the position assist in the management of a unit in a large medical center/hospital or may manage a unit in a small facility such as patient trays, cafeteria, sanitation, purchasing or food production. Incumbents at this level may perform the full range of duties described in the series concept pertaining to management.

#### **Minimum Qualifications**

Dietitians must possess the equivalent of a Bachelor's degree in Foods and Nutrition/Dietetics and have completed an American Dietetic Association internship; and be a registered Dietitian.

Applicants for positions in the Dietitian series are expected to possess the experience, skills, knowledge, and abilities essential to the successful performance of the duties assigned to the position.

NOTE: Specific qualification requirements are approved for positions by the Personnel Manager in accordance with the provisions of Staff Personnel Policies 210.8 and 210.9.

#### Definition of Terms – Dietitian Series

Large Nutrition Services Facility – A dietary program in a medical center/hospital supporting a minimum of 350 acute hospital beds and/or serving an average of 5,000 meals or more daily.

Small Nutrition Services Facility – A dietary program in a medical center/hospital supporting less than 350 acute hospital beds and/or serving an average of less than 5,000 meals daily.

# Editor Senior / Principal

Class Specifications – D.10: COMMUNICATION  
Principal Editor – 7682  
Senior Editor – 7683

March, 1973

## Series Concept

Editors perform or supervise editing, writing, and production duties required to prepare a variety of materials for publication; and perform other related duties as required.

Editors coordinate the work of authors, designers, production personnel and printers; evaluate manuscripts for value and logic, assess the amount of editing required to ensure stylistic consistency, and suggest ways in which an author can improve his manuscript.

They edit copy for stylistic consistency according to a recognized and approved style (e.g. A Manual of Style, University of Chicago Press), logical organization, rational development of content, and appropriate emphasis; rewrite copy that is ambiguous, discursive, or not suited to the medium; verify references and factual content to ensure technical accuracy; compile bibliographies based on content analysis of material, and abstract pertinent material from reference literature; prepare subject matter indexes and glossaries; select, plan, and/or draft illustrations, maps, charts, and tables to be made by professional illustrators or drafting technicians; plan content of publications; determine need for special or supplementary publications; write copy for announcements, advertisements, bulletins, or other publications; design or coordinate design and production of publications (selecting paper, ink, size, type, and layout), using technical knowledge of production processes; arrange and maintain production schedules; examine galley and page proofs for accuracy, and instruct authors on proof-reading responsibilities; make page paste-ups; perform or coordinate sales or distribution functions; and may prepare an annual budget for a publications program.

## Class Concepts

### Principal Editor

Incumbents are specialists in major areas of study (e.g. biological and medical sciences, humanities and social sciences, law, philosophy, or engineering) and, as such, may attract authors in these fields. They rewrite and reorganize lengthy manuscripts in addition to editing for style, organization, content, and emphasis. They evaluate manuscripts for value of content, validity of conclusions, and their opinions may be weighted equally with that of readers in the professional field.

This level is justified also for supervisors of a small group of Senior Editors or a large group of Editors.

### Senior Editor

With limited technical supervision, incumbents edit a variety of comprehensive and difficult material for stylistic consistency, logic, organization, rational development of content, and emphasis, and normally evaluate manuscripts not only to determine the amount of style editing required, but also to determine the value and logic of the content; or supervise a group of Editors who perform stylistic editing of major

publications (e.g. entire books); or edit, write, and produce one or more publications with responsibility for planning content, design, and production.

**NOTE:** Positions which are responsible for editing for grammar, spelling, and punctuation, and/or limited rewriting to improve syntax, and/or preparation of indexes, bibliographies, or charts, where no content knowledge is required and in the absence of the duties outlined in the above paragraph, are to be classified in the Clerical/Administrative Series.

### **Minimum Qualifications**

#### Principal Editor

Graduation from college with major work in English, journalism, or an allied field, or in a subject matter area related to the editorial specialty, and demonstrated editing and writing abilities, and at least three full years of professional editorial experience; or an equivalent combination of education and experience.

#### Senior Editor

Graduation from college with major work in English, journalism, or an allied field, or in a subject matter area related to the editorial specialty, and demonstrated editing and writing abilities, and at least two full years of professional editorial experience; or an equivalent combination of education and experience.

## **Editor Supervisor**

#### Editor Supervisor – 7681

#### Class Specifications – D.10: COMMUNICATION

March, 2002

#### Series Concept

Same as class concepts.

#### Class Concepts

Under direction, Editor Supervisors apply professional training and experience to supervise editing, writing and production duties required to ensure that a variety of materials are ready for publication.

Incumbents have supervisory responsibility for hiring; performance evaluation; assigning work; effectively recommending merit increases, promotions and reclassification; discipline and discharges, and resolving complaints and grievances as provided in the “Supplemental Guides for Supervisor Classes” (Salary Administration Manual 12.0).

Certification or Licensure Requirements: None

### **Minimum Qualifications**

Applicants must meet the education and experience requirements as determined by the user department in conjunction with the Human Resources Director.

Candidates must also be able to demonstrate that they have the requisite knowledge, skills and abilities needed to perform the essential functions of the job with or without reasonable accommodation.

## Educational Facility Planner

Class Specifications – E.10: ARCHITECTURE AND PLANNING

Principal Educational Facility Planner – 6961

Senior Educational Facility Planner – 6962

Educational Facility Planner – 6963

March, 1973

Series Concept

Educational Facility Planners conduct and coordinate the analysis and review of building space and equipment needs, allocations, cost, and priority; and perform other related duties as required.

Incumbents are assigned responsibility for coordination of the preliminary planning and programming phases of construction projects for both new construction and major alterations; provide technical information and advice on building space needs, utilization, and standards to committees of current or prospective occupants who recommend or determine building needs and priorities; act as building space planning and programming liaison officers and coordinators in relationships with academic and administrative committees and staff members; prepare and/or review and recommend action on Project Planning Guides; supervise preparation of and/or review periodic and special reports, such as facilities surveys and building capacity analyses; supervise preparation of and/or review documentation supporting annual major and minor capital improvement programs; coordinate preparation of special studies requested by University, state and federal levels of authority on various aspects of educational facilities programming and utilization; and prepare and/or recommend new or revised building space allocation standards, reflecting changing requirements for educational facilities utilization.

Class Concepts

Principal Educational Facility Planner

Under general direction, incumbents assist a campus or University-wide administrator in planning, organizing, supervising, and/or performing the work of a professional staff engaged in the building space planning, programming, and funding aspects of the University's construction program; represent the officer to whom they are responsible at meetings and conferences involving campus, University, state and federal levels of authority in matters related to building space planning, programming, funding and utilization; and carry major responsibility for University capital outlay programs in relationships with University and governmental committees and staff members, as a principal assistant to the administrative officer in charge.

Examples of assignments allocated to this level of difficulty and responsibility are:

Educational facility planner at the University-wide or campus level of review, responsible for developing new and revised building space allocation and utilization standards for application on general campuses and obtaining acceptance from University and state agencies concerned.

Educational facility planner at the University-wide or campus level of review, responsible for providing technical advice and consultation to campus, University, and state officers in the review, analysis and development of medical and health science programs and projects and for developing and improving building space allocation standards for medical and health science activities.

Principal assistant to the University Educational Facility Planner, reviewing campus building programs, projects, and presentations, for building space allocation and utilization aspects and related fiscal considerations; and representing University and campus needs at various state levels of review and authorization.

#### Senior Educational Facility Planner

Under general direction, incumbents assist a campus or University-wide administrator in planning, organizing, supervising, and/or performing the work of a professional staff engaged in the building space planning, programming, and funding aspects of the University's construction program; represent the officer to whom they are responsible at meetings and conferences involving campus, University, state and federal levels of authority in matters related to building space planning, programming, funding, and utilization; and carry major responsibility for University capital outlay programs in relationships with University and governmental committees and staff members, as a senior assistant to the administrative officer in charge.

Senior level assignments typically carry responsibility for the supervision of Senior Facility Requirements Analysts and/or Facility Requirements Analysts. Non-supervisory assignments at the senior level are reserved for technical specialists, who are widely recognized and consulted by University staff members for their expert knowledge of educational facilities planning, programming, and utilization.

Examples of assignments allocated to this level of difficulty and responsibility are:

Supervisor of a professional staff engaged in the building space planning, programming, and funding aspects of the campus physical planning and construction activity.

Technical specialist, advisor and consultant on building space planning, programming, funding and utilization, to campus and/ or University-wide administrative officers and committees, with responsibility for assembling and evaluating information and preparing reports with respect to new and revised concepts of building space allocation standards and utilization, for possible University application.

#### Educational Facility Planner

Under direction, incumbents assist a campus or University-wide administrator engaged in the building space planning, programming, and funding aspects of the University's construction program; represent the officer to whom they are responsible at meetings and conferences involving campus, University, state and federal levels of authority in matters related to building space planning, programming, funding and utilization; and carry major responsibility for University governmental committees and staff members, as a senior assistant to the administrative officer in charge.

Assignments at this level typically do not carry responsibility for supervision of other professional staff members. In a campus organization, this level is used where the volume and complexity of the capital outlay program is such that one position of Education Facility Planner meets the campus needs. It may

also be used as a supervisory class in a campus or University-wide organizational unit where the incumbent is expected to progress to Senior Educational Facility Planner, after having demonstrated the ability to carry the responsibilities identified with the senior level.

Examples of assignments allocated to this level of difficulty and responsibility are:

Educational facility planner engaged in the building space planning, programming, and funding aspects of the campus physical planning and construction activity.

Educational facility planner engaged in the program of preparing and/or reviewing campus proposals and presentations related to federal grants for construction of educational facilities, coordinating campus and University-wide workflow and maintaining liaison with federal granting agencies.

Educational facility planner engaged in the program of preparing and/or reviewing campus proposals and presentations related to state and federal funding of movable equipment and minor capital improvement programs.

### **Minimum Qualifications**

Graduation from college with major work in architecture, planning, education or business administration, or industrial engineering and six years of experience in building planning, of which three years shall have involved responsible duties in supervising and directing such a program for a college or university; or an equivalent combination of education and experience.

#### **Senior Educational Facility Planner**

Graduation from college with major work in architecture, planning, education or business administration, or industrial engineering and five years of experience in building planning, of which two years shall have involved responsible duties in supervising and directing such a program for a college or university; or an equivalent combination of education and experience.

#### **Educational Facility Planner**

Graduation from college with major work in architecture, planning, education or business administration, or industrial engineering and four years of experience in building planning of which one year shall have involved responsible duties in performing such a program for a college or university; or an equivalent combination of education and experience.

## **Educational Facility Planner Supervisor**

Class Specifications – E.10: ARCHITECTURE AND PLANNING  
Educational Facility Planner Supervisor – (6960)

March, 2002

Series Concept

Same as class concepts.



## Class Concepts

Under direction, Educational Facility Planner Supervisors apply professional principles of facility planning, programming, funding and utilization to supervise the preparation and/or review, analysis, and presentation of campus proposals requesting federal grants for the construction of educational facilities.

Incumbents have supervisory responsibility for hiring; performance evaluation; assigning work; effectively recommending merit increases, promotions and reclassifications; discipline and discharges, and resolving complaints and grievances as provided in the "Supplemental Guides for Supervisor Classes" (Salary Administration Manual 12.0).

Certification or Licensure Requirements: None

## Minimum Qualifications

Applicants must meet the education and experience requirements as determined by the user department in conjunction with the Human Resources Director.

Candidates must also be able to demonstrate that they have the requisite knowledge, skills and abilities needed to perform the essential functions of the job with or without reasonable accommodation.

# Electrician Supervisor

Class Specifications – G.15: FACILITIES  
Electrical Supervisor – 8136

September, 1986

## Series Concept

Electricians repair, maintain and install electrical systems and equipment such as motors, transformers, wiring, switches and alarm systems; locate and determine electrical malfunctions using various test instruments such as an ammeter, voltmeter and test lamp; repair malfunctions by such methods as replacing burnt-out elements and fuses, bypassing or replacing defective wiring, filing switch contact points, and cleaning or rewiring motors; test electrical equipment for safety and efficiency; install fixtures, motors and other electrical equipment; make various adjustments to electrical equipment as necessary; inspect circuits and wiring for specified shielding and grounding, repair or rewire system according to building codes and safety regulations; may plan layout and wire new or remodeled installations; and instruct or lead semi-skilled or unskilled assistants.

## Class Concepts

### Electrical Supervisor

Under direction, incumbents supervise and coordinate the work of Assistant Supervisors, Lead Electricians, and Electricians. Incumbents typically make hiring selections among job applicants, insure that new and existing staff receive proper training; make daily work schedules and assignments; review work performed at various stages and upon completion; evaluate the performance of subordinate employees; recommend or initiate personnel actions such as promotions, transfers, and disciplinary

measures; and maintain various work records including written and oral reports; prepare estimates of manhours, costs and materials required.

#### Minimum Qualifications

Applicants for positions in the Electrician Series are expected to possess the skills, knowledge and abilities essential to the successful performance of the duties assigned to the position.

## Electrocardiographic Technician Principal

Class Specifications – H.20: MEDICAL TECHNOLOGISTS

Principal Electrocardiographic Technician – 8961

May, 1976

#### Series Concept

Electrocardiographic Technicians take and process electrocardiograms and/or vectorcardiograms, and perform other related duties as required.

Incumbents typically work Within guidelines established by a staff physician but are required to have sufficient knowledge of electrocardiography to recognize normal and abnormal patterns, and to distinguish extra systoles and premature beats from artifacts; prepare patients by attaching electrode or microphones to chest and limbs, using electrocardiograph jelly; position and instruct patients in order to obtain the best results; operate equipment used to record various cardiographic electrical impulses; register procedures in daily log; perform various paperwork tasks required for processing of tracings; cut tracings to standard size; and mount tracings for reading and interpretation by physician.

The Electrocardiographic Technician series consists of three levels with the distinction between levels based on the scope and/or complexity of electrocardiographic functions, and the degree of supervision exercised.

#### Class Concepts

##### Principal Electrocardiographic Technician

Under direction, incumbents supervise lower level Electrocardiographic Technicians and coordinate all technical and clerical work related to the performance of electrocardiography procedures at a campus medical center. Incumbents make assignments and review the work of lower level Electrocardiographic Technicians; train and/or direct technicians in the performance of difficult and unusual electrocardiographic tests; develop and initiate new procedures under the direction of a staff physician; and consult with the physician regarding the interpretation of complex and unusual electrocardiograms. Incumbents organize training programs; prepare budget estimates; and are assigned responsibility for the maintenance and operation of equipment including responsibility for making minor repairs.

# Elevator Mechanic Supervisor

Class Specifications – G.15: FACILITIES  
Elevator Mechanic Supervisor – 8187

August, 1975

## Series Concept

Elevator Mechanics perform or supervise a variety of skilled tasks in the maintenance and repair of elevators and dumbwaiters to meet safety regulations and building codes; and perform other related duties as required.

Incumbents typically locate and determine causes of trouble in brakes, motors, switches and signal and control systems, using test lamps, ammeters, and voltmeters; disassemble defective units and repair or replace parts such as locks, gears, cables, electric wiring and faulty safety devices; install pushbutton controls and other devices to modernize elevators; and may instruct or lead semi-skilled or unskilled assistants.

## Class Concepts

### Elevator Mechanic Supervisor

Under direction, incumbents supervise and coordinate the work of Elevator Mechanics and assistants. Incumbents typically make or modify daily work assignments; insure that new and existing staff receive proper training; review work performed at various stages and upon completion; evaluate the performance of subordinate employees; recommend or initiate personnel actions such as promotions, transfers and disciplinary action; and maintain various work records and prepare written and oral reports.

## Minimum Qualifications

### Elevator Mechanic Supervisor

Ability to read, write, and perform basic arithmetic calculations; two years of operational level experience as an elevator mechanic; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

# Electronics Technician Supervisor

Class Specifications – G.15: FACILITIES  
Senior Electronics Technician Supervisor – 8299  
Electronics Technician Supervisor – 8300

January, 1981

## Series Concept

Electronics Technician Supervisors plan, organize and direct the operations of an electronics shop; supervise the work of electronics technicians in calibration, maintenance, troubleshooting, repair, design modification and/or development of complex electronic equipment; design, construct, evaluate and/or modify electronics equipment; write reports and document work performed; approve expenditures of funds; purchase equipment and supplies; maintain personnel and overtime records; initiate cost analysis records such as inventory reports and budget requirements; determine electronics maintenance programs requirements; are assigned responsibility for the equipment, facilities, and safety in electronics teaching and research laboratories; and perform other related duties as required.

#### Class Concepts

##### Senior Electronics Technician Supervisor

Under general direction, incumbents perform the full range of duties outlined in the series concept for a large electronics shop typically having a staff totaling about ten full-time-equivalent employees, including at least 3 FTE at or above the Principal Electronics Technician level.

##### Electronics Technician Supervisor

Under direction, incumbents perform the full range of duties outlined in the series concept for a large electronics shop typically having a staff totaling about five full-time-equivalent employees, including at least 1 FTE at or above the Principal Electronics Technician level.

#### Minimum Qualifications

Incumbents of positions included in the Electronics Technician Supervisor series are expected to have the ability to supervise the performance of technical tasks in research, troubleshooting, or electronic circuitry construction, and to possess the skills, knowledges, and abilities essential to the successful performance of the duties assigned to the position.

Note: Specific minimum qualification requirements are defined for positions by the appropriate user departments, with the assistance of the Personnel Manager.

## Electronics Technician Supervisor – Medical Facility

#### Class Specifications – G.15: FACILITIES

Senior Electronics Technician Supervisor – Medical Facility – 8297

Electronics Technician Supervisor – Medical Facility – 8298

June, 1986

#### Series Concept

Electronics Technician Supervisors plan, organize and direct operations; supervise the work of electronics technicians in calibration, maintenance, troubleshooting, repair, design modification and/or development of complex electronic equipment; design, construct, evaluate and/or modify electronics equipment; write reports and document work performed; approve expenditures of funds; purchase equipment and supplies; maintain personnel and overtime records; initiate cost analysis records such as inventory reports and budget requirements; determine electronic maintenance programs requirements;

are assigned responsibility for the equipment, facilities, and safety in the medical facility; and perform other related duties as required.

### Class Concepts

#### Senior Electronics Technician Supervisor – Medical Facility

Under general direction, incumbents perform the full range of duties outlined in the series concept for a large electronics shop in a medical facility typically having a staff totaling about ten full-time-equivalent employees, including at least 3 FTE at or above the Principal Electronics Technician Medical Facility level.

#### Electronics Technician Supervisor – Medical Facility

Under direction, incumbents perform the full range of duties outlined in the series concept for a large electronics shop typically having a staff totaling about five full-time-equivalent employees, including at least 1 FTE at or above the Principal Electronics Technician – Medical Facility level.

### Minimum Qualifications

Incumbents of positions included in the Electronics Technician Supervisor – Medical Facility are expected to have the ability to supervise the performance of technical tasks in research, troubleshooting, or electronic circuitry construction, and to possess the skills, knowledges, and abilities essential to the successful performance of the duties assigned to the position.

Positions allocated to these titles must meet the criteria for supervision as defined in the Supplemental Guidelines for Supervisory Classes (SAM 12).

Note: Specific minimum qualification requirements are defined for positions by the appropriate user departments, with the assistance of the Personnel Manager.

## Employment Representative

### Class Specifications – F.40: HUMAN RESOURCES

Senior Employment Officer – 7640

Employment Officer – 7641

Senior Employment Representative – 7643

Employment Representative – 7644

Assistant Employment Representative – 7645

April, 1973

### Series Concept

Employment Representatives perform or administer recruitment, selection; and referral activities requiring a knowledge of University employment policies and procedures, as well as an understanding of the campus employment program; and perform other related duties as required.

Incumbents interview applicants for employment, transfer, or promotion; determine and evaluate applicants education, training, experience, skills and aptitudes; administer, score, and interpret tests of skills and aptitudes; select and refer applicants to suitable job openings; approve rates of pay for new employees; counsel and assist employees and departments in solving employment problems; check and evaluate job references; publicize job openings, including writing and placing of advertisements; develop and maintain recruiting sources; and conduct off-campus recruiting.

## Class Concepts

### Senior Employment Officer

Under direction, the Senior Employment Officer plans, organizes, and directs a large employment program for a campus, including the supervision of a number of Employment Representatives. Work is reviewed in terms of meeting the goals and objectives of the employment program.

Examples of work performed at this level are essentially the same as given for Employment Officer, but differ in variety and scope.

### Employment Officer

Under direction, the Employment Officer plans, organizes, and directs the employment program for a campus, including the supervision of Employment Representatives. Work is reviewed in terms of meeting the goals and objectives of the employment program. This class may also be used for the assistant employment officer for a large employment program.

Incumbents typically determine emphasis of the program on the basis of labor market trends, employee turnover, effectiveness of sources, present and future manpower needs, and other statistical indicators; recommend employment policies and establish or modify procedures; develop and implement a transfer and promotion program; develop and maintain sources for management candidates; develop and maintain contacts with public agencies and community organizations; and perform the most difficult and sensitive recruiting such as for management positions.

### Senior Employment Representative

Under direction, the Senior Employment Representative performs the most difficult and complex recruitment, selection and referral activities. Work is periodically reviewed in terms of meeting specific goals and objectives. This class may also be used for the head of a campus employment program.

Incumbents typically recruit for positions that are the most difficult to fill due to scarcity of qualified applicants or because of the level of knowledge and skill required to evaluate successfully complex job requirements such as those of professional or management positions; develop and maintain recruiting sources of national scope; conduct nationwide recruiting efforts; represent the employment office in discussions with outside organizations and agencies; provide advice and assistance to other Employment Representatives on the more difficult problems; and may train or supervise other Employment Representatives.

### Employment Representative

Under general supervision, the Employment Representative performs difficult and complex recruitment, selection, and referral activities. Incumbents establish their own procedures within broad policies and guides, with work periodically reviewed in terms of overall efforts. This is the full operational level in the series, with incumbents performing those duties as outlined in the Series Concept.

#### Assistant Employment Representative

Under supervision of a higher level Employment Representative, the Assistant Employment Representative performs recruitment, selection, and referral activities. Assignments are usually more limited than those at the higher level, with the primary distinction being the degree of supervision exercised over the position.

#### Minimum Qualifications

##### Senior Employment Officer

Graduation from college and five years of increasingly responsible employment experience, including one year in an administrative capacity; or an equivalent combination of education and experience.

##### Employment Officer

Graduation from college and four years of increasingly responsible employment experience; or an equivalent combination of education and experience.

##### Senior Employment Representative

Graduation from college and three years of recruitment, selections or placement experience; or an equivalent combination of education and experience.

##### Employment Representative

Graduation from college and one year of recruitment, selection; or placement experience; or an equivalent combination of education and experience.

##### Assistant Employment Representative

Graduation from college; or an equivalent combination of education and experience.

## Facility Requirements Analyst

Class Specifications – E.10: ARCHITECTURE AND PLANNING

Senior Facility Requirements Analyst – 6964

Facility Requirements Analyst – 6965

March, 1973

#### Series Concept

Facility Requirements Analysts perform work involved in assembling, classifying, evaluating, and presenting data and information used in supporting the University's capital outlay program; and perform other related duties as required.

Incumbents prepare or assist in preparing Project Planning Guides for capital outlay projects, obtaining information and data for and from building committees of current or prospective occupants; make physical

inventories of building spaces and facilities utilization; summarize and analyze facilities utilization data; prepare data for the annual building capacity analysis for the campus; prepare presentations and documentation in support of major and minor capital improvement programs and requests for federal construction grants for educational facilities; maintain records of space assignments and provide staff advice and assistance to space assignment committees; coordinate movement of building occupants in connection with construction projects, both new construction and alterations; assemble, classify, and evaluate economic and planning data required for special studies and reports needed in the physical planning and construction activity; write assigned reports and statements of justification used in various reports; and meet with and provide technical information and advice to academic and administrative committees.

## Class Concepts

### Senior Facility Requirements Analyst

Under direction, incumbents are responsible for a very substantial project or area in the building space planning, programming, and utilization phases of the University's capital outlay program. Supervision over such positions is usually exercised by a Senior or Principal Educational Facility Planner. Facility requirements analysis duties are performed under minimal supervision and work is reviewed in terms of meeting specific goals and objectives.

Examples of assignments allocated to this level of difficulty and responsibility are:

Facility requirements analyst for a very substantial, complex phase of the capital outlay program, such as medical programs, either at the campus level or at the University-wide review level.

Facility requirements analyst assigned full responsibility for the conduct of all facilities surveys and for the annual building capacity analysis, either at the campus level or at the University-wide review level.

### Facility Requirements Analyst

Under general supervision, incumbents make physical inventories of building spaces and facilities and the kinds of utilization; assemble, classify, and evaluate data and information used for preparation of reports and documents, such as Project Planning Guides, facilities inventories, building capacity analyses, and capital outlay requests and justifications; and write technical reports and justifications for building needs and utilization studies.

Assignments at this operational level are expected to be of average difficulty and responsibility, with work subject to review by a Senior or Principal Educational Facility Planner. The majority of facility requirements analysis duties in a campus operational unit are performed at this level.

## Minimum Qualifications

### Senior Facility Requirements Analyst

Graduation from college with major work in architecture, planning, education or business administration, or industrial engineering and four years of experience of a professional nature with emphasis on analytical work; or an equivalent combination of education and experience.

### Facility Requirements Analyst



Graduation from college with major work in architecture, planning, education or business administration, or industrial engineering, and two years of experience of a professional nature with emphasis on analytical work; or an equivalent combination of education and experience.

## Facility Requirements Analyst Supervisor

Class Specifications – E.10: ARCHITECTURE AND PLANNING

Facility Requirements Analyst Supervisor – 6966

March, 2002

Series Concept

Same as class concepts.

Class Concepts

Under direction, Facility Requirements Analyst Supervisors apply professional principles of facility planning, programming and utilization to supervise the preparation, analysis, and reporting of data and information used to support the University's capital outlay program.

Incumbents have supervisory responsibility for hiring; performance evaluation; assigning work; effectively recommending merit increases, promotions and reclassifications; discipline and discharges, and resolving complaints and grievances as provided in the "Supplemental Guides for Supervisor Classes" (Salary Administration Manual 12.0).

Certification or Licensure Requirements: None

### Minimum Qualifications

Applicants must meet the education and experience requirements as determined by the user department in conjunction with the Human Resources Director.

Candidates must also be able to demonstrate that they have the requisite knowledge, skills and abilities needed to perform the essential functions of the job with or without reasonable accommodation.

## Engineer

Class Specifications – E.20: ENGINEERING

Principal Engineer – 7151

Senior Engineer – 7152

Associate Engineer – 7153

Assistant Engineer – 7154

Junior Engineer – 7155

March, 1973

## Series Concept

Engineers conduct and coordinate the planning, design, construction and alteration of electrical, mechanical, gaseous and liquid systems in buildings, facilities, and other structures; and perform other related duties as required.

Incumbents typically are assigned responsibility for coordination of the engineering aspects of construction projects involving large permanent buildings and facilities, for both new construction and major alterations; provide professional engineering information and advice to committees of current or prospective occupants who recommend or determine building needs and priorities; act as engineering liaison officers and coordinators in relationships between Executive Architects, Executive Engineers, and staff members; review and recommend action on engineering design development documents and construction documents to insure compliance with the specified programs and policies of the University; coordinate the services of commissioned engineers, contractors, and inspectors in the solution of problems arising during construction; participate in on-site inspections before final acceptance of the University of the project under Construction; design or supervise the design of electrical, mechanical, utility, drainage, and road systems; serve as technical specialists and advisors on design, construction, operation, and maintenance of electrical, mechanical, and utility systems; and assemble and evaluate information and prepare reports with respect to new and revised concepts of engineering design and construction, for possible University application.

The general engineering series includes civil, electrical, and mechanical engineering specialties. The series includes positions involved in physical planning and construction, both at the campus level and University-wide level. Emphasis of the series is on design, construction, operation, and maintenance of physical plant facilities for general purposes.

## Class Concepts

### Principal Engineer

Under general direction, incumbents assist a campus or University-wide administrator in planning, organizing, and supervising the work of professional engineering and administrative staffs engaged in physical planning and construction; represent the officer to whom they are responsible at meetings and conferences involving campus, University, state and federal levels of authority in matters related to engineering design considerations and financial requirements dependent on engineering design considerations; and carry major responsibility for University programs in relationships with Executive Architects, Executive Engineers, contractors, and University committees and staff members, as a principal assistant to the administrative officer in charge.

Examples of assignments allocated to this level of difficulty and responsibility are:

Supervisor of the engineering section of the campus physical planning and construction staff, with responsibility for all engineering specialties (civil; electrical; and mechanical).

Supervisor of the engineering section and the construction management section of the campus physical planning and construction staff, with responsibility for all engineering specialties and for all construction inspection and acceptance of contractors' work.

Principal assistant to the University Engineer in the engineering responsibilities assigned to this officer, reviewing campus building programs, projects, and presentations; for engineering design aspects and fiscal considerations, and representing University and campus needs at state and federal levels of review and authorization.

## Senior Engineer

Under direction, incumbents assist a campus or University-wide administrator in planning, organizing, supervising, and/or performing the work of a professional engineering staff engaged in a specialized engineering phase of physical planning and construction; represent the officer to whom they are responsible at meetings and conferences involving campus, University, state, and federal levels of authority in matters related to engineering design considerations and financial requirements dependent on engineering design considerations; and carry major responsibility for University construction programs in relationships with Executive Architects, Executive Engineers, contractors, and University committees and staff members, as a senior assistant to the Principal Engineer or administrative officer in charge.

Examples of assignments allocated to this level of difficulty and responsibility are:

Supervisor of one of the engineering specialty functions (civil, electrical, or mechanical) of the engineering section of the campus physical planning and construction staff.

Supervisor of one of the engineering specialty functions (civil, electrical, or mechanical) and of the construction management section of the campus physical planning and construction staff.

Senior assistant to the University Engineer in the engineering responsibilities assigned to this officer, reviewing campus building programs, projects, and presentations, and providing staff advice to this officer and/or incumbents principal assistants.

Specialist, advisor; and consultant on engineering design problems in a specialty function (civil, electrical, or mechanical) to campus and/or University-wide administrative officers and committees, with responsibility for assembling and evaluating information and preparing reports with respect to new and revised concepts of engineering design and construction, for possible University application.

Senior level assignments typically carry responsibility for the supervision of Associates Assistant, and/or Junior Engineers. Non-supervisory assignments at the senior level are reserved for specialists, who are widely recognized and consulted by University staff members for their expert knowledge of an engineering specialty field.

## Associate Engineer

Under direction, incumbents perform all or many of the duties indicated for the series under the Series Concept. This is the full professional level at which incumbents are expected to operate rather independently in a specialized engineering phase of major construction projects. Supervision over such positions is usually exercised by a Senior or Principal Engineer.

Examples of assignments allocated to this level of difficulty and responsibility are:

Project engineer (civil, electrical or mechanical) for a major construction project, either new construction or major alterations, with responsibility for engineering liaison and coordination through all or most segments of the project, from inception to completion.

Design engineer (civil, electrical, or mechanical) for projects of limited scope undertaken by University staff, such as small buildings and structures, minor alterations to large buildings, and utility, drainage, and road systems.

Physical plant engineer at either the campus or University-wide level; concentrating in same particular aspect of the physical planning and construction program or the physical plant operation and maintenance program, where the level of difficulty and volume of work require professional engineering skills and knowledges, such as continuing analysis and effort to improve the design, operation, and maintenance features of electrical, mechanical, and/or utility systems.

#### Assistant Engineer

Under general supervision, incumbents design and prepare engineering plans and specifications for construction projects, both new construction and minor alterations; and inspect and advise on engineering features of construction work by University staff members and by contractors.

Assignments at his level are expected to be of moderate difficulty and responsibility, with work subject to checking and review by a licensed engineer.

Incumbents typically are expected to progress to the class of Associate Engineer, subject to licensure.

Examples of assignments allocated to this level of difficulty and responsibility are:

Engineering designer (civil, electrical or mechanical) for projects of limited scope undertaken by University staff, with work subject to checking and review by a licensed engineer.

Assistant to the project engineer (civil; electrical, or mechanical) for a major construction project, with responsibility for limited phases of the engineering work.

#### Junior Engineer

Under supervision, incumbents perform entry level professional engineering work. In the specialty of civil engineering incumbents supervise an engineering survey crew in the field; perform instrument work; make notes and sketches of surveys; calculate grades; determine excavation and fill areas and quantities; and prepare office record maps of utilities, topography, roads, and structures. In the specialties of electrical and mechanical engineering, incumbents prepare layouts of utilities, prepare drawings of existing utilities, estimate costs of alterations to existing structures and utility systems, and prepare work orders and bills of materials.

This is the entry level class for graduates in engineering. Assignments are structured to provide training experience under supervision of a licensed engineer. Incumbents typically are expected to progress to the class of Assistant Engineer.

### Minimum Qualifications

#### Principal Engineer

Graduation from college with major work in engineering and six years of engineering experience; including three years of responsibility design work; or an equivalent combination of education and experience. Professional engineering license required.

#### Senior Engineer

Graduation from college with major work in engineering and five years of engineering experience, including two years of responsible design work; or an equivalent combination of education and experience. Professional engineering license required.

#### Associate Engineer

Graduation from college with major work in engineering and three years of engineering experience, including one year of responsible design work; or an equivalent combination of education and experience. Professional engineering license required.

#### Assistant Engineer

Graduation from college with major work in engineering and two years of engineering experience, including one year of design drafting or survey work; or an equivalent combination of education and experience.

#### Junior Engineer

Graduation from college with major work in engineering; or an equivalent combination of education and experience.

## Engineer Supervisor

Class Specifications – E.20: ENGINEERING  
Engineer Supervisor – 7150

March, 2002

#### Class Concept

Under direction, Engineer Supervisors apply professional training and experience to supervise the coordination of the engineering aspects of construction projects.

Incumbents have supervisory responsibility for hiring; performance evaluation; assigning work; effectively recommending merit increases, promotions and reclassification; discipline and discharges, and resolving complaints and grievances as provided in the “Supplemental Guides for Supervisor Classes” (Salary Administration Manual 12.0).

Certification or Licensure Requirements: Professional Engineering License\*

#### Minimum Qualifications

Applicants must meet the education and experience requirements as determined by the user department in conjunction with the Human Resources Director.

Candidates must also be able to demonstrate that they have the requisite knowledge, skills and abilities needed to perform the essential functions of the job with or without reasonable accommodation.

\* License is required for some levels.

# Environmental Health & Safety Specialist/Technologist — Systemwide

## SIZE-NEUTRAL SUPPLEMENTAL GUIDELINES

Class Specifications – E.10: ARCHITECTURE AND PLANNING

Principal EH&S Specialist (MSP 0725) SIZE-NEUTRAL

EH&S Specialist III (7132) SIZE-NEUTRAL

EH&S Specialist III Supervisor (7136) SIZE-NEUTRAL

EH&S Specialist II (7135) SIZE-NEUTRAL

EH&S Specialist II Supervisor (7137) SIZE-NEUTRAL

EH&S Specialist I (7133) SIZE-NEUTRAL

Asst EH&S Technologist (7134) SIZE-NEUTRAL

September, 1976 — SIZE-NEUTRAL MARCH 1995

### Series Concept

Environmental Health and Safety Technologists perform professional duties in the fields of industrial hygiene, safety engineering, environmental sanitation, fire protection engineering and/or radiological health; and perform other related duties as required in the implementation and direction of a campus environmental health and safety program.

Incumbents typically evaluate health and safety hazards in existing facilities and proposed building programs; determine the applicability of various governmental codes and regulations to the construction, operation and maintenance of existing or proposed facilities; review program planning guides for new construction and construction and repair requisitions and advise campus and contract architects and engineers as to methods and designs for controlling health and safety hazards and means for complying with governmental codes and regulations; carry out and/or supervise industrial hygiene, environmental sanitation, radiological health, safety engineering and/or fire prevention engineering programs to reduce health and safety hazards; participate in in- service training and instructional programs related to environmental health and safety for academic, staff and/or student personnel; develop and maintain liaison with departmental, campus and systemwide environmental health and safety committees and maintain external relationships, as necessary, with governmental regulatory agencies.

The following examples are illustrative and do not preclude allocation to the series of positions requiring equivalent professional knowledge and skill in allocated areas.

### Industrial Hygiene

Duties in this field include responsibility for developing and/or carrying out programs which deal with control of exposures to non-ionizing radiation, noise and chemicals, with pesticide surveillance, ventilation, hearing conservation, lighting and heat stress evaluation.

### Environmental Sanitation

Duties in this field include responsibility for developing and/or carrying out preventive programs which deal with biological hazard control, laboratory animal care and control, pest control, food sanitation, water

protection surveillance of sewage and solid waste disposal, communicable disease prevention, swimming pool safety and sanitation, housing sanitation and epidemiologic investigations.

#### Radiological Health

Duties in this field include responsibility for developing and/or carrying out programs for the control; and safe use of ionizing radiation and to assure compliance with state and federal regulations. Programs may include monitoring of radiation usage, bioassay and dosimetry, radioactive materials use authorization, radioactive waste disposal, radioactive material accountability, radiation safety training, control of the safe use of x-ray equipment and design of shielding and hazard control facilities.

#### Safety Engineering

Duties in this field include responsibility for developing and/or carrying out programs which deal with the investigation and prevention of accidents; risk management and loss control; vision conservation; diving safety; vehicular safety; emergency preparedness; identification, analysis and correction of safety hazards and/or safety code deficiencies; design of hazard control measures, such as machine guards; and use of personal protective equipment.

#### Fire Prevention Engineering

Duties in this field include responsibility for developing and/or carrying out programs which deal with design, construction and maintenance of structures in conformity with relevant codes and standards for fire prevention and life safety; fixed and portable emergency fire suppression equipment; evacuation of occupants from structures; design, installation, testing and maintenance of fire alarm systems and prevention of fire loss.

The series is broadly defined to include, but not necessarily limited to, the five specialty fields of industrial hygiene, safety engineering, environmental sanitation, fire protection engineering and radiological health. Incumbents are usually assigned professional duties emphasizing one or more of these specialty fields. In addition, they may be assigned managerial/supervisory responsibilities.

#### Class Concepts

##### Principal Environmental Health and Safety Specialist

Under general direction, incumbents assist a campus or systemwide administrator in planning, organizing and/or overseeing the work of professional environmental health and safety staff; represent, as assigned, the officer to whom they are responsible at meetings and conferences involving campus, systemwide, local government, state and federal levels of authority in matters related to campus environmental health and safety; and carry major responsibility for campus or systemwide environmental health and safety programs, as a principal assistant to the campus or systemwide administrator.

##### EH&S Specialist III

Under direction, incumbents are assigned responsibility for performing the most complex professional duties of a campus environmental health and safety program as indicated in the Series Concept and may supervise the activities of other professional and technical environmental health and safety staff. Incumbents at this level are expected to exercise professional judgment and to operate independently in carrying out a major functional or organizational phase of the campus environmental health and safety program.

#### EH&S Specialist III Supervisor

Performs range of duties outlined in the Class Concepts for EH&S Specialist III and, in addition, meets the HEERA requirements for designation as a supervisory employee.

#### EH&S Specialist II

Performs range of duties outlined in the Class Concepts for EH&S Specialist II and, in addition, meets the HEERA requirements for designation as a supervisory employee.

#### EH&S Specialist I

Under general supervision, incumbents are assigned responsibility for performing the majority of professional duties of a campus environmental health and safety program as indicated in the Series Concept. This is the operational level at which incumbents are expected to operate independently in developing specific procedures for carrying out assignments.

#### Assistant Environmental Health and Safety Technologist

Under supervision incumbents perform entry level professional duties of a campus environmental health and safety program. Assignments at this level are typically less complex in nature than the duties assigned to the Associate level, with work subject to review by higher level environmental health and safety professional staff.

### **Minimum Qualifications**

#### Principal Environmental Health and Safety Specialist

A Bachelor's degree in an appropriate scientific or engineering or Public Health field and six years of professional experience in a comprehensive environmental health and safety program, including at least two years of supervisory and program development experience; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

#### EH&S Specialist III

A Bachelor's degree in an appropriate scientific or engineering or Public Health field and four years of professional experience in a comprehensive environmental health and safety program; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

#### EH&S Specialist II

A Bachelor's degree in an appropriate scientific or engineering or Public Health field and three years of professional experience in a comprehensive environmental health and safety program; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

#### EH&S Specialist I



A Bachelor's degree in an appropriate scientific or engineering or Public Health field and two years of professional experience in a comprehensive environmental health and safety program; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

#### Assistant Environmental Health and Safety Technologist

A Bachelor's degree in an appropriate scientific or engineering or Public Health field; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

Note: A Master's degree in an appropriate field of environmental health and safety may be substituted for one year of the required experience.

## Environmental Health and Safety Technician Principal

Class Specifications – E.10: ARCHITECTURE AND PLANNING

Principal Environmental Health and Safety Technician – 0729

September, 1976

#### Series Concept

Environmental Health and Safety Technicians perform and/or supervise technical duties in the fields of industrial hygiene, safety engineering, environmental sanitation, fire protection engineering and/or radiological health; and perform other related duties as required.

Incumbents typically perform technical work under the professional direction of an Environmental Health and Safety Technologist and perform a variety of technical assignments in one or more major areas of a campus environmental health and safety program. Positions in the Environmental Health and Safety Technician series are distinguished from positions in the Environmental Health and Safety Technologist series in that the professional technologists typically are assigned responsibility for planning, carrying out and/or supervising all activities in one or more major areas of a campus environmental health and safety program. Environmental Health and Safety Technicians typically provide technical support to the Environmental Health and Safety Technologists; however, technicians are expected to operate relatively independently within the scope of given assignments.

The series is broadly defined to include, but not necessarily limited to, the five specialty fields of industrial hygiene, safety engineering, environmental sanitation, fire protection engineering and radiological health. Incumbents are usually assigned technical duties emphasizing one major specialty field. They may, however, be assigned technical duties either in a functional manner involving more than one specialty field; or in an organizational manner covering an entire campus or major portion of a campus such as a hospital or large laboratory facility.

The following examples are illustrative of areas in which assignments may be made, and do not preclude allocation to the series of positions requiring equivalent technical knowledge and skill.

#### Industrial Hygiene

Technical responsibilities include control of exposures to chemical hazards, noise and nonionizing radiation; disposal of hazardous chemicals; pesticide surveillance, ventilation control; hearing conservation and heat stress evaluation.

#### Environmental Sanitation

Technical responsibilities include biological hazard control, laboratory animal care and control, pest control, food sanitation, water protection, surveillance of solid waste and sewage disposal, communicable disease prevention, swimming pool safety and sanitation, housing sanitation and epidemiological investigations.

#### Radiological Health

Technical responsibilities include monitoring of radiation usage, bioassay and dosimetry, collection and disposal of radioactive wastes, carrying out training in radiation safety procedures, and controlling the use of x-ray equipment.

#### Safety Engineering

Technical responsibilities include investigation and prevention of accidents, risk management and loss control, vision conservation, diving safety, emergency preparedness, identification analysis and correction of safety hazards and/or safety code deficiencies.

#### Fire Prevention Engineering

Technical responsibilities include design, construction and maintenance of structures in conformity with relevant codes and standards for fire prevention and life safety, fixed and portable emergency fire suppression equipment, evacuation of occupants from structures, design, testing and maintenance of fire alarm systems and fire prevention.

#### Class Concepts

#### Principal Environmental Health and Safety Technician

Under general supervision incumbents perform the most difficult technical duties in one or more areas of a campus environmental health and safety program, typically involving coordination with various campus departments and may supervise lower level technicians in the performance of more routine technical assignments. Incumbents are expected to plan their work procedures and perform assigned duties independently.

#### Minimum Qualifications

#### Principal Environmental Health and Safety Technician

Graduation from high school or a General Education Diploma and four years of experience in an environmental health and safety program, or two years of college including appropriate science courses and three years of experience in an environmental health and safety program; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

# Facilities Mechanic and Worker Supervisor

Class Specifications – G.15: FACILITIES  
Facilities Maintenance Supervisor – 8214  
Facilities Mechanic Supervisor – 8215

August 2019

## Series Concept

Facilities Mechanics perform a variety of semi-skilled and unskilled tasks in the maintenance, alteration and repair of buildings and related facilities and equipment; and perform other related duties as required.

Incumbents may, work independently, as a part of a regular maintenance crew, or as assistants to skilled tradesmen; do rough concrete and carpentry work; install fire extinguishers, pencil sharpeners, blackboards, and the like; replace faulty electrical fixtures such as fuses, sockets and switches, and make minor wiring repairs; remove and replace plumbing fixtures such as faucets, shower heads, and sprinkler heads; clean roof and patio drains and clear stoppages in sinks and toilets; do preparatory work for painting projects by washing walls, filling in or smoothing surfaces, masking areas, and setting up scaffolding; paint markings on asphalt, floors or similar surfaces; service elevators by lubricating parts such as car door safety shoes and car and hall door hangers; clean, adjust, lubricate, or replace door closers, locks, latches, hinges and other building hardware; make minor repairs to office furniture and equipment; make repairs to fences and gates; operate and maintain a variety of power and hand tools of the various trades; and may drive a truck or other light vehicle in the course of duties.

The Facilities Mechanic series consists of four levels. Facilities Mechanic is the entry level; Senior Facilities Mechanic is the operational level; Facilities Mechanic Supervisor is the full supervisor level; and Senior Facilities Mechanic Supervisor is the first managerial level.

## Class Concepts

### Senior Facilities Mechanic Supervisor

Under direction, incumbents direct and coordinate the work of Facilities Mechanic Supervisors and/or other maintenance related supervisory personnel.

Incumbents typically assist in formulating a major maintenance program on campus; inspect assigned areas to determine the needs and priorities for care; plan the overall preventive maintenance and work activities schedule; make recommendations and assist in the selection of equipment and materials needed; develop in-service training programs; and keep extensive work records and prepare detailed reports of work done, time spent, and materials used.

Facilities Mechanic Supervisor Under direction, incumbents supervise and coordinate the work of Senior Facilities Mechanics and Facilities Mechanics who work independently or as part of a regular maintenance crew.

Incumbents typically recommend hiring selections from among job applicants; insure that new and existing staff receive proper training; make daily work schedules and assignments; review work performed at various stages and upon completion; evaluate the performance of subordinate employees; recommend

personnel actions such as promotions, transfers, and disciplinary measures; and maintain various work records and prepare written and oral reports.

#### Minimum Qualifications

##### Senior Facilities Mechanic Supervisor

Ability to read, write and perform basic arithmetic calculations; six years of experience in the performance of semi-skilled Facilities Mechanic duties, including two years in a supervisory capacity; or an equivalent combination of education and experience.

##### Facilities Mechanic Supervisor

Ability to read, write, and perform basic arithmetic calculations; four years of experience in the performance of semi-skilled Facilities Mechanic duties, preferably including some supervisory experience, or an equivalent combination of education and experience.

## Field Work Assistant

Class Specifications – H.65: COUNSELING AND SOCIAL SERVICES  
Field Work Assistant – (9366)

September, 1977

#### Series Concept

Same as class concepts.

#### Class Concepts

Under general supervision, incumbents perform interviewing, counseling and/or tutoring duties in community service programs sponsored by either the University or other public or private service agencies. Field Work Assistants may interview community members to determine the most needed architectural improvements in an area in conjunction with a Community Design Center; counsel potential drop-outs as part of a secondary school program; assist campus students by serving as liaison with community agencies in setting up and advising students on community projects; or work with students to solve learning problems in conjunction with a University Tutorial Program; and perform other duties as required.

#### Minimum Qualifications

Graduation from college with a major in an applicable social science or an equivalent combination of education and experience; and knowledge and abilities essential to the successful performance of the duties assigned to the position.

# Floating Laboratory Crewmember

Class Specifications – G.45: MARINE TRADES  
Officer-in-Charge, Floating Laboratory – 8356  
Senior Floating Laboratory Crewmember – 8358  
Floating Laboratory Crewmember – 8359

May, 1973

## Series Concept

Floating Laboratory Crewmembers perform or supervise the operation, maintenance~ and repair of equipment and machinery aboard non-self-propelled floating laboratory vessels and at shore facilities; operate, navigate, and move the vessels; and perform other related duties as required.

Floating Laboratory Crewmembers perform a variety of tasks, at sea and ashore, associated with the operation and maintenance of non-self-propelled floating laboratory vessels and facilities such as FLIP (Floating Laboratory Instrument Platform) and ORB (Ocean Research Buoy), requiring a knowledge of marine vessel operation, seamanship, and varied mechanical, technical, and craft skills. Duties are performed as a support function to the scientific party aboard; however, incumbents are directly responsible for the operation, navigation, and movement of the vessel, as well as the safety and well-being of all personnel aboard.

Incumbents perform duties requiring operational and sub-operational skills in one or more crafts, trades, or specialties such as seaman, marine engineer, electrician, deck officer, shipfitter, or welder, in addition to the specialized skills and procedures required in the operation of floating laboratory vessels and facilities; install, maintain, repair, and/or operate vessel machinery, equipment, and systems, including diesel engines, air compressors, switch and control boards, motors, generators, pumps, hydraulic circuitry; handle or direct towing operations; operate small boats; and utilize standard seamanship skills as required.

Positions in this series are distinguished from other marine classes in that floating laboratory crewmembers perform the duties of several separate marine trades classes, but aboard a non-self-propelled laboratory vessel. In addition, incumbents utilize a variety of craft, trade, or technical skills not found within one marine trades class. The series is distinguished from Marine Mechanician by the dual performance of shipboard crew duties in connection with vessel operation, and mechanical and vessel maintenance skills, as well as the requirement for frequent sea duty .

## Class Concepts

### Officer-in-Charge, Floating Laboratory

Under direction, incumbents are responsible for the operation and maintenance of seagoing floating laboratories, and the safety of all personnel aboard. The Officer-in-Charge directs the assigned crew; acts as liaison to the scientific party to provide maximum support for the scientific mission; performs navigation and positioning utilizing radar, Loran, and radio communications; arranges for towing services; writes operations orders; maintains liaison with the Navy, Coast Guard, and other agencies ; determines the need for repairs and modifications, and supervises work performed by the crew, or a contract firm; and makes recommendations concerning operational and personnel policies and procedures.

### Senior Floating Laboratory Crewmember

Under general supervision, incumbents perform the full range of duties in more than one: of the trades, crafts, or specialties .encompassed within the series. This is the full operational level, and the majority of duties are performed at this level. Incumbents may act as an Assistant Officer-in-Charge, and may supervise and train subordinates.

#### Floating Laboratory Crewmember

Under supervision, incumbents perform a limited variety of skilled and semi skilled tasks in the operation. and maintenance o~ floating laboratories and associated machinery and equipment. This is the entry operational level, requiring that incumbents have operational proficiency in a trade, craft, or other specialty.

#### Minimum Qualifications

##### Officer-in-Charge, Floating Laboratory

Graduation from high school and six years of operational experience in a related marine or mechanical craft, trade, or specialty, including at least two years as a Senior Floating Laboratory Crewmember; or an equivalent combination of education and experience. Time spent as a licensed 1st Officer or above may be substituted on a year-for-year basis for the required experience, to a maximum of three years.

##### Senior Floating Laboratory Crewmember

Graduation from high school and four years of operational experience in a related marine or mechanical craft, trade, or specialty, including at least one year as a Floating Laboratory Crewmember; or an equivalent combination of education and experience.

##### Floating Laboratory Crewmember

Graduation from high school and two years of operational experience in a related marine or mechanical craft, trade, or specialty, including one year aboard a seagoing vessel; or an equivalent combination of education and experience.

## Food Service Manager

Class Specifications – C.10: FOOD SERVICE MANAGEMENT

Food Service Coordinator – 5441

Principal Food Service Manager – 5442

Senior Food Service Manager – 5443

Food Service Manager – 5444

January, 1975

#### Series Concept

Food Service Managers plan, organize, and direct the total food service operations in a campus residence hall, hospital, restaurant or cafeteria; and perform other related duties as required.

Incumbents typically plan menus on a daily or weekly basis; supervise the ordering, receiving, storing and issuing of food items; coordinate the preparation and serving of food; maintain quantity and quality control; supervise the maintenance of sanitary and safety standards for food preparation, serving, dining and clean-up areas; maintain accounting and personnel records; select, train, supervise and evaluate performance of food service personnel; may plan and coordinate menu selection, job assignments, type of service, quantity, quality and cost control for catering functions and special banquets; may develop new standardized recipes; may negotiate and administer contracts with external food service organizations; may initiate policy relating to more efficient standards for procuring, storing, issuing, preparing and serving of food; may develop and administer agreements with employee organizations; and may plan or assist in the planning of new food service installations.

Classes in the Food Service Manager series are distinguished from other Food Service classes in that incumbents typically have management responsibility for a total food service operation. They are distinguished from classes in the Dietitian series in that Dietitians work in a hospital and typically write and supervise the preparation of special diets and menus for patients as prescribed by physicians in addition to having total management responsibility for a hospital dietary operation.

The series consists of five levels based on varying degrees of administrative, management, and/or supervisory responsibility; and the size, nature and/or complexity of the food service operation. Assistant Food Service Manager is the management trainee level; Food Service Manager is the first management operational level; and Senior Food Service Manager and Principal Food Service Manager are the second and third management operational levels, respectively. Incumbents in the first four levels typically have management responsibility for single food service installations or perform management functions in one major area of a campus food service operation such as residence hall, restaurant or cafeteria and may report to a higher level Food Service Manager or Food Service Coordinator. Food Service Coordinator is the fourth management operational level with incumbents responsible for coordinating all food service operations typically involving one or more major areas on a campus- wide basis.

#### Class Concepts

##### Food Service Coordinator

Under general direction, incumbents are responsible for coordinating a total food service program in a campus residence hall, hospital cafeteria or restaurant system.

Incumbents typically supervise several lower level Food Service Managers in charge of individual food service installations; develop overall policy affecting campus food service operations; determine food, material, personnel, equipment and building needs for a campus-wide operation; maintain overall budget control through periodic review; and develop policies covering compliance with sanitary regulations on a campus-wide basis. As a guide to help in allocating duties at the fourth management level, incumbents typically coordinate a campus-wide food service operation comprised of at least 100 full-time-equivalent employees, with budget responsibility in excess of \$1,000,000, and/or serving an average of 15,000 or more persons daily; and in addition they may perform the range of duties outlined in the Series Concept.

Positions in this class differ from those in the Principal Food Service Manager class in that incumbents are responsible for coordinating a campus- wide food service operation.

##### Principal Food Service Manager

Under direction, Principal Food Service Managers have managerial responsibility for the total operations of a large food service installation.

As a guide to help determine the third management level, incumbents typically supervise more than 75 full-time-equivalent employees, have budget responsibility in excess of \$500,000, and/or have charge of a food service operation serving an average of 10,000 or more persons daily; and in addition they may perform the range of duties outlined in the Series Concept.

#### Senior Food Service Manager

Under direction, Senior Food Service Managers have managerial responsibility for the total operations in a medium-sized food service installation.

As a guide to help determine the second management level, incumbents typically supervise at least 30 full-time-equivalent employees, have budget responsibility in excess of \$250,000, and/or have charge of a food service operation serving an average of 5,000 or more persons daily; and in addition they may perform the range of duties outlined in the Series Concept, Food Service Manager

Under direction, Food Service Managers have managerial responsibility for the total operations in a small food service installation.

As a guide to help determine the first management level, incumbents typically supervise 15 or more full-time-equivalent employees, have budget responsibility in excess of \$100,000, and/or have charge of an operation serving an average of 2,000 or more persons daily; and in addition they may perform the range of duties outlined in the Series Concept.

#### **Minimum Qualifications**

##### Food Service Coordinator

Graduation from college preferably with training in food service management or dietetics, and four years of management experience in a food service operation; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

##### Principal Food Service Manager

Graduation from college preferably with training in food service management or dietetics, and three years of management experience in a food service operation; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

##### Senior Food Service Manager

graduation from college preferably with training in food service management or dietetics, and two years of management experience in a food service operation; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

##### Food Service Manager

Graduation from college preferably with training in food service management or dietetics, and one year of management experience in a food service operation; or an equivalent combination of education and



experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

## Food Service Supervisor

Class Specifications – C.15: FOOD PREPARATION

Principal Food Service Supervisor – 5450

Senior Food Service Supervisor – 5451

Food Service Supervisor – 5452 (Job code is used for Lead)

April, 1973

### Series Concept

Food Service Supervisors supervise Food Service Workers in the performance of duties related to food preparation, food serving and/or general maintenance in a kitchen or dining area; and perform other related duties as required.

Incumbents typically schedule, assign and coordinate work; train and evaluate the performance of personnel working in one or more phases of a food service operation; maintain sanitation and safety standards in a kitchen or dining area; requisition supplies; check the quality of food; maintain portion control in a kitchen or dining area; may supervise a group of Food Service Workers in the preparation of sandwiches, cold plate lunches, regular and/or modified salads in a salad room unit; may supervise a group of Food Service Workers in a dish-room, pot room, tray line or truck service unit; may have responsibility for the maintenance of sanitary and safety standards for food preparation and serving equipment; may have security responsibility for an assigned area; and may assist in maintaining satisfactory customer relations.

Classes in the Food Service Supervisor Series are distinguished from classes in the Food Service Manager Series in that Food Service Supervisors typically perform full supervisory functions in limited areas of a food service operation. Food Service Managers are usually responsible for the planning, organizing, directing and coordinating of a total food service operation. Classes in the Food Service Supervisor series are distinguished from classes in the Food Service Worker series in that Food Service Supervisors perform the supervisory functions of scheduling, assigning, training, coordinating, and evaluation work performance in one or more phases of a food service operation.

The Food Service Supervisor Series consists of three supervisory levels with the distinction between levels based on the nature of the assigned duties, the number of employees supervised, the size and complexity of the food service operation, and the degree of independence exercised in performance of supervisory and related functions.

### Class Concepts

#### Principal Food Service Supervisor

Under general supervision, Principal Food Service Supervisors are responsible for the operations in a very small food service installation or assist Food Service Managers in the operations of large or medium-sized food service installations. Management functions performed are usually limited in nature with the scope, variety and/or complexity determined by the type of assignments delegated.

As a guide to help determine responsibility at this level, incumbents typically perform limited managerial duties (equivalent to those performed at the Assistant Food Service Manager level) with supervision over 5 or more full-time-equivalent employees, have budget responsibilities in excess of \$50,000, and/or have charge of an operation serving an average of 500 or more persons daily. Incumbents acting as assistants to Food Service Managers typically work in installations employing at least 25 full-time- equivalent employees, with a minimum budget of \$250,000 and having a food service operation serving at least 5,000 persons daily. Incumbents may in addition to the above perform the duties outlined in the Series Concept.

Positions in this class differ from those in the Senior Food Service Supervisor class in that incumbents typically perform limited managerial duties in addition to supervisory functions.

#### Senior Food Service Supervisor

Under supervision, incumbents have full supervisory responsibility over a unit in a food service operation employing approximately 20 or more full- time-equivalent Food Service Workers.

Incumbents may supervise one or more Food Service Supervisors in performance of duties outlined in the Series Concept.

#### Food Service Supervisor

Under supervision, incumbents supervise approximately 10 or more full-time- equivalent Food Service Workers in a unit of a food service operation and perform duties as outlined in the Series Concept.

In a large food service operation having more than 25 full-time-equivalent Food Service Workers, incumbents typically have limited supervisory responsibility working under the supervision of a higher level Food Service Supervisor or Food Service Manager.

### **Minimum Qualifications**

#### Principal Food Service Supervisor

Ability to read, write, perform basic arithmetic calculations, and five years of experience in food preparation and general maintenance of a kitchen or dining area including at least two years of supervisory experience; or an equivalent combination of education and experience.

#### Senior Food Service Supervisor

Ability to read, write, perform basic arithmetic calculations, and four years of experience in food preparation and general maintenance of a kitchen or dining area including at least one year of supervisory experience; or an equivalent combination of education and experience.

#### Food Service Supervisor

Ability to read, write, perform basic arithmetic calculations, and three years of experience in food preparation and general maintenance of a kitchen or dining area; or an equivalent combination of education and experience.

# Garage Manager

Class Specifications – F.30: MANAGEMENT SERVICES  
Garage Manager – (8502)

February, 1977

Series Concept

Same as class concepts.

Class Concepts

Under general direction, Garage Managers plan, organize and direct the operations of a large and complex University garage, typically having a shop and clerical staff of about 8 full-time-equivalent employees and provide complete maintenance and repair service for 100 or more automobiles, trucks, buses and other types of automotive equipment; and perform other related duties as required.

Incumbents analyze annual income and expenditure data and prepare budget projections; develop detailed cost information and provide special cost analysis as required; determine and plan staffing, space, and equipment requirements; approve expenditures of funds; recommend vehicles for sale and replacement and the number and type of vehicles needed for fleet operations; arrange the sale and purchase of vehicles; determine appropriateness of vehicle request; coordinate vehicle accident reports; select and train garage staff; schedule work and establish priorities; supervise the assignment of cars to departments and individuals; supervise a shop staff that may include several Automotive Mechanics, Assistant Automotive Mechanics, Automotive Attendants and Automotive Equipment Operators in the repair, maintenance, service and storage of automotive equipment; establish shop safety procedures; and supervise clerical/administrative personnel in such duties as maintenance of administrative records and in the preparation of various reports.

Minimum Qualifications

Garage Manager

Graduation from high school or a General Education Diploma and five years of experience in the operation of a garage where all types of automotive equipment have been maintained and repaired; or an equivalent combination of education and experience; and knowledge and abilities essential to the successful performance of the duties assigned to the position.

# Genetic Counselor Supervisor

Class Specifications – H.65: COUNSELING AND SOCIAL SERVICES  
A&PS Genetic Counselor III–Supervisor – 9284  
A&PS Genetic Counselor II–Supervisor – 9286

Series Concept

Genetic Counselors utilize a professional knowledge of the principles and practices of genetic counseling to educate and counsel individuals, couples, families, and groups to help make optimal adjustment to the potential diagnosis of a genetic disorder or other birth defect; to describe options/services available for diagnosis, management, treatment, and prenatal diagnosis of genetic disorders and other birth defects; to provide teaching and consultative services to other professionals and health care students and to perform other related duties as required.

The same professional concepts, principles and techniques are used by all Genetic Counselors, but the circumstances and the immediate occasions of service differ among the University or clinical settings. Some representative responsibilities are as follows:

As members of the medical genetics team, the Genetic counselor participates in the evaluation and consultation relating to the impact on the family of a genetic disorder or birth defect. The genetic counselor has the initial contact with families referred for genetic counseling, and screens for appropriate referrals to genetics clinic. The counselor gathers relevant medical records and may meet with the family prior to the clinic appointment to obtain a family medical history and to assess the psychosocial status of the family. The Genetic Counselor counsels patients and relatives on the ramifications of the disorder, which may include diagnosis, inheritance patterns, range of severity, age of onset, prognosis, management, treatment, carrier testing, reproductive options, prenatal diagnosis; provides immediate and ongoing support to patients and/or relatives to assist them in adjusting to the physical/emotional/psychological burdens associated with the disorder, which may include crisis intervention and grief counseling refers clients to community or private resources for treatment, financial assistance, support and long term therapeutic counseling as appropriate; aids and participates in obtaining and documenting informed consent for certain medical procedures such as skin biopsy, prenatal diagnosis, or fetal surgery.

In addition, Genetic Counselors provide educational services to both professionals and lay persons. Within the university this includes postdoctoral trainees, residents, medical students, genetic counseling students, nurses and other affiliates. Education of community groups may include high school and college students, parent and individual disorder support groups.

Duties may include program administration and evaluation, grant writing, determination of needs for new services and their implementation as indicated, and development of and/or participation in research projects. Responsibilities may also include supervision of genetic counseling students, support staff, and/or other genetic counselors.

#### Class Concepts

##### Genetic Counselor III (A&PS Program) Genetic Counselor III – Supervisor (A&PS Program)

Under general supervision and in addition to the full range of operational duties, incumbents are assigned responsibility to design, administer, and evaluate specialized counseling programs; design and conduct ongoing research programs; or serve as the designated experts, consultants, or sources of specialized knowledge within the genetic counseling profession.

##### Genetic Counselor II (A&PS Program) Genetic Counselor II – Supervisor (A&PS Program)

Under supervision, incumbents perform the full range of genetic counseling duties. Incumbents assess the patients' knowledge, understanding, and psychosocial status as it relates to their medical/genetic situation, and counsel accordingly with respect to these issues based on a sound integration of theory

and practice. In addition, incumbents assist in research for publication and/or presentation; provide public and health professional education and/or assist in the training of genetic counseling students, medical students, residents, and postdoctoral fellows.

This is the operational level in the series, the level of independent professional practice.

#### Genetic Counselor III

A masters degree from a recognized genetic counseling program or an equivalent culmination of education and experience; at least three years experience in genetic counseling (post master's degree), at least one of which should include administration, supervision, or major responsibilities for independent programs; board certification in genetic counseling by the American Board of Medical Genetics; knowledge and skills essential to the successful performance of the duties assigned to the position.

#### Genetic Counselor II

A masters degree from a recognized genetic counseling program or an equivalent combination of education and experience; at least one year experience in genetic counseling (post master's degree); board eligible or board certification in genetic counseling by the American Board of Medical Genetics; knowledge and skills essential to the successful performance of the duties assigned to the position.

A 6 month probationary period is allowed to meet the minimum requirements for this position.

## Gift Shop Manager

Class Specification – B.30: STOREKEEPING  
Gift Shop Manager – 7497

October, 1978

#### Class Concept

Under direction, Gift Shop Managers are assigned responsibility for managing the operations of a campus gift shop; and perform other related duties as required. Incumbents typically determine specific standard and non-standard items to be sold; order items from selected distributors; establish sale prices that are competitive with local prices; supervise the receipt, storage, and inventory of all sale merchandise; establish and supervise stock control procedures; establish bookkeeping and accounting procedures as required for control purposes; determine staffing needs; hire, train, and supervise employees in a gift shop operation; and work closely with faculty, student, staff and general public personnel to develop and maintain a viable gift shop operation.

#### Minimum Qualifications

Two years of college and three years of experience in a gift shop operation, including at least one year in a supervisory capacity; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

# Groundskeeper Supervisor

Class Specifications – G.15: FACILITIES

Senior Grounds Supervisor – 8130

Grounds Supervisor – 8131

April, 1973

## Series Concept

Groundskeepers perform a variety of semi-skilled and skilled grounds maintenance and gardening tasks; and perform other related duties as required.

Incumbents typically work as a part of a regular crew involved in the care and maintenance of plants, shrubs, trees, hedges, flowers, lawns and hard surfaced areas on the grounds of a campus or related facility; mow lawns and fields; edge around walks, flower beds, walls and similar areas; trim and prune shrubs, hedges and trees; prepare and fertilize soil for planting; spray landscaped areas with insecticides and herbicides; hoe weeds and rake lawns; water various ground areas by hand or by operating the sprinkler system; perform minor maintenance on hard surfaced areas such as walks and roadways; operate trucks, power mowers, power edgers, and a variety of attachments and band grounds equipment or tools; service and make minor repairs or adjustments to equipment; may lay out and maintain athletic fields; and may use carpentry tools in simple construction of facilities such as wooden retaining walls.

Classes in the Groundskeeper series are distinguished from those in the nursery technician series and those in specialized farming classes in that the duties do not require frequent use of operational level skills in nursery techniques.

The Groundskeeper series consists of five levels. Groundskeeper is the operational level; Grounds Equipment Operator is the operational level involving specialized skills; Lead Groundskeeper is the working supervisory level; Grounds Supervisor is the first full supervisory level; and Senior Grounds Supervisor is the first managerial level.

## Class Concepts

### Senior Grounds Supervisor

Under direction, incumbents direct and coordinate the work of the Grounds Supervisor and serve as the operational supervisor of the grounds maintenance and gardening programs of a campus.

Incumbents typically assist in formulating the maintenance and upkeep program for the grounds areas; inspect the grounds and determine the needs and priorities for care; plan the overall schedule for new plantings and continuous upkeep; make recommendations and assist in the selection of grounds equipment, materials and types of landscaping to be used; develop in-service training programs; and keep extensive work records and prepare detailed reports of work done, time spent and materials used.

### Grounds Supervisor

Under directions incumbents supervise and coordinate the work of the Lead Groundskeepers and are responsible for the day-to-day grounds maintenance and gardening activities carried out on a major portion of a campus.

Incumbents typically make hiring selections among job applicants; insure that new and existing staff receive proper training; make daily work schedules and assignments; review work performed at various stages and upon completion; evaluate the performance of subordinate employees; recommend or initiate personnel actions such as promotions, transfers and disciplinary measures; and maintain various work records and prepare written and oral reports.

#### Minimum Qualifications

##### Senior Grounds Supervisor

Ability to read, write, and perform basic arithmetic calculations; three years of broad experience in grounds maintenance or gardening, including two years in a supervisory capacity; or an equivalent combination of education and experience.

##### Grounds Supervisor

Ability to read, write, and perform basic arithmetic calculations; two years of broad experience in grounds maintenance or gardening, including one year in a supervisory capacity; or an equivalent combination of education and experience.

## Head Resident and Resident Assistant

#### Class Specifications – A.20: RESIDENTIAL SERVICES

Head Resident (4125)

Resident Assistant (4126)

November, 1979

#### Series Concept

Resident Assistants are assigned responsibility for working daily with students on an individual or group basis in a residence unit in order to effect a living environment to individual growth and development within the academic community and perform other related duties as required.

Incumbents work with student residents individually or in groups to help create and maintain a positive living environment; utilize knowledge of University resources in order to inform students and to make referrals when necessary; serve as advisors to student groups; attend meetings on residence hall activities, problems, or government; participate in the development of educational programming in order to meet students' needs and interests; help to identify, encourage, and develop leadership among student residents; assist students in the development of a community, in crisis management, and in individual or group problem solving; and assist other staff in dealing with student behavioral problems.

Incumbents may be assigned responsibility for implementing the daily business operations and services of the hall; may participate in regularly scheduled staff development workshops; may serve on departmental committees appointed to recommend new policies related to security maintenance and/or discipline in a residence hall; may report illnesses and assist students in obtaining medical care; may show parents, prospective students, and the general public around the residence hall; may keep up-to-date records on student contract information and identification as necessary; and may assist higher level managerial personnel in implementing the day-to-day activities in a residence unit.

The Resident Assistant series consists of two levels with the distinction between levels based on the scope and complexity of the residence hall program, the degree of involvement in program planning and development, and the degree of supervision exercised.

#### Class Concepts

##### Head Resident

Under general supervision, incumbents are assigned responsibility for implementing the day-to-day activities affecting the welfare of approximately 200 resident students in a residence unit. Incumbents in addition to performing the range of duties outlined in the Series Concept may direct the work of 3 or more Resident Assistant and clerical personnel. This is the operational level of the series.

##### Resident Assistant

Under supervision incumbents assist in implementing the day-to-day activities affecting the welfare of resident students in a residence unit. Incumbents perform the majority of duties described in the Series Concept working within established policy and procedural guidelines. This is the entry level of the series.

#### Minimum Qualifications

##### Head Resident

*Two* years of college and *one* year of related experience in a residence hall; or an equivalent combination of education and experience; and skills, knowledges and abilities essential to the successful performance of the duties assigned to the position.

##### Resident Assistant

*One* year of college or an equivalent combination of education and experience; and skills, knowledges and abilities essential to the successful performance of the duties assigned to the position.

## House Manager

Class Specifications – D.15: ARTS

House Manager II – 6282

House Manager I – 6283

Assistant House Manager – 6284

March, 1973

#### Series Concept

Under direction, the House Manager directs, coordinates, and assigns the entire house staff for a public event or performance in an auditorium, theater, stadium, coliseum, or outside assembly; and performs other related duties as required.

Incumbents coordinate all activities with the backstage operation and ticket office; assign and supervise the work of the house staff; resolve problems such as complaints regarding heating or ventilation, seat



location, the seating of infirmed or incapacitated persons, and special reservations for the press, private parties, or special guests; provide training to employees of the house staff; prepare reports including payroll, stub count, and significant comments; and may be responsible for compliance with safety, fire, and University regulations.

Positions in this series are distinguished from Auditorium Managers in that they have only intermittent, individual, "per event" responsibilities as contrasted to continual, over-all departmental responsibilities.

#### Class Concepts

##### House Manager II

Incumbents have complete charge of the entire house staff for an event or performance which requires a very large facility such as a major auditorium including the balcony, or an activities center including the arena floor. The size of the crowd and facility, and complexities of the performance, require the House Manager to direct and coordinate the work of the house staff through several subordinate supervisors of physically separated units.

##### House Manager I

Incumbents have complete charge of the entire house staff for an event or performance in an auditorium, theater, stadium, coliseum, or outside assembly.

##### Assistant House Manager

Under the direction of the House Manager, incumbents are responsible for the total operations of a remote but associated area for an event or performance requiring a large facility. Typically at this level, incumbents assign and direct the work of the staff for the balcony in a large auditorium, or for a large section of a stadium or coliseum.

#### **Minimum Qualifications**

##### House Manager II

Graduation from high school and three years of related experience; or an equivalent combination of education and experience.

##### House Manager I

Graduation from high school and two years of related experience; or an equivalent combination of education and experience.

##### Assistant House Manager

Graduation from high school and one year of related experience; or an equivalent combination of education and experience.

# House Manager Supervisor

House Manager Supervisor – (6281)

Class Specifications – D.15: ARTS

March, 2002

Series Concept

Same as class concepts.

Class Concepts

Under direction, House Manager Supervisors apply training and experience to supervise staff performing duties related to public events or performances in auditoriums, theaters, stadiums, or other assembly halls. Duties include directing and coordinating all performance activities with backstage operations, ticket office etc.; and resolving complaints expressed by patrons, members of the press, or other media, special guests, etc.

Incumbents have supervisory responsibility for hiring; performance evaluation; assigning work; effectively recommending merit increases, promotions and reclassification; discipline and discharges, and resolving complaints and grievances as provided in the “Supplemental Guides for Supervisor Classes” (Salary Administration Manual 12.0).

Certification or Licensure Requirements: None

## Minimum Qualifications

Applicants must meet the education and experience requirements as determined by the user department in conjunction with the Human Resources Director.

Candidates must also be able to demonstrate that they have the requisite knowledge, skills and abilities needed to perform the essential functions of the job with or without reasonable accommodation.

# Landscape Architect

Class Specifications – E.10: ARCHITECTURE AND PLANNING

Senior Landscape Architect – 7052

Associate Landscape Architect – 7053

Assistant Landscape Architect – 7054

March, 1973

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Series Concept

Landscape Architects conduct and coordinate the planning, design, construction, and alteration of pedestrian circulation elements, outdoor recreation facilities, and/or landscape structures and features adjacent to buildings and facilities; and perform other related duties as required.

Incumbents typically are assigned responsibility for coordination of the landscape architectural aspects of construction projects involving large permanent buildings and facilities, for both new construction and alterations; provide professional landscape architectural information and advice to committees of current or prospective occupants who recommend or determine building needs and priorities; act as landscape architectural liaison officers and coordinators in relationships between the Consulting Landscape Architect, Executive Landscape Architects, Executive Engineers, and staff members; review and recommend action on design development and construction documents to insure compliance with the specified programs and policies of the University; coordinate the services of commissioned landscape architects, engineers, contractors, and inspectors in the solution of problems arising during construction; participate in on-site inspections before final acceptance of the University of the project under construction; design or supervise the design of site development and/or landscape plans; serve as technical specialist and advisor on landscape design and site development for both original development of new areas and redevelopment of older areas, to University committees and administrative staff members; prepare and administer budgets for those projects assigned with plan preparation responsibility; and exercise technical supervision over landscape maintenance programs.

#### Class Concepts

##### Senior Landscape Architect

Under general direction, incumbents assist a campus administrator in planning, organizing, supervising and/or performing the work of a professional landscape architectural staff engaged in a phase of physical planning and construction or physical plant operation and maintenance; represent the officer to whom they are responsible at meetings and conferences involving campus, University, and state levels of authority in matters related to site development and landscape design considerations, and financial requirements dependent on these design considerations; and have major responsibility for University construction programs in relationships with the Consulting Landscape Architect, Executive Landscape Architects, Executive Engineers, contractors and University committees and staff members, as a senior assistant to the administrative officer in charge.

Senior level assignments typically include responsibility for the supervision of Associate and/or Assistant Landscape Architects and other staff members assigned to landscape architecture projects. Non-supervisory assignments at the senior level are reserved for specialists who are widely recognized and consulted by University staff members for their expert knowledge of site development and landscape design.

Examples of assignments allocated to this level of difficulty and responsibility are:

Supervisor of the landscape architectural function of the campus physical planning and construction staff, with major involvement in overall site development and landscape design for the campus.

Supervisor of the landscape architectural function of the campus physical plant operation and maintenance staff, with full professional and administrative responsibility for the landscape design and maintenance activity assigned.

Specialist and advisor on site development and/or landscape design problems to campus and/or University-wide administrative officers, with responsibility for assembling and evaluating information and

preparing reports with respect to new and revised concepts of site development and landscape design, for possible University application.

#### Associate Landscape Architect

Under direction, incumbents perform all or many of the duties indicated for the series under the Series Concept. This is the full professional level at which incumbents are expected to operate rather independently in the site development and/or landscape design phases of major construction projects. Supervision over such positions is usually exercised by a Senior Landscape Architect or Principal Planner.

Examples of assignments allocated to this level of difficulty and responsibility are:

Project landscape architect for a major construction project, either new construction or major alterations, with responsibility for site development and/or landscape architectural liaison and coordination through all or most phases of the project, from inception through completion.

Design landscape architect for projects of limited scope undertaken by University staff, such as small building and structures, minor alterations to large buildings, and utility, drainage, and road systems.

#### Assistant Landscape Architect

Under general supervision, incumbents design and prepare landscape design plans and specifications for construction projects, both new construction and minor alterations; and inspect and advise on landscape architectural features of construction work by University staff members and by contractors.

Assignments at this level are expected to be of moderate difficulty and responsibility, with work subject to checking and review by a licensed landscape architect. Incumbents typically are expected to progress to the class of Associate Landscape Architect, subject to licensure.

Examples of assignments allocated to this level of difficulty and responsibility are:

Landscape architectural designer for projects of limited scope undertaken by University staff, with work subject to checking and review by a licensed landscape architect.

Assistant to the project landscape architect for a major construction project, with responsibility for limited phases of the landscape architectural work.

### **Minimum Qualifications**

#### Senior Landscape Architect

Graduation from college with major work in landscape architecture and six years of experience in architectural drafting and design of landscape projects, including three years of responsible planning and designing of major projects; or an equivalent combination of experience and education. Landscape Architect's license required.

#### Associate Landscape Architect

Graduation from college with major work in landscape architecture and four years of experience in architectural drafting and design of landscape projects; or an equivalent combination of experience and education. Landscape Architect's license required.

#### Assistant Landscape Architect

Graduation from college with major work in landscape architecture and two years of experience in architectural drafting and designing of landscape projects; or an equivalent combination of experience and education.

## Landscape Architect Supervisor

Landscape Architect Supervisor – (7050)  
Class Specifications – E.10: ARCHITECTURE AND PLANNING  
March, 2002  
Series Concept  
Same as class concepts.

#### Class Concepts

Under direction, Landscape Architect Supervisors apply professional training and experience to supervise the development, review, and coordination of planning, design, construction and alteration of pedestrian circulation elements, outdoor recreational facilities and other landscape architectural aspects of construction projects.

Incumbents have supervisory responsibility for hiring; performance evaluation; assigning work; effectively recommending merit increases, promotions and reclassification; discipline and discharges, and resolving complaints and grievances as provided in the "Supplemental Guides for Supervisor Classes" (Salary Administration Manual 12.0).

Certification or Licensure Requirements: Professional Landscape Architect License

#### Minimum Qualifications

Applicants must meet the education and experience requirements as determined by the user department in conjunction with the Human Resources Director.

Candidates must also be able to demonstrate that they have the requisite knowledge, skills and abilities needed to perform the essential functions of the job with or without reasonable accommodation.

## Learning Skills Counselor

Class Specifications – A.35: COUNSELING SERVICES  
Principal Learning Skills Counselor (4414)  
Senior Learning Skills Counselor (4415)  
Senior Learning Skills Counselor – Supervisor (4419)  
Learning Skills Counselor (4416)  
Assistant Learning Skills Counselor (4417)

August, 1976

## Series Concept

Learning Skills Counselors offer learning skills assistance to students to enable them to become independent, self-confident, and efficient learners; and perform other related duties as required.

Incumbents in this series have the responsibility for aiding students in the development and maintenance of such varied learning skills as reading, writing, study, and test-taking techniques. Incumbents in these positions should possess a broad knowledge of what constitutes competent and creative skill usage at various academic levels and must be proficient at guiding students of diverse educational backgrounds to levels of skill development consistent with university-level standards of satisfactory performance.

Incumbents typically, interview individual students, diagnose their respective learning problems, devise methods to solve those problems, and aid students during the process of solution; plan and conduct learning skills group workshops; develop, test, and evaluate new materials, approaches and programs; identify research problems and/or develop research proposals of a programmatic, evaluative or institutional nature; maintain liaison with other campus units and academic departments; develop, plan, and/or conduct appropriate outreach activities; and may participate in the selection and training of learning skills assistants.

Positions in this series are distinguished from positions in the counseling services series in that they do not normally offer vocational and psychological consultation. They are distinguished from positions in the advising services series in that the primary responsibility of learning skills counselors is to assist students in the development and maintenance of a variety of learning skills.

The Learning Skills Counselor series consists of four levels with the distinction between levels based on the scope and complexity of learning skills functions and the degree of supervision exercised.

## Class Concepts

### Principal Learning Skills Counselor

Under general direction, incumbents are assigned responsibility for developing and directing programs and activities in the area of student learning skills assistance that are campus-wide in scope and impact. Incumbents typically establish administrative and professional policies, procedures and standards for a learning skills assistance unit; interview and select prospective employees; assign and coordinate staff workloads; supervise and evaluate the performance of lower level learning skills counselors and/or learning skills assistants; coordinate in-service professional staff training programs; and are assigned responsibility for the development and administration of the department's annual budget.

Incumbents may develop and evaluate new materials, approaches, and programs; may identify research problems and develop research proposals; and may establish and maintain appropriate liaison with other departments and outreach activities.

### Senior Learning Skills Counselor

Under direction, incumbents assist in the development and direction of programs and activities in the area of student learning skills assistance that are campus-wide in scope and impact. Incumbents may act as principal assistants to higher level learning skills counselors, typically with limited authority to develop and direct a campus-wide program and, in addition, may provide individual and/or group assistance to undergraduate and graduate students with difficult learning problems. Incumbents typically assist in the

development of new materials and programs; design and conduct appropriate liaison and outreach activities. They may be assigned continuing responsibility for coordinating programs and may select, train and supervise lower level learning skills counselors and/or learning skills assistants.

#### Senior Learning Skills Counselor – Supervisor

Performs range of duties outlined in the Class Concepts for Senior Learning Skills Counselor and, in addition, meets the HEERA requirements for designation as a supervisory employee.

#### Learning Skills Counselor

Under general supervision, incumbents perform difficult professional work in providing individual and/or group assistance to undergraduate and graduate students with learning problems. Incumbents typically conduct appropriate liaison and outreach activities; may assist in the development of new materials and programs, and may assist in the training of learning skills assistants. Incumbents may in addition perform the range of duties outlined in the Series Concept.

#### Assistant Learning Skills Counselor

Under supervision, incumbents provide individual and/or group assistance to undergraduate students within limited areas of learning problems. Incumbents perform the majority of duties described in the Series Concept, typically within established procedural guidelines. This is the entry level in the professional series; however, positions may be assigned to this level on a continuing basis.

### **Minimum Qualifications**

#### Principal Learning Skills Counselor

Graduation from college with major work in a related field and six years of related experience in a college-level student support service, preferably in a learning skills service, or an equivalent combination of education and experience; knowledges and abilities essential to the successful performance of the duties assigned to the position.

#### Senior Learning Skills Counselor/Senior Learning Skills Counselor – Supervisor

Graduation from college with major work in a related field and four years of related experience in a college-level student support service, preferably in a learning skills service, or an equivalent combination of education and experience; knowledges and abilities essential to the successful performance of the duties assigned to the position.

#### Learning Skills Counselor

Graduation from college with major work in a related field and two years of related experience in a college-level student support service, preferably in a learning skills service, or an equivalent combination of education and experience; knowledges and abilities essential to the successful performance of the duties assigned to the position.

#### Assistant Learning Skills Counselor

Graduation from college with major work in a related field or an equivalent combination of education and experience; knowledges and abilities essential to the successful performance of the duties assigned to the position.

**Note:** A Master's degree in a related field may be substituted for one year of the required experience.

## Laundry/Linen Service Manager

Class Specifications – C..25: LINEN SERVICES

Laundry/Linen Service Manager – 5811

April, 1973

### Series Concept

Laundry/Linen Service Managers plan and administer the total operations in a campus laundry and related linen service area; and perform other related duties as required.

Incumbents typically develop and administer policies and procedures relating to receiving, processing, and delivery of laundry items; plan and administer the ordering, maintenance and replacement of machinery and/or material in a campus laundry; coordinate and supervise the hiring, training, assigning and evaluating of all subordinate employees; develop and coordinate work schedules; supervise the maintenance of quality control; supervise the accounting and billing systems; prepare budget requests and/or administer approval budgets; may maintain liaison with other campus departments; may negotiate contracts with other campuses, outside vendors and/or other laundry operations; may maintain working relationships with other laundry operations; and may conduct surveys of laundry equipment, methods and procedures to increase the efficiency of operations.

Classes in the Laundry/Linen Service Manager series are distinguished from other Linen Service classes in that incumbents typically have management responsibility for the total operations in a campus laundry and related linen service operation.

The series consists of two levels with the distinction between levels based on the size, nature and complexity of the laundry and related linen service operation. Laundry/Linen Service Manager is the first management level and Senior Laundry/Linen Service Manager is the second management level.

### Class Concepts

#### Laundry/Linen Service Manager

Under direction, incumbents are responsible for planning, administering and directing all phases of a large campus laundry and related linen service operation. Incumbents typically perform the range of duties outlined in the Series Concept. As a guide to help determine the first management level, incumbents are usually responsible for a laundry operation processing 5,000,000 pounds or more of linen annually and employing at least 50 full-time-equivalent employees, with annual budget responsibility in excess of \$500,000.

### Minimum Qualifications



## Laundry/Linen Service Manager

Graduation from high school and five years of experience in a laundry and related linen service operation including one year in a managerial or supervisory capacity; or an equivalent combination of education and experience.

# Library Assistant V

Class Specifications – B.15 CLERICAL/ADMINISTRATIVE, SPECIAL & MAIL SERVICE  
Library Assistant V (6758)  
April, 1983

## Series Concept

Library Assistants perform and/or supervise technical and/or paraprofessional Duties, typically under the direction of a Librarian, in one or more Functional areas in libraries and related units that are administered in accordance with the practices and techniques of professional librarianship and perform related duties required. The term, technical, as it relates to Library Assistants' duties indicates that incumbents perform duties that require knowledge of terminology, practices, systems, and procedures that is unique to a library setting. The term, paraprofessional, as it relates to Library Assistants' duties indicates that incumbents perform complex technical duties of a limited professional nature, in prescribed areas, under the direction of or in conjunction with Librarians. These duties typically do not require the application of academic training in library principles and procedures at the full professional level. Duties performed in the Library Assistant series cover a range of diverse but specific areas of operational responsibility within the library such as:

public service including circulation and information services;

processing including identifying and acquiring library materials, preparing library materials for use and conserving library materials;

specialized subject and language knowledge at a level necessary to assist in the process of developing and processing library collections;

leading or supervising employees in a working unit.

Work performed by Library Assistants in the above areas of responsibility typically occurs within the following functional areas:

identification and acquisition of library materials;  
preparation and organization of library materials;  
preservation of library materials;  
bibliographic searching and retrieval;  
serials processing;  
circulation and lending;  
reference and information services.

Specific tasks performed include but are not limited to: ordering and receiving library materials, cataloging and classification, bibliographic searching, information services, circulation services, serials posting and

claiming, processing of library records into machine-readable form, and maintenance and repair of library materials.

The Library Assistant series consists of five levels that recognize increasing degrees of work difficulty, supervisory/managerial responsibility and/or specialization in functional areas depending on work assignments in one or more library units.

Library Assistants at the highest levels of the series typically work under the direction of a Librarian as Subject Specialists, Functional Specialists, Special Material Experts, or Supervisors of Library Units. As Subject Specialists, incumbents possess substantial subject and/or language background and, in the areas of special knowledge, apply their expertise in support of the acquisition, processing, and use of library materials. As Functional Specialists, incumbents possess substantial knowledge and background in a particular library function and apply their expertise in expediting the acquisition, use, and processing of library materials. As Special Material Experts, incumbents apply specialized knowledge to process and service particular forms of library materials such as manuscripts, maps, and non-print media. As Supervisors of Library Units, incumbents are assigned responsibility for representing their units to library department heads, faculty, students, staff, and the general public in addition to managing the activities of their units.

The Library Assistant series is distinguished from other staff series in the library system in that the positions usually involve a set of duties unique to library practices and procedures. Library Assistants differ from Librarians in that Library Assistants focus primarily on tasks and functions within assigned areas of responsibility whereas the scope of the Librarians' responsibility involves the entire library, the community it serves and the profession as a whole. Library Assistants work within policy parameters established by Librarians.

#### Class Concepts

##### Library Assistant V

Under the general direction of a Librarian, incumbents coordinate activities involved in the operation of a complex library unit and/or perform the most complex duties of a paraprofessional nature in a functional or highly specialized subject area. The Library Assistant V class is distinguished from the Library Assistant IV class by the greater scope of coordinating responsibilities (full supervisory responsibility in a more complex library unit) or by the performance of more complex specialized duties that require more frequent independent application of paraprofessional knowledge of library practices and procedures.

#### Minimum Qualifications

Applicants for positions in the Library Assistant series are expected to possess the skills, knowledge, and abilities essential to the successful performance of the duties assigned to the positions.

## Linen Service Manager

Class Specifications – C..25: LINEN SERVICES  
Senior Linen Service Manager – 5812  
Linen Service Manager – 5813

April, 1973

## Series Concept

Linen Service Managers plan and administer the total operations in a campus linen service area; and perform other related duties as required.

Incumbents typically develop and administer policies and procedures relating to receiving and delivery of laundry items; plan and administer the ordering, maintenance and replacement of equipment and/or material in a campus linen service unit; coordinate and supervise the hiring, training, assigning and evaluating of all subordinate employees; develop and coordinate work schedules; supervise the accounting, billing and/or recharge systems; prepare budget requests and/or administer approved budgets; may maintain liaison with other campus departments; may negotiate contracts with outside vendors and/or laundry operations; may maintain working relationships with contract laundry service and linen rental service operations; and may conduct surveys of linen service equipment, methods and procedures to increase the efficiency of operations.

Classes in the Linen Service Manager series are distinguished from classes in the Laundry and Linen Service Manager series in that incumbents typically have management responsibility for the total operations in a campus linen service area which utilizes contract laundry services.

The series consists of two levels with the distinction between levels based on the size, nature and complexity of the linen service operation. Linen Service Manager is the first management level and Senior Linen Service Manager is the second management level.

## Class Concepts

### Senior Linen Service Manager

Under direction, incumbents are responsible for planning, administering and directing all phases of a very large campus linen service operation. Incumbents typically perform the range of duties outlined in the Series Concept. As a guide to help determine the second management level, incumbents are usually responsible for a linen service operation which receives and delivers 4,000,000 pounds or more of linen annually and employing at least 40 full-time-equivalent employees, with annual budget responsibility in excess of \$400,000.

### Linen Service Manager

Under direction, incumbents are responsible for planning, administering and directing all phases of a large campus linen service operation. Incumbents typically perform the range of duties outlined in the Series Concept. As a guide to help determine the first management level, incumbents are usually responsible for a linen service operation which receives and delivers 2,000,000 pounds or more of linen annually and employing at least 20 full-time-equivalent employees, with annual budget responsibility in excess of \$200,000.

## Minimum Qualifications

### Senior Linen Service Manager

Graduation from high school and five years of experience in a laundry and/or linen service operation including two years in a managerial or supervisory capacity; or an equivalent combination of education and experience.

## Linen Service Manager

Graduation from high school and four years of experience in a laundry and/or linen service operation including one year in a managerial or supervisory capacity; or an equivalent combination of education and experience.

# Linen Service Supervisor

Class Specifications – C..25: LINEN SERVICES

Senior Linen Service Supervisor – 5815

Linen Service Supervisor – 5816

May, 1973

## Series Concept

Linen Service Supervisors supervise Head Linen Service Workers, Linen Service Workers, Laundry Machine Operators, Laundry Rotary Press Operators, Sewing Room Workers, Drapery Makers and Truck Drivers in the performance of duties in a laundry or related linen service unit; and perform other related duties as required.

Incumbents typically hire, train, evaluate, promote, and discipline employees; schedule, assign, and coordinate the work performed during an assigned shift; assist the Laundry/Linen Service Manager in planning, organizing, directing and coordinating operations in a laundry; may act as a liaison between the laundry and other departments or outside agencies; and may assume responsibility for the total operations of the laundry during one or more shifts in the absence of the Laundry/Linen Service Manager or Linen Service Manager.

Classes in the Linen Service Supervisor series are distinguished from classes in the Laundry and Linen Service Manager and Linen Service Manager series in that Linen Service Supervisors typically perform supervisory duties during one or more assigned shifts. Laundry/Linen Service Managers and Linen Service Managers are responsible for planning, organizing, directing and administering the total operations of a laundry and linen service unit, respectively.

The Linen Service Supervisor series consists of two supervisory levels. Linen Service Supervisor is the first operational level, and Senior Linen Service Supervisor is the second operational level. The distinction between levels is based on the number of employees supervised, the number of units in the supervisory span of control, the degree of independence exercised in the performance of supervisory functions, and the nature of management functions performed in assisting the Laundry/Linen Service Manager or Linen Service Manager.

## Class Concepts

### Senior Linen Service Supervisor

Under direction, incumbents have full supervisory responsibility over several operational sub-units in a laundry and/or related linen service area having 30 or more full-time-equivalent employees. Incumbents may supervise one or more Linen Service Supervisors in performance of supervisory duties outlined in the Series Concept.

## Linen Service Supervisor

Under general supervision, incumbents have supervisory responsibility over several operational sub-units in a laundry and/or related linen service area having 15 or more full-time-equivalent employees.

In a large laundry and/or linen service operation, incumbents may work under the supervision of a Senior Linen Service Supervisor.

### Minimum Qualifications

#### Senior Linen Service Supervisor

Graduation from high school and four years of experience in a laundry and related linen service operation; or an equivalent combination of education and experience.

#### Linen Service Supervisor

Graduation from high school and three years of experience in a laundry and related linen service operation; or an equivalent combination of education and experience.

## Locksmith Supervisor

Class Specifications – G.15: FACILITIES  
Locksmith Supervisor – 8264

September, 1986

### Series Concept

Locksmiths repair and open locks, make keys, and change lock combinations using hand tools and special equipment; plan, install and document master key system; disassemble locks and repair or replace worn tumblers using file, and insert new or repaired tumblers into lock to change combination; cut new or duplicate keys using key cutting machine; install, maintain and repair all types of building hardware such as door closers, panic bars and the like; and instruct or lead semi-skilled or unskilled assistants.

### Class Concepts

#### Locksmith Supervisor

Under direction, incumbents supervise and coordinate the work of Assistant Supervisors, Lead Locksmiths, and Locksmiths. Incumbents typically make hiring selections among job applicants, insure that new and existing staff receive proper training; make daily work schedules and assignments; review work performed at various stages and upon completion; evaluate the performance of subordinate employees; recommend or initiate personnel actions such as promotions, transfers, and disciplinary measures; and maintain various work records including written and oral reports; prepare estimates of manhours, costs and materials required.

### Minimum Qualifications

Applicants for positions in the Locksmith Series are expected to possess the skills, knowledge and abilities essential to the successful performance of the duties assigned: to the position.

## Mail Service Supervisor

Class Specifications – B.15 CLERICAL/ADMINISTRATIVE, SPECIAL & MAIL SERVICE  
Mail Service Supervisor (4821)

January, 1976

### Series Concept

Mail Processors manage, supervise, or perform a variety of tasks that include the following: sort and classify all outgoing mail according to postal regulations (foreign and domestic) for all classes of mail; prepare packages for shipment according to postal regulations and various common carriers; prepare, classify, rate, and record information and recharges on outgoing registered, certified, receipt requested, insured, and special delivery mail according to postal regulations; receive, record, and deliver incoming registered, certified and insured mail according to postal regulations; process improperly addressed mail received by the University, searching various name and address files and directories to locate addresses; label, sort, and prepare catalogs, brochures, and other publications for shipment according to postal regulations and national ZIP scheme; maintain all bulk- mail and second-class accounts with the Post Office; answer all questions about classes of mail, postage rates, customs requirements, weight and size limitations; operate and maintain postage meter machines; sack, tray, and tub outgoing mail by classification; pick up mail from and deliver mail to the U.S. Postal Service; record charges for postage utilized by departments on daily distribution sheets, audit mail charges and prepare statements of charges for departments; operate high speed, automatic, address-labeling machines; sort U.S. and campus mail for distribution to departments; deliver U.S. and campus mail to departments; pick up outgoing mail from departments and central pickup points; and perform other related duties as required. This series normally pertains only to positions in a Central Mailing Division operation.

### Class Concepts

#### Mail Service Supervisor

Under direction, incumbents are assigned functional responsibility for a major mail unit within a large division; or serve as assistant managers of a smaller division; or may serve as supervisors of a campus mail room on a smaller campus. Incumbents are assigned responsibility for all of the activities described in the Series Concept that pertain to the major unit. Incumbents at this level are distinguished from Senior Mail Processors in that incumbents are assigned full supervisory control of subordinates and limited responsibility for an entire division or a major unit providing mailing services.

### Minimum Qualifications

#### Mail Service Supervisor

Ability to read, write, perform mathematical calculations, understand and follow generalized and specific work instructions, both oral and written; *four* years of experience in mail service activities, including at least *two* years of supervisory experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

# Maintenance Supervisor

Class Specifications – G.15: FACILITIES

Maintenance \_\_\_\_\_ Supervisor (B) – 8160

Maintenance \_\_\_\_\_ Supervisor (A) – 8161

June, 1973

## Series Concept

Maintenance Craft Workers perform a variety of skilled tasks in the maintenance, alteration and repair of utilities, buildings, and related facilities and equipment; and perform other related duties as required.

Incumbents may work independently or as a part of a regular maintenance crew and may be assigned duties in one or more of the building trades.

As a carpenter, incumbents work from blueprints, drawings or oral instructions; construct and repair structural woodwork, fences, partitions, benches, floors, building framework, and other items using carpenters' hand and power tools; install ceiling and floor tiles, sheet rock, paneling, masonite and wall coverings; and instruct or lead semi-skilled or unskilled assistants.

As an electrician, incumbents repair, maintain and install electrical systems and equipment such as motors, transformers, wiring, switches and alarm systems; inspect circuits and wiring for specified shielding and grounding, and repair or rewire systems according to building codes and safety regulations; may plan layout and wire new or remodeled installations; and instruct or lead semi-skilled or unskilled assistants.

As a locksmith, incumbents repair and open locks, make keys and change lock combinations; install, maintain, and repair all types of building hardware such as locks, fasteners, door closers, panic bars, and the like; and instruct or lead semi-skilled or unskilled assistants.

As a mason, incumbents construct, maintain and repair walks, foundations, walls, floors and other structures constructed of concrete, tile, marble, stone or brick; and instruct or lead semi-skilled or unskilled assistants.

As a painter, incumbents prepare surfaces and apply appropriate finish to interior and exterior surfaces of wood, stucco, brick, sheetrock, plaster, paneling, or metal; may layout and paint letters and designs to make signs and related items; may cover interior walls and ceilings of offices and related facilities with decorative wallpaper or fabric; and instruct or lead semi-skilled or unskilled assistants.

As a plumber, incumbents assemble, install and repair pipes, fittings and fixtures of heating, water, drainage and irrigation sprinkler systems; install, overhaul and repair air compressors, pumps and related components/ equipment; assemble and install valves, pipe fittings and pipes composed of metals such as iron, steel, brass, copper and lead, and nonmetals such as glass, vitrified clay and plastic; join pipe by use of screws, bolts, fittings or solder, and caulk joints; install and repair plumbing fixtures such as sinks, commodes, water heaters, hot water tanks, garbage disposal units, dishwashers, and hydraulic sprinkler controls; and instruct or lead semi-skilled or unskilled assistants.

As a sheetmetal worker, incumbents fabricate, assemble, install and repair sheet metal products and equipment; select gage and type of sheet metal according to product being fabricated and knowledge of

metal; set up and operate fabricating machines such as shears, brakes, bending rolls and punch and drill presses to cut, bend and straighten sheet metal; shape metal over anvil, blocks, or forms; set up and operate soldering and welding equipment to join together sheet metal parts; and instruct or lead semi-skilled or unskilled assistants.

As a refrigeration mechanic, incumbents repair, install, and maintain all types of refrigeration systems and equipment such as central air-conditioning, food refrigeration and freezer facilities and equipment, and instruct or lead semi-skilled or unskilled assistants.

As a cabinet maker, incumbents lay out, fabricate, and construct cabinets, counters, and fixtures; may design items to be fabricated; and instruct or lead semi-skilled or unskilled assistants.

As a zone mechanic, incumbents maintain and repair mechanical and electrical equipment and facilities including air control and conditioning, heating, refrigeration, distillation and filtration systems and equipment; may maintain and operate low pressure boilers; and instruct or lead semi-skilled or unskilled assistants. Positions will be classified at the Maintenance (A) level unless the job assignments specifically include the range, complexity and frequency of application of operational level skills in the electrical, plumbing, refrigeration, sheet metal and cabinet making crafts.

#### Class Concepts

Maintenance \_\_\_\_\_ Supervisor (B)

Under direction, incumbents supervise a group of skilled maintenance craft workers and others in performing electrical, plumbing, refrigeration, sheet-metal or cabinet making work; make hiring selections and recommend or take disciplinary action; review plans, specifications or requisitions and determine sequence and schedule of work; assign and schedule work, frequently supervising and coordinating work on several jobs in progress, prepare estimates of manhours, costs and materials required; and maintain records as required.

Maintenance \_\_\_\_\_ Supervisor (A)

Under direction, incumbents supervise a group of skilled maintenance craft workers and others in performing carpentry, locksmithing, masonry, painting, or mechanical maintenance; make hiring selections and recommend or take disciplinary action; review plans, specifications or requisitions and determine sequence and schedule of work; assign and schedule work, frequently supervising and coordinating work on several jobs in progress; prepare estimates of manhours, costs and materials required; and maintain records as required.

#### Minimum Qualifications

Maintenance Supervisor \_\_\_\_\_ (B)

Ability to read, write and perform basic arithmetic calculations; two years of experience as an operational level craft worker in one or more of the trades involving electrical, plumbing, refrigeration, sheet-metal or cabinet making work, including one year in a supervisory capacity; or an equivalent combination of education and experience.

Maintenance Supervisor \_\_\_\_\_ (A)



Ability to read, write and perform basic arithmetic calculations; two years of experience as an operational level craft worker in one or more of the trades involving carpentry, locksmithing, masonry, painting, or mechanical maintenance, including one year in a supervisory capacity; or an equivalent combination of

## Management Services Officer

Class Specifications – F.30: MANAGEMENT SERVICES

Management Services Officer IV – (7509)

Management Services Officer III – (7510)

Management Services Officer II – (7511)

Management Services Officer I – (7512)

April, 1975

### Series Concept

The Campus Management Services Program is designed to recognize positions that are essential to the management of campus programs and activities. Persons appointed to positions in the Campus Management Services Program must have knowledge and experience in the principles, practices and trends of management.

The Campus Management Services Program includes two types of positions:

(1) Administrative Support Managers; and (2) Unit Heads.

Administrative Support Managers provide management support to Deans, Directors, Department Chairman and Administrative Officers. They are responsible for long range planning, coordinating, organizing, staffing and supervising in the areas of budget, contract and grant administration, academic personnel administration, staff personnel administration, purchasing, expenditure control, space utilization, building and equipment security and maintenance and other services which support a teaching, research, clinical or administrative function of the campus.

Unit Heads are responsible for the program as well as the management of a unit.

Administrative Support Managers and Unit Heads independently exercise discretionary powers to solve managerial and/or program problems and are responsible for directing the work of others, hiring or releasing employees or recommending such actions, training, defining positions and determining methods, techniques, systems and materials required.

Positions are excluded from the Campus Management Services Program when their compensation is based primarily on specialized professional rather than on managerial skills.

Positions which are responsible for the resolution of problems having a short range or limited impact on the goals of the department is not included in this program.

### Program levels and position titles

The Campus Management Services Program consists of four levels. The titles for the respective levels are summarized as follows:

Level I – Management Services Officer I  
Level II – Management Services Officer II  
Level III – Management Services Officer III  
Level IV – Management Services Officer IV

#### Classification Factor Guides

Managerial positions are allocated to one of the four levels within the Management Services Officer series upon a relative and collective evaluation of the classification factor guides shown below:

##### Accountability

This covers the impact of the unit managed upon the campus, University, or community in terms of scope of responsibility, importance, and the consequences of managerial decisions.

##### Skills/Knowledge

This covers the complexity of the operation managed in terms of requirements for specialized and/or professional education, training, and experience.

##### Variety

This covers both the diversity and size of the activities managed in terms of single vs. multi-function services, number and type of positions supervised, budgetary size and variation.

##### Problem Solving/Originality

This covers the stability of the operation managed in terms of stage of development, growth pattern, uniqueness, and predictability of funding sources.

##### Control

This covers the extent of managerial responsibility delegated to the position in terms of authority for determining organizational structure, budget planning, staffing, and expenditure of funds.

#### General Guidelines by Level

Incorporating segments of the specific classification factors, the general guidelines below indicate typical characteristics of positions to be found at each of the four Management Services Officer levels:

##### Administrative Support Managers

##### Unit Heads

Incumbents spend the majority of their time solving long range problems and planning, organizing and directing

Level I business operations in coordination(MSO I) with the Department Head or Administrative Officer. The unit is stable, therefore, there is no requirement for frequent deviation from standard University policies and procedures.

Incumbents are managers of a unit which is usually concerned with one function, or if more than one function, the operation is of limited scope. This level does not require professional training in the service or function provided. Incumbents have full responsibility for business management and the substance of the program.

Incumbents are responsible for long range management problems in a department where the program is more variable and less stable than at the first level, as evidenced by a greater number and variety of employees, sources of fund Level II or variety of business services (MSO II) performed. The department Head is involved less frequently in problem solving. The incumbent informs the Department Head of major changes in procedures or operational policies. Novel solutions to business management problems are occasionally required.

Incumbents are managers of multi-function units or one-function units of broad scope. Professional training may be required in the services or functions provided, but the primary emphasis is on business management. Incumbents have full responsibility for business management and the program of the department.

Incumbents have primary responsibility for long range planning and innovative solutions to the full range of business Level III management problems, which are frequent (MSO III) because of continual program changes, unpredictable fund sources, and a wide variety of positions. There is only general direction from the Department Head in business management functions of the department.

Incumbents are managers of specialized multi-function units of limited scope or of units which are usually one function and which require professional or a variety of highly specialized skills in the services or functions provided. Incumbents have full responsibility for business management and the program

This is the highest level for Administrative Support Management. The primary responsibility involves long range planning and innovative solutions to the full range of administrative problems, Level IV including those of a technical nature. (MSO IV). These problems are frequent because of continual program changes, a diversity of unpredictable fund sources, and a wide variety of positions. This level requires incumbents to possess a considerable depth of knowledge in the academic and/or technical programs in addition to business management functions, resulting in high impact in a wide variety of departmental affairs.

This is the highest level for Unit Head Management. Incumbents are managers of professional or highly specialized, multi-function units of limited scope or one-function units of wide scope which require professional or a variety of highly specialized skills in the services or functions provided. Incumbents have full responsibility for business management and the program of the department.

#### Program Qualifications

Candidates for positions included in the Campus Management Services Program are expected to have demonstrated knowledge and experience in the principles, practices, and trends of management.

Specific Job requirements are established for each position.

#### Supplemental Guides to MSO Specifications

Supplemental guides are intended to be used in conjunction with Management Service Officer specifications to aid in allocation of positions to the 4 levels in the series. The guides give specific examples, outline specific factors at each level of complexity, and further clarify terms used in the specifications.

The guides outline two concepts which apply to MSO positions as follows: Management skills required of MSO. Factors inherent in MSO positions.

It is recognized that not all levels will apply equally to all positions. To be allocated to a particular level within the MSO series, however, it is expected that incumbents utilize all management skills (No. 1 above) required at that level. Also a majority of the factors inherent in the position (No. 2 above) should apply at that level.

These guides are a result of a group effort composed of UCI campus middle managers and analysts, and representatives of the campus Personnel Office.

### **MSO QUESTIONNAIRE**

Summarize the overall goals and objectives of your departmental organization especially as they relate to the basic functions of the campus and University (1.e. teaching, research, patient care, public service, or staff support of other campus organizations).

What are the primary functions of your position in relation to the achievement of these goals?

#### **LONG RANGE PLANNING**

1. What is the level of your responsibility for long range planning?

- a. Independent development \_\_\_\_\_
- b. Participation in development \_\_\_\_\_
- c. Implementation of plans \_\_\_\_\_
- d. Varies by type of specific departmental program \_\_\_\_\_

Explain and give specific examples

2. Are you responsible for long range planning of:

- a. Space allocations? Yes \_\_\_\_\_ No \_\_\_\_\_
- b. Space Renovations \_\_\_\_\_
- c. Staff and non-faculty personnel needs? \_\_\_\_\_
- d. Faculty personnel needs? \_\_\_\_\_
- e. Supply and equipment needs? \_\_\_\_\_
- f. Other resources? \_\_\_\_\_

If YES, explain and give specific examples:

3. Are your long range plans applicable to an individual program \_\_\_\_\_, to combinations of individual programs \_\_\_\_\_, or complete organizational (departmental) operations \_\_\_\_\_? Please give specific examples:

4. Explain your authority to recommend or decide between competing demands for allocation of available resources.

5. Does your long range planning directly affect operations in

- a. a single function/activity in our department? Yes \_\_\_\_\_ No \_\_\_\_\_
- b. multiple units within your department. \_\_\_\_\_
- c. units external to your department on campus? \_\_\_\_\_
- d. major segments of the campus? \_\_\_\_\_
- e. systemwide or non-university organizations? \_\_\_\_\_

For each YES, give specific names of units affected:

#### **ORGANIZING**

1. Do your responsibilities including organizing:  
a. Administrative (office and support) units? Yes \_\_\_\_\_ No \_\_\_\_\_  
b. Operational (professional, technical, or service) units? \_\_\_\_\_  
If YES, list the names of the units involved:

2. Do you have the responsibility to:  
a. change the duties of non-academic positions in your organization? Yes \_\_\_\_\_ No \_\_\_\_\_  
b. develop the content of new additional staff positions? \_\_\_\_\_  
c. advise on position content or responsibilities of academic positions? \_\_\_\_\_  
d. reduce time of positions and/or abolish non-academic positions? \_\_\_\_\_

3. What review and prior approval is required of your organization and staffing decisions for:  
a. the administrative units mentioned above?  
b. the operational units mentioned above?

4. Do you have responsibility for the functional organization of:  
a. units at more than one location on campus? Yes \_\_\_\_\_ No \_\_\_\_\_  
b. units located off-campus? \_\_\_\_\_  
c. off-campus units that have both operational and administrative groups within the unit? \_\_\_\_\_  
List off-campus units by name and location:

5. Do the units for which you have organizational responsibility have special problems related to:  
a. multiple shift operations Yes \_\_\_\_\_ No \_\_\_\_\_  
b. predictable short term changes in workload \_\_\_\_\_  
c. controls imposed by organizations external to the University? \_\_\_\_\_  
If YES, explain with specific examples:

## PERSONNEL MANAGEMENT

1. Provide a copy of the organization structure that is in sufficient detail to show the organizational units and personnel for whom you have direct or advisory responsibility.
2. List the number and payroll titles of all positions reporting directly to you. After each position title, show the level of responsibility for the work of other employees that you have assigned to the position. Use the following level designations.
- I. (Nonsupervisory) No continuing responsibility for others, but may show new employees how to perform parts of their assignments.
  - II. (lead) Assigned responsibility to train, control workflow, solve working problems and perform other supervisory functions for a group of three or more subordinate employees.
  - III. (supervisory) Assigned responsibility to plan, organize, and control the work of a recognized organization group of at least five other employees and the authority (within prescribed limits) to approve hiring, discipline, and recommend termination of subordinates.
  - IV. (Managerial) A subordinate position to which you have assigned responsibilities of a scope and nature resulting in classification at the MSO or equivalent professional or analyst level.

## NUMBER PAYROLL TITLE LEVEL

3. List the total number, by payroll title, of all positions for which you have managerial authority.

a. Direct (line) authority

b. Advisory (staff) responsibilities

#### COMPLEXITY

Indicate the number of personnel in each of the following categories for whom you have either direct or advisory responsibility within your organization.

Direct Advisory Responsibility

Staff employees assigned to standardized work schedules \_\_\_\_\_

Staff employees assigned to rotating shifts, split shifts, or part-time schedules \_\_\_\_\_

Academic (non-faculty) employees \_\_\_\_\_

#### COMPLEXITY CONT.

Direct Advisory Responsibility

Academic faculty \_\_\_\_\_

Clinical faculty without pay \_\_\_\_\_

House staff, fellows, teaching assistants,  
and similar appointments \_\_\_\_\_

Others (explain by example) \_\_\_\_\_

Are there other personnel within your department for whom you do not have direct or advisory responsibility? Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes please explain:

What are your responsibilities with respect to the development of internal procedures controlling the recruitment process, salary and classification changes, disciplinary actions, and related types of activities for the personnel of your department?

Indicate the complexity of the various funding sources under your direct or advisory control.

Current

Type Number of Budgets Year Amount

Appropriated Funds \_\_\_\_\_

Private contracts \_\_\_\_\_

Private grants \_\_\_\_\_

Government contracts \_\_\_\_\_

Government grants \_\_\_\_\_

Recharge operations \_\_\_\_\_

Generated income funds (I.E., professional fees, patient charges, etc.) \_\_\_\_\_

Endowments \_\_\_\_\_

Zero budget operations \_\_\_\_\_

Other sources \_\_\_\_\_

Are there other funds or fund sources within your department which you do not control?

Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes please explain:

What are your responsibilities with respect to the internal and external procedures, reports, budgeting, rate setting and related activities for these fund sources?

#### COORDINATION AND DECISION MAKING

1. Do you make decisions which:

a. determine what should be done (policy or procedural requirements) to accomplish a specific operational activity in: your unit \_\_\_\_\_  
other campus departments \_\_\_\_\_?  
Explain and give specific examples:

b. plan actual steps (detail procedures) to be taken in: your unit \_\_\_\_\_ other campus departments \_\_\_\_\_?  
Explain and give specific examples:

2. Do you participate in the development of operating policies or procedures that are intercampus or external to the University.  
Explain and give specific examples:

3. Is the information or data which form the basis for your decisions based on specific Information \_\_\_\_\_ or theoretical and judgmental factors \_\_\_\_\_?  
Explain sources and give examples:

4. What review is made and/or approval required concerning your decisions and recommendations affecting:  
a. your immediate unit?  
b. your department  
c. other campus units?  
d. systemwide or external units?

#### SUPPLEMENTARY INFORMATION

Describe other aspects of your job which you believe are important to the classification of your position that are not covered by this questionnaire:

THIS PAGE TO BE COMPLETED BY THE IMMEDIATE SUPERVISOR OF THIS POSITION:

1. How would you characterize the responsibilities you have assigned to this position? (Please check the one statement that best fits.)

\_\_\_\_\_ Supervise and handle the "paperwork" for the department.

\_\_\_\_\_ Serve as advisor and consultant on administrative and business operations of the department.

\_\_\_\_\_ Delegated full responsibility (subject to general review) for administrative and business operations of the department excluding academic matters.

\_\_\_\_\_ Delegated full responsibility (subject to general review) for all administrative and business operations of the department including participation from a business standpoint in academic and faculty matters.

\_\_\_\_\_ Management of an organizational unit consisting of administrative and or service employees performing a general or campuswide function and having a separate operating budget.

\_\_\_\_\_ Management of an organization consisting of several distinct units each performing a different function but sharing a common operating budget.

\_\_\_\_\_ Management of a group of organizations each headed by a subordinate manager who has personnel and budget control of their unit.

2. What impact has the present incumbent had on the duties and responsibilities you have assigned to the position?

CERTIFICATE OF THE IMMEDIATE SUPERVISOR: I have reviewed this description and certify as to its accuracy, with any exceptions as noted.

## Marine Electrician, Senior / Utility

Class Specifications – G.45: MARINE TRADES

Senior Marine Electrician – 8362

Utility Marine Electrician – 8364

May, 1976

Series Concept

Marine Electricians supervise or perform the required duties in the operation, maintenance and repair of shipboard electrical equipment and installations; and perform other related duties as required.

Class Concepts

Senior Marine Electrician

Under direction, incumbents plan and direct alterations and the installation of electrical equipment aboard ship; repair electrical equipment such as propulsion and auxiliary generators and motors, hoisting equipment steering systems, pumps and blowers; maintain a shore electrical shop, including equipment, supplies and repair parts; and supervise Marine Electricians in shore shop work. Senior Marine Electricians are distinguished from Marine Electricians in that incumbents supervise other electricians and operate an electrical shop ashore.

Utility Marine Electrician

Under general supervision, incumbents perform the same duties as those performed by positions in the Marine Electrician class. In addition, Utility Marine Electrician may act as Oilers in oiling and maintaining machinery; perform semi skilled repairs on all types of marine machinery; and serve as specialists in one particular type of repair. Utility Marine Electricians are distinguished from Marine Electricians in that incumbents must be qualified and licensed to perform duties as both Marine Electricians and Oilers. The use of this class is intended for emergency manning situations wherein incumbents are required to perform as Marine Electricians and/or Oilers.

Minimum Qualifications

Senior Marine Electrician

Ability to read, write and perform basic arithmetic calculations; six years 6f experience in electrical work, including three years aboard a seagoing vessel; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position. License Requirement: Incumbents in this capacity shall have in their possession such valid licenses and/or certificates as are or may be required.

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## Utility Marine Electrician

Ability to read, write and perform basic arithmetic calculations; four years of training as a crew member on board seagoing vessels, at least three years of which was spent in the electrical department; skilled knowledge in at least one phase of repairs, and general knowledge of mechanic's hand tools and their uses, internal combustion engines (including diesel), fuel oil safety precautions, pumps, air compressors and heating systems, and electric motors and generators; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position. License Requirement: Incumbents in this capacity shall have in their possession such valid licenses and/or certificates as are or may be required.

# Marine Helper / Oiler / Wiper

Class Specifications – G.45: MARINE TRADES

Oiler -8392

Wiper – 8393

General Marine Helper – 8394

May, 1976

## Series Concept

Oilers, Wipers and General Marine Helpers perform tasks in the operation, maintenance and repair of all engineering plant equipment aboard a University research vessel; and perform other related duties as required.

## Class Concepts

### Oiler

Under supervision, incumbents perform semi-skilled-repairs on all types of marine machinery, or perform skilled work in one phase of repair, such as plumbing, machining or electrical work. Incumbents also oil and maintain machinery; maintain the cleaning station; operate cranes and winches; stand security watches; and may act as Assistant Engineer on a smaller vessel.

### Wiper

Under supervision, incumbents perform the less difficult tasks of general care and cleaning of shipboard equipment and facilities; oil and stand watch over engines and related equipment while under way; and stand security watches.

### General Marine Helper

Under supervision, incumbents perform general deck duties such as cleaning, scrubbing the decks, and chipping and painting the hull and other equipment; and assist the Cook in general galley work, food serving, etc.

## Minimum Qualifications

## Oiler

Ability to read, write and perform basic arithmetic calculations; one year of experience as a crew member on a seagoing vessel, at least six months of which was spent in the engineering department; skilled knowledge in at least one phase of repairs; general knowledge of a mechanic's hand tools and their uses, internal combustion engines, fuel oil safety precautions, pumps, air compressors and heating systems; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

License Requirement: Incumbents in these classes shall have in their possession such valid licenses and/or certificates as are required.

## Wiper

Ability to read, write and perform basic arithmetic calculations; one year of experience as a crew member on a seagoing vessel, at least six months of which was spent in the engineering department; elementary knowledge of mechanic's hand tools and their uses, internal combustion engines, fuel oil safety precautions, pumps, air compressors and heating systems; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

License Requirement: Incumbents in these classes shall have in their possession such valid licenses and/or certificates as are required.

## General Marine Helper

Ability to read, write and perform mathematical calculations; some sea experience; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

License Requirement: Incumbents in these classes shall have in their possession such valid licenses and/or certificates as are required.

# Marine Radio Officer, Senior / Supervisor

Class Specifications – G.45: MARINE TRADES

Supervising Marine Radio Officer – 8332

Senior Marine Radio Officer – 8333

May, 1976

## Series Concept

Under general supervision, Marine Radio Officers perform or supervise the operating, maintaining, and repairing of radio telephone/telegraph/teletype communications equipment and other electronic equipment aboard ship or at a shore facility; and perform other related duties as required. Incumbents perform Radio Officer duties on a rotational basis aboard ship, in the Electronics Shop and at Station WWD. The following are examples of typical location assignments:

Aboard ship, incumbents are responsible for maintaining continuous radio telephone/ telegraph/teletype communications for the two-way transmission of information, including ships' business, weather and maritime alert notices, phone patches, and scientific data; maintain and repair electronic equipment aboard ship which may include scientific electronic equipment; maintain radio logs, manuals, and equipment logs; establish a program of preventive and corrective maintenance for all electronics equipment; and may operate navigational equipment under the supervision of the Captain or Deck Officer.

In the Electronic Shop, or aboard vessels in port, incumbents maintain, repair, assemble, and install a wide variety of electronics equipment including radar, loran, sonar, radio transmitters and receivers, and generating and power systems.

At Station WWD, incumbents operate radio telephone/telegraph/teletype equipment for shore to shore and shore to ship communications; and maintain and repair electronics equipment and antenna installations.

Positions in this series are distinguished from positions in the Electronics Technician series in that incumbents maintain, repair, and install a wide variety of marine electronics equipment and also operate radio telephone/telegraph/teletype communications equipment.

#### Class Concepts

##### Supervising Marine Radio Officer

Under general supervision, incumbents supervise the operation of either the Marine Facilities Electronics Shop or Station WWD, including supervision of other Marine Radio Officers.

##### Senior Marine Radio Officer

Under supervision, incumbents maintain, repair, assemble, and install a wide variety of marine electronics equipment and operate radio telephone/telegraph/teletype communications equipment. This is the full operational level within the series, and the majority of Marine Radio Officer duties are performed at this level.

#### Minimum Qualifications

##### Supervising Marine Radio Officer

Ability to read, write and perform arithmetic calculations; six years of experience in radio communications operation and electronics maintenance and repair work, including three years aboard a sea-going vessel; or an equivalent education and experience; and combination of knowledges and abilities essential to the successful performance of the duties assigned to the position.

##### Senior Marine Radio Officer

Ability to read, write and perform arithmetic calculations; four years of experience in radio communications operation and electronics maintenance and repair work, including two years aboard a sea-going vessel; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

License Requirement: All Marine Radio Officers shall have in their possession such valid FCC licenses and/or certificates as are required.

## Marine Superintendent Assistant

Class Specification – F.30: MANAGEMENT SERVICES  
Assistant Marine Superintendent – 8327

July, 1980

### Class Concept

Under general direction, the Assistant Marine Superintendent assists and advises the Marine Superintendent in matters of ship engineering, maintenance and repair, spare parts inventory, ship operations, shore base administration and logistics; establishes, implements and controls planned maintenance program for shipboard and shore facility equipment; assists the Marine Superintendent in establishing and controlling the annual operating budget; prepares specifications for vessel overhaul, repair, modification and upkeep periods, establishes and maintains liaison with shipyards, contractors, vendors and Regulatory Agencies as necessary for the operation of ships and shore base; prepares job orders for Marine Facilities Shop assistance to ships; assists Purchasing Agent by supplying complete product or service specification; manages the Marine Facilities shop through the Shop Supervisor, exercising cost and personnel controls; and assures proper maintenance of buildings and grounds. Incumbent may act as relief Chief Engineer and may act as Marine Superintendent in that person's absence.

### Minimum Qualifications

Management experience in engineering or ship-operating organization; maintenance of diesel engines experience; technical knowledge of ships and related equipment: maintenance, operation, overhaul; knowledgeable in budgeting and cost-control methods; working knowledge of U.S. Coast Guard and ABS rules on ship modifications, repair, and operations; experience as a shipboard engineering officer; ability to prepare specifications for shipyard overhauls and repairs. Hands-on experience in the overhaul of ships' machinery; able to carry out repairs, adjustments, of ship propulsion and auxiliary equipment, and to instruct others in procedures; and other knowledges and abilities essential to the successful performance of the duties assigned to the position.

License requirement: Valid U.S. Coast Guard license as Chief Engineer

## Mason Supervisor

Class Specifications – G.15: FACILITIES  
Mason Supervisor – 8177  
September, 1986

### Series Concept

Masons construct, maintain and repair concrete and other foundations for buildings, machinery and similar projects; build retaining walls; construct pavement and walks; lath, plaster and repair wells; cut, set

and repair stone, tile and marble, lay brick; cover roofs to make them waterproof with materials such as composition shingles or sheets, wood shingles or asphalt and gravel; and instruct or lead semi-skilled or unskilled assistants.

#### Class Concepts

##### Mason Supervisor

Under direction, incumbents supervise and coordinate the work of Assistant Supervisors, Lead Masons, and Masons. Incumbents typically make hiring selections among job applicants, insure that new and existing staff receive proper training; make daily work schedules and assignments; review work performed at various stages and upon completion; evaluate the performance of subordinate employees; recommend or initiate personnel actions such as promotions, transfers, and disciplinary measures; and maintain various work records including written and oral reports; prepare estimates of manhours, costs and materials required.

#### Minimum Qualifications

Applicants for positions in the Mason Series are expected to possess the skills, knowledge and abilities essential to the successful performance of the duties assigned to the position.

## Medical Illustrator Prn

Class Specifications – D.15: ARTS

Principal Medical Illustrator – 6121

August, 1976

#### Series Concept

Medical Illustrators perform or supervise the drawing or painting of plates and scratch boards for purposes of medical illustrations used in communications media such as publications, slides, film strips, exhibits or other visual instruction materials for classroom or lecture use; draw freehand or with instruments using common art media and techniques such as pencil, carbon dust, crayon, pen-and-ink, lettering, tempera, oils, wash or air brush; understand and apply the advantages and limitations of reproduction methods; and perform other related duties as required. Incumbents understand and use instruments and equipment such as but not limited to any of the following: camera, ISystemwideda, slit lamp, ophthalmoscope, gonioscope, cystoscope, laryngoscope, and scanning or translucent electronic microscope.

Incumbents typically prepare sketches and develop detailed and accurate illustrations on the basis of direct observation of surgery or autopsy; make detailed and accurate sketches from photographs, x-rays, and preserved specimens; and reduce complex ideas to simple explanatory diagrams or schematic concepts.

The series consists of three levels which are distinguished by (1) the level of supervision received, (2) the level of supervision exercised over others, and (3) the degree of complexity involved in the illustrations. Medical Illustrator positions are distinguished from Illustrator and Artist positions by the application of general medical knowledge to the subjects being illustrated.

## Class Concepts

### Principal Medical Illustrator

Under general direction, incumbents plan, direct and review the work of a group of illustrators and other visual aid personnel; organize and develop visual aid services; and make original contributions to methods of medical illustration.

Examples of assignments allocated to this level of difficulty and responsibility are:

Supervises Senior Medical and Medical Illustrators in the production of illustrations and provides solutions to the most difficult problems involving complex medical concepts and terminology.

Supervises the purchase, use, repair and maintenance of audio-visual and illustration equipment.

Performs the most difficult illustrative work utilizing a wide range of highly skilled illustrative techniques.

Alerts members of the staff to innovative or more economical illustrating techniques.

Plans and coordinates exhibitions or other display material at a medical center or public convention center.

Advises on the design and artistic representation of illustrations, 3-dimensional models, exhibits and films.

### Minimum Qualifications

#### Principal Medical Illustrator

Graduation from college with courses in medical illustration and five years of progressively difficult illustration experience; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

## Museum Scientist Principal

Class Specifications – I.25: MUSEUM AND LIBRARY SERVICES

Principal Museum Scientist – 9721

November, 1976

### Series Concept

Museum Scientists perform, supervise or manage the curatorial, preparatory and clerical work in general museums, research collection repositories, botanical gardens, art galleries, fine arts related collections, aquariums or similar areas with collections of natural, historical and anthropological material which is educational, scientific or aesthetic in purpose; and perform other related duties as required.

In the specific references to a complex museum or similar area within the class concepts which follow, these definitions will serve as guidelines: A complex museum or similar area is one which is multi-operational covering research performed by faculty, scholars and qualified students in many disciplines;

formalized teaching programs; publications; and public education programs. A general museum is one dealing with several or all fields. A research collection repository is one where materials or specimens, which have been the subject of past or current research, are stored.

The examples cited in the Class Concepts are illustrative and do not preclude allocation to the series of positions in museums not described within the disciplines given as examples.

## Class Concepts

### Principal Museum Scientist

Under general direction, incumbents are assigned responsibility for the administration of complex general museums, research collection repositories, botanical gardens, art galleries, aquariums, fine arts related collections, or similar areas; participate with the curators, faculty or scientific community in formulating policy; and generally supervise at least one Senior Museum Scientist.

In a complex general museum or similar area, Principal Museum Scientists coordinate the activities of the curatorial and technical staff in accessioning and cataloguing, collections organization, inventory and conservation/preservation programs, and administrative support activities; establish priority of work assignments for curatorial and technical staff, and supervise the preservation and restoration projects; direct library research relating to collections material; and supervise the training and instruction of museum employees.

Additionally, Principal Museum Scientists represent the Museum Director and the University in negotiating with donors, and independently examine and accept donations on behalf of the museum; consult with the Director as necessary on matters involving the formulation of museum policy; assist in the planning and compilation of budgetary data, and make recommendations to the Director for purchasing or collecting to meet the museum's needs; conduct studies and prepare reports on all aspects of the museum's operations; and serve as consultants to other professional museum personnel on problems and projects requiring an extensive background in museology and a detailed knowledge of museum administration and organization.

Incumbents also work directly with curators, faculty, scholars and qualified students in planning and designing research and study projects to be carried out using museum facilities; work directly with field collectors in establishing types of specimens available for the museum's collections; and prepare research outlines and maintain research bibliographies.

In a research collection repository, incumbents coordinate the administrative aspects of instructional, research and public service activities of a scientifically significant research collection of materials or artifacts; make independent decisions in implementing administrative policy; are assigned considerable fiscal responsibility; and establish professional contacts with other institutions and scientists, correspond and exchange data, attend meetings, and otherwise seek the exchange of scientific information.

In addition, incumbents may organize and conduct field parties or oceanographic expeditions, supervise the research as well as other scientific aspects of the work, gather scientific papers, select personnel, secure support, and make necessary contacts with officials of other Jurisdictions; and supervise the assembly and dissemination of data resulting from research done upon the collection for which responsible.

Principal Museum Scientist positions are distinguished from Senior Museum Scientist positions In that in addition to performing the duties of a Senior Museum Scientist, incumbents are assigned responsibility for the administration of complex general museums, research collection repositories, or similar areas;

typically supervise at least one Senior Museum Scientist; and participate with the curators, faculty or scientific community in formulating policy.

#### Minimum Qualifications

##### Principal Museum Scientist

Graduation from college with specialization in the discipline involved and six years of experience in curatorial work, including two years in a supervisory capacity; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

## Musician

Class Specifications – D.15: ARTS

Principal Musician – 6191

Senior Musician – 6192

Musician – 6193

October, 1990

#### Series Concept

Musicians provide accompaniment in instructional settings for music, dance, and choreography classes, musical productions, dance functions, and/or non-professional choral groups. Incumbents typically sight read and play standard written musical scores; accompanying a public performances; may play one or more musical instruments; may compose, transpose, arrange, and may select and prepare recorded accompaniment; may maintain musical scores, instruments, musical equipment, musical libraries, tape and recording files.

#### Class Concepts

##### Principal Musician

Under general direction, incumbents perform the most difficult and creative accompanist duties. Incumbents typically collaborate and/or consult with faculty and artistic directors on their projects and productions, determine the musical needs for productions and act as a departmental musical expert. Incumbents may play several musical instruments; accompanying may be done in the instructional setting where incumbents assist faculty by providing the musical fabric that demonstrates the concept being taught. Incumbents may routinely improvise music for classes and choreographic studies and perform with frequency as accompanist in public performances. Principal Musicians are distinguished from Senior Musicians in that they may routinely sightread the most difficult and complex scores; transpose and arrange musical scores; direct one or more musicians; compile or compose original material as required and improvise accompaniment on a variety of instruments; may organize the musical library, tapes and recordings; direct the purchase of musical instruments and are responsible for the care of musical instruments and audio equipment. Incumbents may modify, design, or arrange the custom preparation of new or existing musical instruments such as percussion, piano, electronic, and computer instruments where elements are added to produce a different sound.

##### Senior Musician



Under direction, incumbents typically accompany groups by improvising music for dance, choreography, and choral functions. Incumbents compose, arrange and transpose musical scores as required; may direct one or more Musicians and may maintain musical scores, instruments, equipment and recordings. The Senior Musician class is distinguished from the Musician class in that incumbents have responsibility for improvising, composing, transposing and arranging musical scores in addition to playing one or more musical instruments. Incumbents also may assist in directing musical productions.

#### Musician

Under direction, incumbents play one or more instruments and perform assigned accompanist duties as outlined in the Series Concept.

#### Minimum Qualifications

All classification incumbents must possess a credential from a school of music. Principal Musicians must have experience at the Senior Musician level or its equivalent and Senior Musicians must have experience at the Musician level. Incumbents at each level must possess the skills and abilities necessary for the successful completion of duties assigned to the position.

## Nurse Interim Permittee

Class Specifications – H.35: ALL NURSES  
Nurse Interim Permittee – 9120  
December, 1981

#### Series Concept

Same as class concepts.

#### Class Concepts

Under supervision of a Registered Nurse, incumbents perform both professional and limited professional nursing functions; and perform other duties as required.

This class is intended solely for individuals who have received an interim permit from the Board of Registered Nursing to practice nursing, functions in accordance with Board Rules and Regulations, and in accordance with the California Business and Professions Code. Appointment to the class is typically made on a temporary basis for the duration of the interim permit.

#### Minimum Qualifications

Applicants for positions included in the Nurse Interim Permittee class are expected to possess an interim permit issued by the Board of Registered Nursing; and possess the skills, knowledge, and abilities essential to the successful performance of the duties assigned to the position.

Note: Specific qualification requirements are approved for positions by the Personnel Manager in accordance with the provisions of Staff Personnel policies 210.8 and 210.9.

# Office Machine Technician

Class Specifications – F.10: INFORMATION TECHNOLOGY SERVICES

Office Machine Technician III – 8632

Office Machine Technician II – 8633

Office Machine Technician I – 8634

June, 1983

## Series Concept

Office Machine Technicians maintain, repair, and rebuild mechanical, electrical, and electronic office equipment such as typewriters, calculators, embossers, dictation equipment, addressing and folding machines, time stampers and related equipment.

Incidental to the main functions of repair and maintenance, incumbents may also maintain parts and supplies inventories; instruct equipment users in proper operation or in such simple maintenance tasks as cleaning, oiling, and minor adjustment; take service calls and establish work priorities; keep records; estimate repair costs; and train lower-level technicians.

The Office Machine Technician series consists of three levels: sub journey, full journey and lead worker/supervisor. The levels are distinguished by the breadth of repairs performed, the closeness of technical supervision received, and by the responsibility for supervising others.

## Class Concepts

### Office Machine Technician III

Under general administrative supervision, incumbents perform the work of an Office Machine Technician II and supervise the work of other technicians.

Incumbents typically perform the most difficult repair and maintenance tasks; select, train and evaluate personnel, inspect and evaluate finished work, and establish work schedules and priorities.

### Office Machine Technician II

Under general supervision, incumbents perform the full range of duties outlined in the Series Concept.

This is the fully-qualified technician level. Working from schematics, diagrams, or blueprints, incumbents typically inspect, maintain, diagnose, repair, and rebuild any type of standard office machine. Incumbents may be assigned to train lower-level technicians.

### Office Machine Technician I

Under supervision, incumbents typically (a) maintain and repair a selected and limited variety of equipment; (b) perform maintenance and repair duties that are limited in difficulty; or (c) repair and service a wide variety of office machines, developing the skills needed for full operational assignment.

Assignments may be permanently limited to duties at this level, as in (a) and (b) above, or may be structured to develop the skills that would permit reassignment to full journey level responsibilities, as in (c) above.

#### Minimum Qualifications

Applicants for positions in the Office Machine Technician series are expected to possess the skills, knowledge, and abilities essential to the successful performance of the duties assigned to the positions.

Note: Specific qualification requirements are approved for positions by the Personnel Manager in accordance with the provisions of Staff Personnel Policies 210.8 and 210.9.

## Officer

Class Specifications – G.45: MARINE TRADES

First Officer – 8342

Second Officer – 8343

Third Officer – 8344

September, 1981

#### Series Concept

Incumbents perform ship officer duties aboard a seagoing vessel engaged in oceanographic research; and perform other related duties as required.

#### Class Concept

##### First Officer

Under direction, incumbents serve as first mates supervising deck and crewmember activities aboard a seagoing vessel engaged in oceanographic research.

At sea, incumbents typically direct crewmembers in preparing a smooth chart of cruise, locating hydrographic stations and bathythermograph positions; in preparing weather reports; and in notifying scientific personnel of the location and time of arrival at stations. Incumbents take charge of the forecandle in mooring and weighing anchor; direct the crew in the event of fire, and in the operation of technical equipment such as Loran, Radar and Fathometers; may act as deck officer or navigator; and may supervise Second Officers or crewmembers.

In port, incumbents direct the deck force; assign the crew to stations, and to maintenance duties; prepare the watch lists; and stand security watch when required.

##### Second Officer

Under general supervision, incumbents serve as second mates aboard a seagoing vessel engaged in oceanographic research; are assigned responsibilities as second assistants for supervising deck and crewmember activities under the general supervision of the First Officer; or may act as first mates aboard smaller seagoing vessels of approximately 100 gross tons displacement.

Incumbents typically stand watch on bridge as officer of the day; supervise and train crewmembers for activities such as wire and rope splicing, hull upkeep, maintenance of running and standing rigging, and the hoisting and lowering of small boats; assist in preparing a smooth chart of course; stand security watch; may act as deck officer or navigator; and may supervise oilers.

### Third Officer

Under general supervision, incumbents serve as deck officers aboard a seagoing vessel engaged in oceanographic research. On larger seagoing vessels, incumbents serve as additional officers to supervise and to serve as officer of the watch.

Incumbents typically supervise crewmembers, and the maintenance, operation and handling of ships' boats; serve as deck officers; stand security watch; and perform skilled deck duties in general shipboard procedure as required.

Incumbents may function as medical assistants by performing and administering first aid to the crew and scientific party and advising the Captain in all cases of injured or ill crew or scientific personnel.

### Minimum Qualifications

Applicants for positions in the Officer series are expected to possess the licenses, skills, knowledges, and abilities essential to the successful performance of the duties assigned to the positions.

Note: Specific qualification requirements are approved for positions by the Personnel Manager in accordance with the provisions of Staff Personnel Policies 210.8 and 210.9.

For Medical Assistant assignments only, incumbents must possess the legal requirements for the practice of medicine or have independent duty emergency experience such as a para-medical.

## Optometrist

Class Specifications – H.85: OPTOMETRISTS  
Senior Optometrist – 9192  
Optometrist – 9193

March, 1980

### Series Concept

Optometrists examine eyes and vision in connection with health examinations, general eye examinations, or research; perform teaching and training functions; and perform other duties as required. The series consists of two levels. Senior Optometrist is the lead/advanced operational level and Optometrist is the operational level.

### Class Concepts

Senior Optometrist

Under direction incumbents perform teaching and training functions involving instruction of residents and staff in clinical procedures; engage in research of an applied nature on an individual and collaborative basis; use advanced knowledge and skill in applying optometry to the diseased or abnormal eye; may direct the work of other Optometrists; and may in addition perform Optometrist duties as necessary.

#### Optometrist

Under direction incumbents perform eye examinations or screening tests for the purpose of determining vision problems, eye defects, or other abnormalities; record history and clinical findings; diagnose and prescribe treatment as necessary to preserve or restore maximum efficiency of vision; and perform tests in research development of ophthalmic instruments and clinical procedures .

#### Minimum Qualifications

##### Senior Optometrist

Possession of a license issued by the California State Board of Optometry to practice optometry; two years of related optometric experience; or an equivalent combination of education and experience; and skills, knowledges and abilities essential to the successful performance of the duties assigned to the position.

#### Optometrist

Possession of a license issued by the California State Board of Optometry to practice optometry; and skills, knowledges and abilities essential to the successful performance of the duties assigned to the position.

## Painter Supervisor

Class Specifications – G.15: FACILITIES  
Painting Supervisor – 8104

June, 1992

#### Series Concept

Painters apply coats of paint, varnish, stains, enamel or lacquer to decorate and protect interior or exterior surfaces, trimmings and fixtures of buildings and other related structures; smooth surfaces using sandpaper, brushes or steel wool and remove old paint using paint remover, scrapers or wire brushes to prepare surfaces for painting; fill nail holes, cracks and joints with putty, plaster or other filler; select premixed paints or prepare paints to match specified colors by mixing portions of pigment, oil and thinning and drying substances; paint surfaces using brushes, spray guns or rollers; design, layout, engrave lettering and graphics using automated and manual sign making equipment to make signs and related items for application on surfaces such as metal, wood, glass, oil cloth, poster board, directories and vehicles. May cover interior walls and ceiling of offices and related facilities with decorative wall paper or fabrics; and instruct or lead semi-skilled or unskilled assistants.

#### Class Concepts

##### Painting Supervisor

Under direction, incumbents supervise and coordinate the work of Assistant Supervisors, Lead Painters, and Painters. Incumbents typically make hiring selections among job applicants, insure that new and existing staff receive proper training; make daily work schedules and assignments; review work performed at various stages and upon completion; evaluate the performance of subordinate employees; recommend or initiate personnel actions such as promotions, transfers, and disciplinary measures; and maintain various work records including written and oral reports; prepare estimates of workhours, costs and materials required.

#### Minimum Qualifications

Applicants for positions in the Painter Series are expected to possess the skills, knowledge and abilities essential to the successful performance of the duties assigned to the position.

Positions allocated to the Supervisory titles must meet the criteria for supervision as defined in the Supplemental Guidelines for Supervisory classes (SAM 12).

NOTE: Where applicable, specific qualification requirements are approved by the Personnel Manager in accordance with the provision of Staff Personnel Policies 210.8 and 210.9.

## Parking Representative Supervisor

Class Specifications – J.15: PARKING AND GUARDS SERVICES

Principal Parking Supervisor – 5330

Senior Parking Supervisor – 5331

September, 1975

#### Series Concept

Parking Representatives perform or supervise a variety of operations involved in the physical use of University vehicle parking facilities at a campus or hospital location; and perform other related duties as required.

Incumbents typically serve and assist students, faculty, staff, patients and visitors in maintaining compliance with parking rules and regulations; determine validity of permits or, in their absence, issue whatever permits are applicable; sell variable rate tickets and collect fees; collect monies from meters and ticket dispensing equipment; maintain equipment; may assist in traffic direction; and may operate remote communication equipment from kiosks and/or University vehicles. In the enforcement of campus or hospital parking regulations, incumbents patrol assigned areas and issue parking violation citations for illegal parking; issue warnings to permit holders parked in violation of parking regulations; maintain a current list of permits reported lost or stolen; may appear in court to give testimony relative to citations they have issued; and, when necessary, assist campus or hospital police in clearing traffic hazards.

Parking Representatives must articulate directional information to visitors; must possess a thorough knowledge of all campus or hospital streets, buildings and department locations; must be familiar with special activities, events, and related campus locations; must be completely familiar with all available parking areas on a campus or hospital area; must possess knowledge of the several parking permits and the location of each area they represent; and must have a thorough knowledge of the various parking instructions and exceptions as they apply to faculty, staff, students, patients and visitors.

In the specific references to a large and intricate campus or hospital parking system, or a small and simpler system, within the Class Concepts which follow, the subsequent definitions will serve as guidelines: A large parking system will contain at least 30 lots or structures with at least 5,000 parking spaces. The intricacy of a system can be measured by the complexity of permits used and the method by which users are assigned. A complex system may have different permits for each quarter of the academic year. The permits for faculty, students, staff, patients, and visitors are different. There are additional special permits such as loading zone permits, special privilege cards, and I.D. cards for special events. Admittance to lots can be by several methods such as keys or cards; conference permits; sticker permits; guest permits provided by a department, or by Parking (and recharged); ticket dispensers; token devices; or meters. The method by which users are assigned is made more complex through the use of any lot by combinations of faculty and staff members, visitors, patients, students, etc. requiring knowledge by Parking Representatives of several permits within one lot or structure. These examples are in contrast to a smaller or simpler system which may have separate lots for faculty, staff, etc., or which issues only one permit per customer per year.

The Parking Supervisor positions are distinguished from parking-related positions in the Management Services Officer series in that Parking Supervisor positions are responsible for daily parking operations as described in the Class Concepts, while Management Services Officer positions are responsible for managerial functions such as long-range planning, and the total coordination between internal and external functions, such as dealing with architects and committees in planning new structures or revising existing parking systems.

## Class Concepts

### Principal Parking Supervisor

Under direction, incumbents coordinate the physical use of parking facilities for a large and complex parking system having more than 30 full-time- equivalent Parking Representatives and Parking Assistants; or are assigned responsibility for accommodations of at least 10,000 parking spaces; or are in charge of a University hospital or campus parking department and are assigned responsibility for the internal management and control for a parking system having 15 or more full-time-equivalent employees.

As coordinators of the physical use of parking facilities, incumbents schedule adequate staffing for a shift for a large and complex parking system; order and allocate the daily sales tickets for a full shift, and may be assigned responsibility for reconciliation of tickets and monies; Serve as liaisons with the internal staff in coordinating daily sales with permit insurance, personnel policies, cashiering procedures, and interpretation of policies and procedures; handle extremely difficult complaints and public relations problems; recommend changes in the parking system or facilities; supervise the collection of monies from meters and ticket dispensing equipment; insure that all mechanical equipment is in proper working order; and may supervise the enforcement of parking regulations and the issuance of parking violation citations.

As incumbents in charge of a University hospital or campus parking department, Principal Parking Supervisors assign, direct and review the work of at least 15 Parking Representatives and clerical/administrative employees; recommend policies and procedures for the use of parking facilities; control and issue parking permits for campus parking facilities; including enforcement of parking regulations; plan and implement special parking arrangements; and prepare budgets, surveys and reports.

### Senior Parking Supervisor

Under direction, incumbents coordinate the physical use of parking facilities for a large parking system having more than 15 full-time-equivalent Parking Representatives and Parking Assistants; or assist a Principal Parking Supervisor in the overall supervision of a very large and complex campus parking

system; or are assigned responsibility for a campus parking department and the internal management and control for a parking system having 8 or more full-time-equivalent employees.

As coordinators of the physical use of parking facilities, incumbents schedule adequate staffing for a shift for a large parking system; serve as liaisons with the internal staff in coordinating daily sales with permit insurance, personnel policies, cashiering procedures, and interpretation of policies and procedures; provide training and orientation for employees on the shift; assist in the planning and implementation of new or revised phases of parking operations; handle extremely difficult complaints and public relations problems; supervise the collection of monies from meters and ticket dispensing equipment; insure that all mechanical equipment is in proper working order; and may supervise the enforcement of parking regulations and the issuance of parking violation citations.

As incumbents in charge of a University hospital or campus parking department, Senior Parking Supervisors assign, direct and review the work of at least 8 Parking Representatives and clerical/administrative employees; recommend policies and procedures for the use of parking facilities; control and issue parking permits for campus parking facilities, including enforcement of parking regulations; plan and implement special parking arrangements; and prepare budgets, surveys and reports.

#### Minimum Qualifications

##### Principal Parking Supervisor

Ability to read, write, perform mathematical calculations, follow oral and written instructions, and five years of experience in parking operations, including at least two years in a supervisory capacity; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

##### Senior Parking Supervisor

Ability to read, write, perform mathematical calculations, follow oral and written instructions, and four years of experience in parking operations, including at least one year in a supervisory capacity; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

## Patent Advisor

Class Specifications – F.25: LEGAL SERVICES

Patent Advisor III – 7571

Patent Advisor II – 7572

Patent Advisor I – 7573

August, 1981

#### Series Concept

Patent Advisors perform patent and/or intellectual property licensing work in an assigned functional area that require a sound knowledge of a physical science, biological science of engineering; and perform other related duties as required.

Incumbents continuously monitor assigned areas of research and development; identify individual inventions, analyze and evaluate the Patentable and/or licensing stature of the identified invention or



other property; evaluate records of inventions, prepare invention and/or licensing summaries, and make initial recommendations regarding appropriate patent or licensing actions; review the contents of technical reports, papers and engineering drawings proposed for publication, decide whether proposed actions would have any substantially adverse effects upon filing and/or licensing options, and, if so, initiate discussions with the authors to determine whether publication should be withheld or abridged; and maintain current knowledge of technical advances at the national and international levels; keep abreast in depth of relevant laws, rules and regulations respecting inventions and their patenting and/or licensing in the United States and selected foreign countries.

Incumbents may in special situations be required to write full patent applications including definitive claims, to consider the impact of formal action taken upon the patent applications, and to develop and provide technical bases and data for reviewing their formal rejections or objections.

The Patent Advisor series consists of three levels with the distinction between levels based on the scope and complexity of functions, the degree of delegated decision-making authority for interpreting and implementing University policies and the degree of supervision exercised.

### Class Concepts

#### Patent Advisor III

Under direction incumbents perform highly specialized patent and/or intellectual property licensing work that requires advance knowledge of a physical sciences' biological science or engineering. Assignments at this level regularly extend into technological disciplines remote from the incumbent's original academic training and include cases of maximum technological, patent, and/or licensing complexity. Incumbents in addition to performing the range of duties outlined in the series concept may direct the work of lower level Patent Advisors.

#### Patent Advisor II

Under general supervision incumbents perform patent and/or intellectual property licensing work of more than average difficulty that requires a comprehensive knowledge of a physical science, biological science or engineering. Assignments at this level are usually related to the incumbent's academic training. Incumbents typically prepare and prosecute patent applications and/or negotiate license agreements; evaluate sponsor obligations and alleged private off-the-job inventions of employees and recommend formal disposition of titular rights. Incumbents may advise on University policy and may perform investigatory work in connection with potential and alleged patent infringements. Incumbents in addition to performing the range of duties outlined in the series concept may provide guidance and assistance to lower level Patent Advisors.

#### Patent Advisor I

Under supervision incumbents perform the range of duties outlined in the series concept.

### Minimum Qualifications

Applicants for positions in the Patent Advisor series are expected to possess the skills, knowledges, and abilities essential to the successful performance of the duties assigned to the positions.

Note: Specific qualification requirements are approved for positions by the Personnel Manager in accordance with the provisions of Staff Personnel Policies 270.8 and 210.9.

# Patient Biller V / IV - Supervisor

Class Specifications – H.45: MEDICAL ADMINISTRATIVE AND AUX SERVICES

Patient Biller V – 4660

Patient Biller IV – Supervisor – 4661

June, 1992

## Series Concept

Patient Billers are responsible for initial billing procedures for patient care and for subsequent actions required to assure correct, expeditious payment of bills and perform other related duties as assigned.

Incumbents apply a complete knowledge of private insurance, government programs, and uninsured patient billing procedures, as well as a knowledge of University procedures, such procedures being complex and subject to frequent revision. Billers maintain and use rate manuals and computer-generated data in initiating correct billing procedures; follow-up by telephone, personal inquiry, or statement to the proper source; review all accounts monthly; interpret carrier payments; verify accuracy of payments using knowledge of disallowances and percentage payments; and make corrections as necessary.

## Class Concepts

### Patient Biller V

Under general supervision, incumbents supervise Patient Billers in assigned unit; monitor and adjust workload; develop procedures; review and interpret regulations and their impact on current systems; adapt systems to meet those needs; and act as technical resource to staff.

### Patient Biller IV

Under general supervision, incumbents gather service-based data and act as liaison to corresponding department representatives; act as a resource to staff; review and resolve problem/more complex accounts requiring a broad-based knowledge of all payor requirements; compile production reports and perform Patient Biller III duties. Incumbents may assume lead responsibility for lower level Patient Billers and supervisor's duties in his/her absence OR may supervise large groups of Level I and II Billers as a primary function.

The Patient Biller series specifically recognizes supervisory responsibility in two of its five levels (IV-V). Positions allocated to the supervisory titles in this series must meet the criteria for supervision as defined in the Supplemental Guidelines for Supervisory Classes (SAM 12).

# Personnel Analyst

Class Specifications – F.40: HUMAN RESOURCES

Principal Personnel Analyst II – 0751

Principal Personnel Analyst I – 7661

Senior Personnel Analyst – 7662

Personnel Analyst – 7663  
Assistant Personnel Analyst – 7664

March, 1973

Series Concept

Personnel Analysts conduct or supervise responsible and complex personnel analysis requiring a knowledge of over-all University personnel policy, procedures, and goals as well as a thorough knowledge of the campus personnel program; and perform other related duties as required.

Incumbents act as the campus Personnel Office representatives for a number of departments; provide staff assistance to the Personnel Manager; review and allocate continuing and new positions to the appropriate class within established classification standards; develop classification standards for new classes and review appropriateness of standards for existing classes; conduct surveys regarding pay data, employment practices, and policies; develop salary and policy recommendations; project salary range adjustment needs; advise departmental administrators on actions involving promotion, demotion, transfer and other personnel actions; review requests for exceptions to personnel policies; advise departmental administrators on organization in regards to staffing, work distribution, work methods, and related matters; and represent the Personnel Office to employees, employee organizations, and other groups.

The Personnel Analyst is expected to have a broad knowledge of, and be able to apply the doctrines, theories, and practices within the field of personnel analysis and administration.

Class Concepts

Principal Personnel Analyst II and I

Incumbents are responsible for supervising or performing the highest level of personnel analysis. Positions are allocated to these levels by the Chancellor or Vice President on the basis of internal comparison with Staff Officer I and II classes and the nature and scope of responsibilities, the role of the position in the over-all management function, and the specialized requirements of the work.

Senior Personnel Analyst

Incumbents (a) have responsibility for a large group of campus departments and supervise other Personnel Analysts, or (b) have continuing campus-wide responsibility for one or more of the functional areas of the personnel program such as salary administration, employee relations, management development, and training, and usually supervise other professional employees, or (c) conduct responsible and complex analysis of personnel rules, policies, classification standards, salary ranges and other areas on a University-wide basis. Personnel analysis duties are performed under minimal supervision and work is reviewed in terms of meeting specific goals and objectives.

Typically at this level, incumbents develop and recommend new campus-wide or University-wide personnel programs, policies, and procedures; review the needs of the campus and University, and make recommendations for changes in the Personnel program; provide advice and assistance to other Personnel Analysts on the more difficult problems; represent the Personnel Office in discussion with outside organizations and agencies; and supervise the work of other Personnel Analysts.

Personnel Analyst

Incumbents perform responsible and complex professional personnel analysis with only general supervision. The majority of personnel analysis duties in a campus Personnel office are performed at this level.

Typically at this level, incumbents review and allocate continuing and new positions to the appropriate class; develop classification standards for new classes and review appropriateness of standards for existing classes; conduct surveys regarding pay data, employment practices and policies; develop salary and policy recommendations; advise departmental administrators on action involving promotion, demotion, transfer, and other personnel actions; review requests for exceptions to personnel policies and make recommendations; and provide advice to departmental administrators in a variety of personnel areas.

#### Assistant Personnel Analyst

Incumbents perform personnel analysis under the supervision of higher level Personnel Analyst. Assignments may be more limited than those at the Personnel Analyst level, but the primary distinction is the degree of independence with which the incumbent performs a wide variety of personnel analysis functions.

#### Minimum Qualifications

##### Principal Personnel Analyst II

Graduation from college with a major in business administration, public administration, industrial psychology, or an allied field, and seven years of experience in personnel analysis or administration; or an equivalent combination of education and experience.

##### Principal Personnel Analyst I

Graduation from college with a major in business administration, public administration, industrial psychology, or an allied field, and six years of experience in personnel analysis or administration; or an equivalent combination of education and experience.

##### Senior Personnel Analyst

Graduation from college with a major in business administration, public administration, industrial psychology, or an allied field, and four years of experience in personnel analysis or administration; or an equivalent combination of education and experience.

##### Personnel Analyst

Graduation from college with a major in business administration, public administration, industrial psychology, or an allied field, and two years of experience in personnel analysis or administration; or an equivalent combination of education and experience.

##### Assistant Personnel Analyst

Graduation from college with a major in business administration, public administration, industrial psychology, or an allied field; or an equivalent combination of education and experience.

Note: A Master's degree in business administration, public administration, industrial psychology, or an allied field, may be substituted for one year of the required experience.

## Pest Control Supervisor

Class Specifications – G.15: FACILITIES  
Pest Control Supervisor – 8085

July, 1974

### Series Concept

Pest Control Operators identify and eradicate noxious animals, insects, plant diseases, and weed conditions for campus grounds and buildings; and perform other related duties as required.

### Class Concepts

#### Pest Control Supervisor

Under direction, incumbents plan, organize and supervise the work of three or more Pest Control Operators or laborers engaged in a pest control program for a campus; instruct and train pest control personnel in the use of equipment and chemicals, work methods, and new procedures and techniques; may instruct other University personnel in sanitation and basic pest control methods; and assist Pest Control Operators and laborers in the performance of their duties as necessary.

Incumbents ensure that sprays and poisons are properly applied; inspect campus buildings for evidence of infestation by a wide variety of noxious insects; determine the most practical and effective method of eradication where special methods must be used to avoid danger to humans, research experiments in progress, or valuable items such as rare books or musical instruments; maintain safety precautions in the fumigation of rooms and buildings; determine extent of damage of termite infestation and take appropriate action; appraise the effectiveness of pest control measures on the campus; estimate need and order appropriate chemicals and equipment; and prepare, apply and store chemicals and maintain all pest control equipment.

### Minimum Qualifications

#### Pest Control Supervisor

Ability to read, write and perform basic arithmetic calculations; three years of experience in pest control work including two years as a licensed operator or field representative (must be licensed in at least two branches of pest control work by the State of California at the Operator level); and knowledges and abilities essential to the successful performance of the duties assigned to the position.

## Pharmacist Specialist / Chief

Class Specifications – H.50: ALL PHARMACISTS  
Chief, Pharmaceutical Services – 0781  
Associate Chief, Pharmaceutical Services – 0782

Assistant Chief, Pharmaceutical Services – 0783  
Pharmacist Specialist – 0784

June 1, 1996

Pharmacists provide the full range of distributive, clinical, consultative, research, and/or administrative pharmaceutical services in a University/Medical Center setting.

Incumbents typically select, compound, purchase, dispense, and/or preserve drugs, medicines, and other therapeutic agents; serve as members and consultants on treatments or diagnostic teams; disseminate drug information to staff members and interested community groups, as appropriate; participate in educational programs; may participate in hospital research projects or perform pharmaceutical research; and may supervise or administer pharmacy activities.

#### A&PS Benchmark Level

The A&PS benchmark level is Staff Pharmacist II. Incumbents primarily perform the full range of operational drug distribution involved in compounding and dispensing drugs in a centralized or satellite inpatient area or an outpatient (retail) pharmacy. Incumbents evaluate the appropriateness of medication orders and prescriptions based on known patient and drug variables. Incumbents may compound and dispense all drug dosage forms of medication and parenteral nutrition, and maintain all aspects of a controlled drug system. Incumbents direct the work of pharmacy technicians and review work products. To a lesser degree, incumbents may be assigned to patient care areas where they transmit medication orders to the pharmacy distribution center, monitor patients' drug therapy, disseminate drug information, precept professional students and/or residents, and educate patients about their medications to improve compliance and therapeutic success.

Journey or Fully Operational Level in Series: The fully operational level is Staff Pharmacist II.

Certification or Licensure Requirements: State Licensure.

## Placement Interviewer

Class Specifications – A.25: CAREER SERVICES

Placement Office Manager (4210)

Principal Placement Interviewer (4211)

Senior Placement Interviewer (4212)

Placement Interviewer (4213)

Assistant Placement Interviewer (4214)

March, 1973

#### Series Concept

The Placement Interviewer performs or administers the activities of the student and alumni placement program and services and performs other related duties as required.

Incumbents are primarily involved in professional career planning for Students and alumni that focuses on both short-range employment needs and long-range career objectives. It entails a continuity of service relationships with students throughout their academic and working careers. Although employers and

institutions make use of the placement programs as a recruitment source, the programs exist to serve the employment needs and objectives of students and alumni.

Incumbents interview applicants and determine and evaluate their education, training, experience, skills and aptitudes; assist in reaching decisions that relate employment opportunities to academic goals and objectives; provide applicants with information about employment and training opportunities and employer and institutional requirements; refer applicants to employer and institutional representatives; interview employer and institutional representatives and solicit job openings and training opportunities; advise employer and institutional representatives of applicants' abilities and potentialities; coordinate and publicize on-campus recruiting visits of employer and institutional representatives; develop and maintain contacts with faculty members and employer and institutional representatives; keep abreast of labor market trends, new developments in occupations, and manpower needs; and represent the placement program at meetings and conferences.

In the normal course of work, incumbents may interview persons who have serious financial, academic, emotional, and personal problems, determine the possible need for advice and counseling, and refer them to other student service agencies for professional counseling, medical care, financial aid, legal information, or for other services.

### Class Concepts

#### Placement Office Manager

Under direction, the Placement Office Manager plans, organizes, and directs a placement program for a campus, including the supervision of Placement interviewers. The scope of the program is such that the full range is provided to undergraduate students, graduate students, and alumni, in all occupational fields represented on the campus. Work is reviewed in terms of meeting the goals and objectives of the placement program. Incumbents typically recommend placement policies and establish or modify procedures; prepare and present budget requests; select staff members; make assignments to staff members and evaluate performance; encourage the professional development of staff; and represent the placement program in on-campus and off-campus meetings and conferences.

#### Principal Placement Interviewer

Under direction, the Principal Placement Interviewer assists in the administration and/or supervision of the professional and support staff of a large placement program for a campus. As the head of a major function, there is supervision over several Placement Interviewers. This class may also be used for the head of a campus placement program. Incumbents typically perform administrative and/or supervisory duties as the principal assistant to the Placement Office Manager or as the supervisor of a major function or segment of a placement office staff; assist in the establishment of office policies and procedures; assist in selection and training of staff members; make work assignments to staff members and evaluate performance; represent the placement program in on-campus and off-campus meetings and conferences; and may perform the most difficult placement activities for a selected clientele.

#### Senior Placement Interviewer

Under minimal supervision, the Senior Placement Interviewer performs the most difficult and complex professional placement activities. Work is periodically reviewed in terms of meeting specific goals and objectives. This class may also be used for the head of a campus placement program. Incumbents typically are assigned a client group at a career level or advanced degree level in a related body of academic disciplines; interview and assist clients in reaching career decisions over a period of years, upon initial employment and subsequent employment changes; develop placement opportunities for

clients in occupations with limited openings or for clients with limiting qualifications; develop and maintain faculty and employer contacts in order to expand placement opportunities and services; develop knowledge of changing manpower needs and occupational requirements; and may train or assist in supervision of other Placement Interviewers.

#### Placement Interviewer

Under general supervision, the Placement Interviewer performs difficult and complex professional placement activities. Incumbents establish their own procedures within broad policies and guides, with work periodically reviewed in terms of overall efforts. This is the full operational level in the series with incumbents performing those duties as outlined in the Series Concepts. Assignments at this level may focus on the short-range employment needs of undergraduate students, with only limited substantive involvement in career planning activities.

#### Assistant Placement Interviewer

Under supervision of a higher level Placement Interviewer, the Assistant Placement Interviewer performs professional placement activities. Assignments are more limited than those at the higher level, with the primary distinction being the degree of supervision exercised over the position.

### Minimum Qualifications

#### Placement Office Manager

Graduation from college and *five* years of increasingly responsible placement experience, including *one* year in an administrative capacity; or an equivalent combination of education and experience.

#### Principal Placement Interviewer

Graduation from college and *four* years of increasingly responsible placement experience; or an equivalent combination of education and experience.

#### Senior Placement Interviewer

Graduation from college and *three* years of recruitment, selection, or placement experience; or an equivalent combination of education and experience.

#### Placement Interviewer

Graduation from college and *one* year of recruitment, selection, or placement experience; or an equivalent combination of education and experience.

#### Assistant Placement Interviewer

Graduation from college; or an equivalent combination of education and experience.



# Planner

Class Specifications – E.10: ARCHITECTURE AND PLANNING

Principal Planner – 6966

Senior Planner – 6967

Associate Planner – 6968

Assistant Planner – 6969

March, 1973

## Series Concept

Planners conduct and coordinate the physical planning and development of University property and its environs; represent and promote the University's interests with outside agencies; and perform other related duties as required.

Incumbents typically review physical planning for the campus and its environs including land use distribution, circulation, parking, and arrangements of buildings and open spaces; review proposals and changes in officially proposed or adopted environs plans and assist in preparing pertinent official University responses; represent the University and promote the University's interest with local and regional governing bodies, planning commissions, and citizens' groups; conduct surveys, maintain basic data, prepare reports, drawings, and displays relating to campus and environs development; define and suggest policies, principles, and standards relating to planning and development of campus environs; work with government agencies to develop land use and design control methods for campus environs; maintain surveillance over annexation and incorporation policies and proceedings affecting campus environs; assist in the formulation of corporate or administrative means for planning and developing housing, commercial and industrial uses and other normally private functions in relation to the campus; advise campus planning committees and campus and University-wide administrative officers on planning matters; prepare and/or review changes in long range development plans; and prepare and/or review site selection studies and site development programs, projects and presentations.

## Class Concepts

### Principal Planner

Under general direction, incumbents assist the Campus Architect and campus and/or University-wide administrative officers in planning, organizing, supervising and/or performing the work of the professional planning staff engaged in the physical and community planning function; have primary responsibility for representing the University to local, regional, and area governing bodies and planning commissions or boards; perform the most difficult professional work in the development, revision, refinement and/or amplification of long range development plans; and act as technical experts in campus planning and community planning problems relating to the University, at either the campus or University-wide levels of administration. Principal level assignments typically include responsibility for the supervision of Associate or Assistant Planners and/or Associate or Assistant Landscape Architects. Non-supervisory assignments at the principal level are reserved for specialists who are widely recognized and consulted by University staff members for their expert knowledge of campus and community planning and carry major responsibility for representing the campus and/or University-wide administration in community and governmental relationships.

### Senior Planner

Under direction, incumbents assist the Campus Architect and campus and/or University-wide administrative officers in planning, organizing, supervising and/or performing the work of the professional planning staff engaged in the physical and community planning function; perform difficult professional work in the development, revision, refinement and/or amplification of long range development plans; and act as a technical specialists in campus planning and community planning problems relating to the University.

Senior level assignments typically carry responsibility for the campus planning function, where the volume and complexity of the function do not require a subordinate staff and/or where the Campus Architect exercises considerable personal direction over the planning function.

#### Associate Planner

Under direction, incumbents perform all or many of the duties indicated for the series under the Series Concept. This is the full professional level at which incumbents are expected to operate rather independently in the campus planning and site development phases of major construction projects. Supervision over such positions is usually exercised by a Senior or Principal Planner.

Examples of assignments allocated to this level of difficulty and responsibility are:

Staff planner for major planning studies, such as circulation and parking requirements, academic building locations, student housing requirements, and utility distribution systems.

Staff planner for development and continuance of the campus long range development plan, with responsibility for collection, analysis, and evaluation of planning data and for preparation and presentation of statistical and graphic supporting material.

#### Assistant Planner

Under general supervision, incumbents perform professional work relating to long range development plans; provide assistance in campus planning and on community planning problems relating to the University; and assist in the conduct of planning studies. This class is the entry level class for professional planning work. Assignments at this level are expected to be of moderate difficulty and responsibility, with work subject to review and checking. Incumbents typically are expected to progress to the class of Associate Planner.

Examples of assignments allocated to this level of difficulty and responsibility are:

Assistant to the Senior or Principal Planner in the design and conduct of planning surveys, collecting and maintaining basic data, and preparing reports, drawings and displays relating to current and proposed campus and environs development.

Assistant to the Senior or Principal Planner in reviewing proposals and changes in officially proposed or adopted environs plans.

### **Minimum Qualifications**

#### Principal Planner

Graduation from college with major work in city planning, architecture, landscape architecture, or civil engineering plus a Master's degree in city planning at a recognized planning school, and five years of

professional experience in city planning (or urban renewal) and large-scale site planning; or an equivalent combination of education and experience.

#### Senior Planner

Graduation from college with major work in city planning, architecture, landscape architecture, or civil engineering plus a Master's degree in city planning at a recognized planning school and four years of professional experience in city planning (or urban renewal) and large-scale site planning; or an equivalent combination of education and experience.

#### Associate Planner

Graduation from college with major work in city planning, architecture, civil engineering, traffic engineering, or other planning-related fields and four years of professional experience in city planning (or urban renewal) and large-scale site planning; or an equivalent combination of education and experience.

#### Assistant Planner

Graduation from college with major work in city planning, architecture, landscape architecture, civil engineering, traffic engineering, or other planning-related fields and two years of professional experience in city planning (or urban renewal) and large-scale site planning; or an equivalent combination of education and experience.

Note: Graduate work in city or regional planning at a recognized planning school may be substituted for work experience on a year-for-year basis for the Assistant and Associate Planner.

## Planner Supervisor

Planner Supervisor – (6970)

Class Specifications – E.10: ARCHITECTURE AND PLANNING

March, 2002

Series Concept

Same as class concepts.

Class Concepts

Under direction, Planner Supervisors apply professional training and experience to supervise the development, review, and coordination of physical planning and development of University property and its environs.

Incumbents have supervisory responsibility for hiring; performance evaluation; assigning work; effectively recommending merit increases, promotions and reclassification; discipline and discharges, and resolving complaints and grievances as provided in the "Supplemental Guides for Supervisor Classes" (Salary Administration Manual 12.0).

Certification or Licensure Requirements: None

### Minimum Qualifications

Applicants must meet the education and experience requirements as determined by the user department in conjunction with the Human Resources Director.

Candidates must also be able to demonstrate that they have the requisite knowledge, skills and abilities needed to perform the essential functions of the job with or without reasonable accommodation.

## Plant Craft Worker

Class Specifications – G.15

Physical Plant \_\_\_\_\_ Supervisor (B) – 8181

Physical Plant \_\_\_\_\_ Supervisor (A) – 8182

Lead Physical Plant \_\_\_\_\_ (B) – 8183

Lead Physical Plant \_\_\_\_\_ (A) – 8184

Physical Plant \_\_\_\_\_ (B) – 8185

Physical Plant \_\_\_\_\_ (A) – 8186

May, 1973

Series Concept

Physical Plant Craft Workers perform a variety of skilled tasks in the maintenance, alteration and repair of buildings and related facilities and equipment; and perform other related duties as required.

Incumbents may work independently or as a part of a regular maintenance crew and may be assigned duties in one or more of the building trades.

As a carpenter, incumbents work from blueprints, drawings or oral instructions in constructing and repairing structural woodwork and equipment; build and repair and install counters, cabinets, benches, partitions, floors, doors, building framework and trim, using carpenters' hand and power tools; install ceiling and floor tiles; may build cabinets and other wooden equipment in a shop, using woodworking machines such as a circular saw, handsaw and jointer; and instruct or lead semi-skilled or unskilled assistants.

As an electrician, incumbents repair, maintain and install electrical systems and equipment such as motors, transformers, wiring, switches and alarm systems; locate and determine electrical malfunctions, using various test instruments such as an ammeter, oscilloscope and test lamp; repair malfunctions by such methods as replacing burnt-out elements and fuses, bypassing or replacing defective wiring, filing switch contact points, and cleaning or rewiring motors; test electrical equipment for safety and efficiency; install fixtures, motors and other electrical equipment; make various adjustments to electrical equipment as necessary; inspect circuits and wiring for specified shielding and grounding and repair, or rewire system according to building codes and safety regulations; may plan layout and wire new or remodeled installations; and instruct or lead semi-skilled or unskilled assistants.

As a locksmith, incumbents repair and open locks, make keys and change lock combinations, using hand tools and special equipment; plan, install and document master key systems; disassemble locks and repair or replace worn tumblers, using file, and insert new or repaired tumblers into lock to change combination; cut new or duplicate keys, using key cutting machine; install, maintain and repair all types of building hardware such as door closers, panic bars and the like; and instruct or lead semi-skilled or unskilled assistants.

As a mason, incumbents construct, maintain and repair concrete and other foundations for buildings, machinery and similar projects; build retaining walls; construct pavement and walks; lath, plaster and repair walls; cut, set and repair stone, tile and marble; lay brick; cover roofs to make them waterproof with materials such as composition shingles or sheets, wood shingles or asphalt and gravel; and instruct or lead semi-skilled or unskilled assistants.

As a painter, incumbents apply coats of paint, varnish, stains, enamel or lacquer to decorate and protect interior or exterior surfaces, trimmings and fixtures of buildings and other related structures; smooth surfaces, using sandpaper, brushes or steel wool and remove old paint, using paint remover, scrapers or wire brushes to prepare surfaces for painting; fill nail holes, cracks and joints with putty, plaster or other filler; select premixed paints or prepare paints to match specified colors by mixing portions of pigment, oil and thinning and drying substances; paint surfaces, using brushes, spray guns or rollers; lay out and paint letters and designs to make signs and related items; may cover interior walls and ceilings of offices and related facilities with decorative wallpaper or fabric; and instruct or lead semi-skilled or unskilled assistants.

As a plumber, incumbents assemble, install and repair pipes, fittings and fixtures of heating, water and drainage systems, cut and thread pipe, using pipe cutters, cutting torch and a pipe threading machine; bend pipe to required angle by use of a pipe-bending machine or by placing pipe over block and bending it by hand; assemble and install valves, pipe fittings and pipes composed of metals such as iron, steel, brass, copper and lead and nonmetals such as glass, vitrified clay and plastic; join pipe by use of screws, bolts, fitting or solder, and calk joints; install and repair plumbing fixtures such as sinks, commodes, water heaters, hot water tanks, garbage disposal units and dishwashers; and instruct or lead semi-skilled or unskilled assistants.

As a sheetmetal worker, incumbents fabricate, assemble, install and repair sheet metal products and equipment such as control boxes, drain pipes and ventilators; select gage and type of sheet metal according to product being fabricated and knowledge of metal; set up and operate fabricating machines such as shears, brakes, bending rolls and punch and drill presses to cut, bend and straighten sheet metal; shape metal over anvil, blocks or forms; set up and operate soldering and welding equipment to join together sheet metal parts; smooth seams, joints or burred surfaces, using files and portable grinder or buffer; inspect assemblies and installations to conform with specifications; and instruct or lead semi-skilled and unskilled assistants.

The Physical Plant Craft Worker series consists of three levels. Physical Plant \_\_\_\_\_(B) and (A) are the fully-skilled levels; Lead Physical Plant \_\_\_\_\_(B) and (A) are the working supervisory levels; Physical Plant \_\_\_\_\_Supervisor (B) and (A) are the full supervisory levels.

#### Class Concepts

Physical Plant \_\_\_\_\_Supervisor (B)

Under direction, incumbents supervise and coordinate the work of the Lead Physical Plant \_\_\_\_\_(B) in charge of skilled building craft workers and others in the areas of electrical, plumbing and sheetmetal work.

Incumbents typically make hiring selections among job applicants; insure that new and existing staff receive proper training; make daily work schedules and assignments; review work performed at various stages and upon completion; evaluate the performance of subordinate employees; recommend or initiate personnel actions such as promotions, transfers, and disciplinary measures; and maintain various work records and prepare written and oral reports.

Physical Plant \_\_\_\_\_Supervisor (A)

Under direction, incumbents supervise and coordinate the work of the Lead Physical Plant \_\_\_\_\_(A) in charge of skilled building craft workers and others in the areas of carpentry, locksmith, masonry and painting work.

Incumbents typically make hiring selections among job applicants; insure that new and existing Staff receive proper training; make daily work schedules and assignments; review work performed at various stages and upon completion; evaluate the performance of subordinate employees; recommend or initiate personnel actions such as promotions, transfers, and disciplinary measures; and maintain various work records and prepare written and oral reports.

Lead Physical Plant \_\_\_\_\_(B)

Under general supervision, incumbents serve as working supervisors of one or more skilled building craft crews and others in the areas of electrical, plumbing, and sheetmetal work.

Incumbents typically transmit and explain work orders to craft workers and assistants, help workers or supervisor solve work problems, see that assignments are completed satisfactorily, and perform the range of duties outlined in the Series concept. Additionally, incumbents have limited responsibilities for making or modifying daily work assignments of craft workers and assistants.

Lead Physical Plant \_\_\_\_\_(A)

Under general supervision, incumbents serve as working supervisors of one or more skilled building craft crews and others in the areas of carpentry, locksmith, masonry, and painting work.

Incumbents typically transmit and explain work orders to craft workers and assistants, help workers or supervisor solve work problems, see that assignments are completed satisfactorily, and perform the range of duties outlined in the Series concept. Additionally, incumbents have limited responsibilities for making or modifying daily work assignments of craft workers and assistants.

Physical Plant \_\_\_\_\_(B)

Under supervision, incumbents perform skilled building maintenance tasks as outlined in the Series concept on a regular and continuing basis in one or more of the crafts involving electrical, plumbing and sheetmetal work.

Physical Plant \_\_\_\_\_(A)

Under supervision, incumbents perform skilled building maintenance tasks as outlined in the Series concept on a regular and continuing basis in one or more of the crafts involving carpentry, locksmith, masonry and painting work.

Minimum Qualifications

Physical Plant \_\_\_\_\_ Supervisor (B)

Ability to read, write, and perform basic arithmetic calculations; two years of operational experience in one or more of the crafts involving electrical, plumbing or sheetmetal work, including one year in a supervisory capacity; or an equivalent combination of education and experience.

Physical Plant \_\_\_\_\_ Supervisor (A)

Ability to read, write, and perform basic arithmetic calculations; two years of operational experience in one or more of the crafts involving carpentry, locksmith, masonry or painting, including one year in a supervisory capacity; or an equivalent combination of education and experience.

Lead Physical Plant \_\_\_\_\_(B)

Ability to read, write, and perform basic arithmetic calculations; two years of operational experience in one or more of the crafts involving electrical, plumbing or sheetmetal work; or an equivalent combination of education and experience.

Lead Physical Plant \_\_\_\_\_(A)

Ability to read, write, and perform basic arithmetic calculations; two years of operational experience in one or more of the crafts involving carpentry, locksmith, masonry, or painting work; or an equivalent combination of education and experience.

Physical Plant \_\_\_\_\_(B)

Ability to read, write, and perform basic arithmetic calculations; four years of responsible experience in one or more of the crafts involving electrical, plumbing or sheetmetal work and achievement of operational level skills; or an equivalent combination of education and experience.

Physical Plant \_\_\_\_\_(A)

Ability to read, write, and perform basic arithmetic calculations; four years of responsible experience in one or more of the crafts involving carpentry, locksmith, masonry or painting work and achievement of operational level skills; or an equivalent combination of education and experience.

## Plumbing Supervisor

Class Specifications – G.15: FACILITIES

Plumbing Supervisor – 8256

September, 1973

### Series Concept

Plumbers assemble, install and repair pipes, fittings and fixtures of heating, water and drainage systems; cut and thread pipes using pipe cutters, cutting torch and pipe-bending machine or by placing pipe over block and bending manually; assemble and install valves, pipe fittings and pipes composed of metals such as iron, steel, brass, copper or lead, and nonmetals such as glass, vitrified clay and plastic; join

pipes by use of screws, bolts, fitting, or solder and calk joints; install and repair plumbing fixtures such as sinks, commodes, water heaters, hot water tanks, garbage disposal units and dishwashers; and instruct or lead semi-skilled or unskilled assistants.

#### Class Concepts

#### Plumbing Supervisor

Under direction, incumbents supervise and coordinate the work of Assistant Supervisors, Lead Plumbers, and Plumbers. Incumbents typically make hiring selections among job applicants, insure that new and existing staff receive proper training; make daily work schedules and assignments; review work performed at various stages and upon completion; evaluate the performance of subordinate employees; recommend or initiate personnel actions such as promotions, transfers, and disciplinary measures; and maintain various work records including written and oral reports; prepare estimates of manhours, costs and materials required.

#### Minimum Qualifications

Applicants for positions in the Plumber Series are expected to possess the skills, knowledge and abilities essential to the successful performance of the duties assigned to the position.

## Police Sergeant / Lieutenant / Chief

Class Specifications – J.10: POLICE AND FIRE SERVICES

Chief of Police – 5310

Police Lieutenant – 5312

Police Sergeant – 5313

May, 1973

#### Series Concept

Police Officers protect university employees, students, and the general public; patrol and safeguard university property; maintain law and order; and perform other related duties as required.

Incumbents typically patrol campus buildings and grounds on foot or by vehicle; protect individuals and/or control crowds during assemblies or disturbances; guard property against fire, theft, vandalism and illegal entry; investigate and prepare written reports on accidents, property damage, fires, law violations, thefts and disturbances of the peace; gather evidence, make arrests and appear in court as required; may direct and control parking regulations and issue traffic citations; may administer first aid to injured persons; and may guard or transport cash funds.

The Police Series consists of four levels which recognize increasing levels of supervisory and/or administrative responsibility. Police Officer is the operational level; Police Sergeant is the working supervisory and advanced operational level; Police Lieutenant is the full supervisory or administrative supervisory level; and Chief of Police is the management supervisory or administrative management level.

#### Class Concepts

## Chief of Police

Under general direction, incumbents are responsible for the campus police department, including planning, organizing, directing and coordinating all law enforcement activities and operations.

Incumbents typically develop, interpret and administer policies related to selecting, training, assigning, reviewing and evaluating police personnel; determine appropriate law enforcement methods for normal or emergency situations; determine patrol areas and coordinate the allocation of personnel and equipment; develop overall campus law enforcement policies in conjunction with campus administrators and/or law enforcement officials in concurrent jurisdictions; maintain liaison with university, municipal, state and federal law enforcement officials; prepare budget estimates; inspect and/or supervise subordinate officers on or off patrol; and may conduct and/or supervise the conduct of confidential and/or criminal investigations.

The Chief of Police class is distinguished from the Police Lieutenant class in that incumbents have overall responsibility for a campus police department including relationships with other university departments and/or public agencies.

## Police Lieutenant

Under direction, incumbents direct and supervise the activities of a group of Police Sergeants and Police Officers on one or more assigned shifts or have administrative responsibility on a continuing basis for a major functional area such as records, investigation, or public relations in a campus police department.

Incumbents typically supervise a group of Police Sergeants and Police Officers during one or more assigned shifts; review crime reports of subordinate officers for completeness and accuracy and recommend appropriate action; conduct difficult confidential and/or criminal investigations; inspect personnel and equipment; may train, direct and evaluate a group of Police Sergeants and Police Officers; may command a group of Police Sergeants and Police Officers during an emergency; may act as a liaison officer between the university, municipal, state and federal law enforcement agencies; and may act for the Chief of Police in his absence.

The Police Lieutenant class differs from the Police Sergeant class by the greater degree of supervisory responsibility exercised during one or more assigned shifts and/or the overall administrative responsibility for one or more major functional areas in a campus police department. As a guide to help determine the level of supervisory responsibility, incumbents are typically responsible for a minimum of 15 Police Officers and 1 Police Sergeant on one or more shifts.

## Police Sergeant

Under general supervision, incumbents supervise a group of Police Officers on an assigned shift and perform the more difficult peace officer duties as required.

Incumbents typically have responsibility for a shift; assign and check the work of Police Officers; train, direct, and inspect Police Officers in the performance of peace officer duties; maintain records and prepare reports on police activities; may command a group of Police Officers during an emergency; may evaluate the performance of Police Officers and recommend disciplinary or commendatory action; may conduct special or confidential investigations requiring advanced operational skills; may assist Police Officers in the interpretation of laws and regulations including the proper reporting of crimes; and may perform the duties of higher classifications as required during emergencies and/or for training purposes.



The Police Sergeant class differs from the Police Officer class in that incumbents typically have supervisory responsibility over a group of Police Officers on an assigned shift. As a guide to help determine the level of supervisory responsibility, incumbents are typically responsible for a shift consisting of 6 or more Police Officers.

#### Minimum Qualifications

##### Chief of Police

An Associate of Arts Degree in Criminology or Police Science and five years of police experience, including one year at the Police Lieutenant level or its equivalent, or two years at the Police Sergeant level or its equivalent; or graduation from college, preferably with a degree in Criminology or Police Science and four years of police experience, including one year at the Police Lieutenant level or its equivalent, or two years at the Police Sergeant level or its equivalent; or an equivalent combination of education and experience.

##### Police Lieutenant

Graduation from high school and four years of police experience including one year in a supervisory capacity at a rank comparable to Police Sergeant; or an Associate of Arts Degree in Criminology or Police Science and three years of police experience, including one year in a supervisory capacity at a rank comparable to Police Sergeant; or an equivalent combination of education and experience.

##### Police Sergeant

Graduation from high school and two years of police experience; or two years of college, preferably with courses in Criminology or Police Science and one year of police experience; or an equivalent combination of education and experience.

## Port Engineer

Class Specification – G.45: MARINE TRADES  
Port Engineer – 8328

April, 1976

#### Class Concept

Under direction, Port Engineers supervise and coordinate the overhaul, maintenance and upkeep of engineering equipment in all Scripps Institution of Oceanography (SIO) vessels; write specifications for overhaul; maintain various engineering reports for all SIO vessels; and perform other related duties as required.

Incumbents serve as assistants to the Manager and the Assistant Manager of Marine Operations; and, in addition to administrative and supervisory duties, are assigned responsibility for the operation functions of the General and Electric shops.

In addition, incumbents assist with formulation of policy in matters regarding maintenance and/or repair of ships' engineering systems; act as coordinators between SIO ships and repair activities ashore (which include shipyards, repair contractors and the Marine Facilities Shops); assist in preparation of plans and

specifications for repairs and alterations to ships to be accomplished by shipyards; conduct informal inspections to determine the effectiveness of ships' maintenance; direct attention of Captains and Chief Engineers to discrepancies in material conditions; maintain a file of periodic (monthly) reports which reflect the condition of ships and principal equipment; exercise direct supervision of Marine Facilities Shops; plan work schedules and take action to assure economical procurement of materials; act as relief Chief Engineers for any SIO vessel; supervise major repair work to ships and equipment in foreign ports; coordinate use of local personnel and facilities with ship's personnel in accomplishment of repairs; assist in design and fabrication of specialized equipment to facilitate accomplishment of unusual scientific programs; review all ship requisitions for engineering and electrical equipment and parts; maintain record of usage of engineering materials; and maintain record of parts and materials "on order", and shipping data after receipt.

#### Minimum Qualifications

Ability to read, write and perform mathematical calculations; six years of experience as Chief Engineer of a major research vessel, and a thorough knowledge of various types of engineering plants used in SIO vessels; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position. License Requirement: incumbents shall have such valid U.S. Coast Guard license to enable them to relieve Chief Engineers in any SIO vessel in an emergency.

## Producer-Director, Managing / Principal

Class Specifications – D.15: ARTS  
Managing Producer-Director – 6211  
Principal Producer-Director – 6212  
February, 1978

#### Series Concept

Producer-Directors perform professional-level duties in the design, planning, production, writing, editing, directing, staging, evaluating, and distributing of instructional programs in a campus instructional media center, learning resource center, or related department, and perform other related duties as required.

Incumbents typically consult with clients and content specialists during the project development to determine the instructional goals and objectives of productions; assist faculty in designing instructional media materials; prepare film, videotape, and multimedia treatments, storyboards and outlines; write scripts; coordinate the production crews and equipment used for studio and remote television or motion picture productions; coordinate and direct audio-visual multimedia presentations; and plan production activities.

The series is characterized by the application of educational principles, through the use of procedures and techniques of television, motion picture or audio visual production and directing; by the educational applications of television or motion picture programs; by editing and script writing techniques and principles; and by application of production equipment such as cameras, lights, sound recording and mixing, editing, projection, and other related equipment.

#### Class Concepts

#### Managing Producer-Director

Under general direction incumbents coordinate media production activities; evaluate requests for audio-visual productions; plan, develop, and initiate projects and assign tasks to professional staff; manage the budget, monitor expenses and assist the department head in policy and personnel matters; and are assigned responsibility for production and distribution of contractual agreements and copyright clearances.

Typically at this level, incumbents plan instructional materials and program content; approve production schedules and content; originate and research highly technical and complex program topics; determine staffing and operating policies; investigate and approve adoption of new methods of production; safe-keep all equipment; and may consult with other public agencies and non-profit organizations in the production of multi-media productions.

#### Principal Producer-Director

Under direction incumbents develop, plan, schedule, and supervise the planning and production of motion picture, multi-media, audio-visual or television schedules and programs; plan content of productions; prepare budgets for assigned productions; and estimate costs of programs for clients.

Typically at this level, incumbents supervise the quality and quantity of television, multi-media, audio-visual, and motion picture productions; confer with faculty about program plans; serve as technical consultant on script development, studio and remote production problems; oversee the preparation of scheduling to minimize production conflicts and maximize utilization of facilities; supervise the maintenance of a videotape library; monitor expenses; may prepare study guides to facilitate rental of programs and film; and supervise and train lower level Producer-Directors.

#### Minimum Qualifications

##### Managing Producer-Director

Graduation from college with a major in instructional media or communications or a related field; and four years of professional media production experience; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

##### Principal Producer-Director

Graduation from college with a major in instructional media or communications or a related field; and three years of professional media production experience; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

## Program Promotion Manager

Class Specifications – D.10: COMMUNICATION  
Program Promotion Manager II – 7675  
Program Promotion Manager I – 7676

March, 1973

Series Concept

Under general direction, the Program Promotion Manager manages the publication, publicity and direct mail advertising programs for the campus operation of University Extension; and performs other related duties as required.

Incumbents plan and arrange for the production and distribution of bulletins, brochures and special publications used to publicize and promote courses and special programs; prepare news releases, magazine articles, advertising copy, radio and television commercials and public service materials; develop and maintain mailing lists and carry out the direct mail program; make press coverage arrangements for conferences and programs; recommend the most efficient use of promotion services for the over-all program; develop and maintain a working relationship with offices, groups and agencies within the University and the community to facilitate program promotion objectives; consult with University Extension officers on general public relations policies and long-range plans and directions; prepare and control departmental and printing budget, and supervise other professional and related personnel such as editors, writers, and artists.

#### Class Concepts

##### Program Promotion Manager II

Incumbents manage a large program promotion department, typically requiring the assistance of four or more full-time-equivalent professional employees engaged in the following: copy writing; design, artwork and layout of publications, preparation of advertising copy and news releases; or the development and operation of a direct mail program.

##### Program Promotion Manager

Incumbents manage a program promotion department and provide professional service in the area of publication production, publicity, and advertising, typically including supervision of part-time or free lance professional assistants.

#### Minimum Qualifications

##### Program Promotion Manager II

Graduation from college and five years of related experience; or an equivalent combination of education and experience.

##### Program Promotion Manager I

Graduation from college and four years of related experience; or an equivalent combination of education and experience.

**Note:** A Master's degree in a related field may be substituted for one year of the required experience.

## Program Promotion Manager Supervisor

##### Program Promotion Manager Supervisor – 7673

##### Class Specifications – D.10: COMMUNICATION

March, 2002

#### Series Concept

Same as class concepts.

#### Class Concepts

Under direction, Program Promotion Manager Supervisors apply professional training and experience to supervise staff performing a wide variety of duties related to the publication, publicity and direct mail advertising programs as part of a University Extension program.

Incumbents have supervisory responsibility for hiring; performance evaluation; assigning work; effectively recommending merit increases, promotions and reclassification; discipline and discharges, and resolving complaints and grievances as provided in the "Supplemental Guides for Supervisor Classes" (Salary Administration Manual 12.0).

Certification or Licensure Requirements: None

#### Minimum Qualifications

Applicants must meet the education and experience requirements as determined by the user department in conjunction with the Human Resources Director.

Candidates must also be able to demonstrate that they have the requisite knowledge, skills and abilities needed to perform the essential functions of the job with or without reasonable accommodation.

## Program Representative

Class Specifications – D.10: COMMUNICATION

Program Representative III – 6452

Program Representative II – 6453

Program Representative I – 6454

April, 2000

#### Series Concept

Under general supervision, Program Representatives plan, coordinate and implement educational programs offered by the university i.e. University Extension classes workshops, seminars, and conferences. Incumbents are typically required to have knowledge of the professional goals of the department, program or discipline. Some positions may require specific subject matter expertise in a given area.

Program Representatives normally have responsibility for the administration of a particular program(s) (i.e. planning, developing, budgeting, assessing logistical needs, etc.). Program Representatives review and evaluate instructor and course proposals, consult with instructors about proposed program format and content; develop and implement infrastructure for delivery of new and ongoing programs; draw up

implementation plans and budgets for academic approval; participate in program and instructor evaluation; and supervise administrative/clerical staff.

Program Representatives do not have responsibility for development of long-range educational policy or program content.

Related duties may include: assisting in the recruitment and screening of instructors and speakers; selecting program materials; investigating and evaluating new facilities and locations; determining time and location of programs; ordering services and supplies requested by instructors; serving as a liaison with governmental agencies and affiliated institutions; administering certificate programs; providing information to students about program details and requirements; and coordinating open houses or special events.

## Class Concepts

### Program Representative III

The Program Representative III independently coordinates all programs for a specific programmatic unit. They may supervise Program Representative I's and II's and other administrative/clerical support staff. Incumbents have a major and continuing responsibility for instructor recruitment and program planning and development without responsibility for long-range educational policy and content review.

### Program Representative II

The Program Representative II either coordinates a group of programs of significant scope and complexity or oversees the implementation of all-programs for a specific programmatic unit with limited responsibility for instructor recruitment and/or program planning and development. Incumbents typically supervise Program Representative I's and/or other administrative/clerical support staff.

The Program Representative II has more independent responsibility for decision-making and coordination than the Program Representative I.

### Program Representative I

The Program Representative I implements programs of varying scope and complexity. While some duties are clerical in nature, the majority of time is spent in program coordination. The incumbent usually has first-line responsibility as the coordinator of a program, whereas Program Assistants provide the administrative/clerical support for these programs.

## Minimum Qualifications

### Program Representative III

Undergraduate degree and three years of related experience or an equivalent combination of education and experience. Knowledge and abilities essential to the successful performance of the specific duties assigned to the position. Supervisory experience is usually required.

### Program Representative II

Undergraduate degree and two years of related experience or an equivalent combination of education and experience. Knowledge and abilities essential to the successful performance of the specific duties assigned to the position. Supervisory experience is usually preferred.

#### Program Representative I

Undergraduate degree and one year of related experience or an equivalent combination of education and experience. Knowledge and abilities essential to the successful performance of the specific duties assigned to the position.

## Programmer Analyst

Class Specifications – F.20: ADMINISTRATIVE SUPPORT AND ANALYSIS

Programmer/Analyst I – 7278

Programmer/Analyst II – 7277

Programmer/Analyst II – Supervisor – 7276

Programmer/Analyst III – 7275

Programmer/Analyst III – Supervisor-7274

Programmer/Analyst IV – 7273 v Programmer/Analyst IV – Supervisor – 7272

Programmer/Analyst V – 7271

Programmer/Analyst V – Supervisor – 7270

April, 1986

#### Series Concept

This series encompasses computer programming and/or systems analysis. Because the duties of programmers and analysts almost always overlap, the broad scope of this series is intended to reasonably accommodate both types of work.

NOTE: This series is NOT intended for positions that use computers as a tool, e.g., for data analysis, data retrieval, report writing. Such positions

should be classified according to their primary functional responsibilities.

Computing specialties may include, but are not limited to: systems software; administrative applications; scientific applications; research, . instructional, or administrative user services/consulting; databases; data communications/ networks. It is recognized that these specialties differ in terms of required technical knowledge and complexity; therefore, positions at the operational level of each specialty may vary in classification.

Programmer/Analysts: Define and analyze problems to effect computer-oriented solutions; gather information, prepare charts and documents describing what needs to be done and how it is to be done; analyze existing systems; design new systems; develop new forms, reports, and screens; confer with users (management, instructional, research, medical, or administrative); design and code; develop test data; test and debug programs; document all procedures utilized by programs; evaluate and/or modify computer programs; select pre-coded program elements; develop special and general or multi-purpose programs to facilitate interface with a computer; install, document and maintain compilers, programming and other software packages, and database systems; monitor systems performance; plan, design and implement data communications networks, including computer-to-computer links, terminal to mainframe

links, and microcomputer-to-microcomputer links; provide assistance to users on how to use computing facilities; provide one-on-one consulting; teach courses; prepare documentation, evaluate hardware and software; and specialize in programming languages, use of microcomputers, or graphics, depending on the needs of the unit or campus.

Reference attached "Definition of Terms" for the accepted definitions of the complexity of tasks for the positions classified as Programmers/Analysts.

Skills range from those needed at the entry level up to those used to develop major systems. Actual positions may use different working titles appropriate to the office, campus, or situation, as determined by local management.

The Programmer/Analyst series specifically recognizes supervisory responsibility in four of its five levels (II -V). Positions allocated to the supervisory titles in this series must meet the criteria for supervision as defined in the Supplemental Guidelines for Supervisor Classes (SAM 12).

#### Class Concepts

##### Programmer/Analyst I

Under close supervision, incumbents perform programming and/or systems analysis tasks for routine application programs. Incumbents may assist in programming and analysis of systems in a trainee capacity. This is normally considered the entry level for the series for incumbents who have had some exposure to the fundamentals of programming or analysis.

Examples of duties typically include:

Assist with design, analysis, maintenance, documentation, and testing of software.

Code, debug, test, and document routine application programs.

Install and test routine software packages.

Assist users with procedural or minor technical problems.

Advise or train users regarding the technical aspects and use of standard software packages.

Assist in maintaining program libraries, users' manuals, or technical documentation.

##### Programmer/Analyst II

##### Programmer/Analyst II-Supervisor

Under supervision, incumbents perform operational-level programming and systems analysis functions for routine application systems or for portions of moderately complex or complex systems. A position at this level may be the sole computing professional in a department. A position at this level may supervise lower level computing or other support staff.

Examples of duties typically include:

Design new systems or enhancements to existing systems.



Determine source data (input), processing requirements (output), output formats, timing and cost estimates.

Verify that system meets performance criteria.

Design, implement, and document procedures.

Design/modify, code, debug, test, and document moderately complex application systems.

Install and test moderately complex software packages.

Install and maintain operating systems software in a small computing center or assist in installing and maintaining operating systems software in a medium to large computing center, e.g., operating systems, data base software, data communication/network software, and utility software.

Develop and/or teach seminars, workshops, or classes to users or other Programmer/Analysts on the technical aspects or use of computer hardware, software packages or application systems.

Consult on the use of moderately complex software packages.

Advise users regarding program techniques and design.

Maintain program libraries, users' manuals, or technical documentation.

#### Programmer/Analyst III Programmer/Analyst III-Supervisor

Under general supervision, incumbents perform programming and/or systems analysis for moderately complex or complex application system. Assignments typically require either advanced knowledge of hardware, software, or systems analysis techniques and standards, or specialized knowledge of a subject matter, discipline, or administrative function. Positions in this class may have project leadership or supervisory responsibility over several Programmer/Analysts with responsibility for more than one portion of a system, or be responsible for a portion of a complex system with no supervisory responsibilities. Incumbents work on multiple tasks that are not necessarily well defined; make recommendations that may have an impact on an entire project or system, or on a medium-to-large-scale computing facility. Incumbents may provide on a continuing basis advanced technical guidance to others at the same or lower level.

In addition to performing work described at Level II, examples of duties typically include:

Work with users in designing moderately complex application systems or portions of complex application systems.

Prepare cost/benefit analysis of alternative solutions.

Specify alternate program design approaches.

Install or maintain complex applications systems or complex software packages, which require knowledge of interfaces and of the impact on

users.

Install and maintain operating systems software in a medium to large computing center, e.g., operating systems, database software, data communication/network software, and utility software.

Provide consulting service in specialized programming languages and software.

Programmer/Analyst IV  
Programmer/Analyst IV-Supervisor

Under direction, incumbents work as functional leader or as technical experts.

#### Functional Leader

As a functional leader, incumbents provide leadership for planning, development, implementation, maintenance, and documentation of large systems using multiple functions and crossing organizational lines:

Supervise Programmer/Analyst staff working on multiple projects affecting several departments;

Select and train staff in systems analysis and design techniques, machine approach, programming, time estimation, and scheduling;

Provide technical review and direction;

Plan and develop processing systems by conferring with high-level management to determine problems and feasibility of departmental requests;

Analyze proposed new systems or changes to existing systems in terms of cost, benefit, timeliness, and effectiveness.

#### Technical Expert

As a technical expert, incumbents function as top-level technical contributors in a computing specialty. Exhibits full technical mastery of system internals and operating systems software and hardware interrelationships. This is the advanced operational level for complex software support typically in a large or multiple-CPU computing environment.

Design, evaluate programs, or provide advanced technical direction for systems with multiple tasks or interfaces, including responsibility for system integrity, recoverability, and controls.

In a large or multi-CPU computing environment with campus-wide impact, install, maintain, administer, monitor, or consult on operating systems software with responsibility for performance and reliability. This includes operating systems, databases, data communications/networks, teleprocessing monitors, or similar software.

Programmer/Analyst V  
Programmer/Analyst V-Supervisor

Under general direction, incumbents work as functional leaders or as creative technical experts.

#### Functional Leader

As a functional leader, incumbents perform Level IV functional leader duties, supervise two or more Level IV programmer/analysts, and perform one of the following:

Manage small, highly technical software groups, e.g., network programming, systems software, or database systems in a large-scale mainframe environment. OR

Manage multiple projects or teams having campus-wide impact or involvement; formulate policy; determine priorities and resource requirements, typically in a large-scale mainframe environment.

#### Technical Expert

As a creative technical expert, incumbents:

Design or develop state-of-the-art operating software systems in a large-scale or linked multiple CPU environment, usually with multiple vendor systems software or control programs. The technical systems contributions are original, innovative, and significant. Typically, design is for teleprocessing monitors, database software, compilers, networks, multiple-user interactive systems, operating system, or similarly complex products.

#### Minimum Qualifications

Incumbents are expected to possess the skills, knowledge, and abilities essential to the successful performance of the duties assigned to the positions.

NOTE: Special qualification requirements are approved by the Personnel Manager in accordance with the provisions of Staff Personnel Policies 210.8 and 210.9.

#### Definition of Terms

The accepted definition of terms describing the size of the computing environment and the complexity of tasks for positions classified as Computing Resource Managers and Programmer/Analysts are as follows:

##### Computer Center – Small

An organization responsible for operating at least one minicomputer, for operating computers supporting up to 100 workstations concurrently, or for support of more than 50 microcomputers.

##### Computer Center – Medium

An organization responsible for operating at least two minicomputers with different operating systems supporting 100-300 work stations, one mainframe computer supporting 100-300 work stations concurrently, or more than one mainframe computer.

### Computer Center – Large

An organization responsible for operating at least three mainframe computers or one mainframe computer supporting more than 300 work stations concurrently.

### Routine Programs Applications

An application program using compiled language which reads up to two files, performs processing involving arithmetic operations, character search or sorting, and creates output.

### Moderately Applications Complex System

An integrated set of up to five user written programs using compiled language which read from multiple files or Data Base Management System (DBMS) based data base; processes intermediate files using arithmetic functions, character manipulation, and sorting; writes the processed data to one of several output files based on processing results; and produces multiple outputs.

### Complex Applications Systems

A highly integrated set of programs with the following: each program using compiled language may read multiple files or a DBMS based data base; process intermediate files using the full range of software functions available; write the processed data to multiple output files based on processing results; update the master files, if any, with a capability for full error recovery; and produce multiple outputs.

### Routine Software Packages

Vendor supplied and maintained sets of programs which do not require modification of the operating system (systems software) to install nor user configuration.

### Software Packages of Moderate Complexity

Vendor supplied and maintained sets of programs which do not require modification of the operating system to install, but do require user configuration during the installation process.

### Complex Software Packages

Vendor supplied and maintained sets of programs which require modification of the operating system (systems software) to install.

### Operating Software Systems

Software that is fundamental to the operation and maintenance of a computer system, often vendor-supplied. It serves as an interface between the hardware and programs written to support applications.

## Project Manager Summary

Class Specification – E.10: ARCHITECTURE AND PLANNING  
Principal Project Manager (MSP) – 0703  
Senior Project Manager – 4361

Project Manager – 4362  
Associate Project Manager – 4363

October, 2004

## Overview

This series encompasses project management for the design and construction phase of capital and renovation projects. Incumbents are responsible for the successful implementation of projects that meet the University's design and program goals within approved schedules and budgets. Incumbents typically perform work such as managing and checking the work of contractors and other professionals (University and consultants) engaged in the planning, design and construction process. Incumbents may also represent the University at meetings and conferences related to the planning and physical development of University projects.

## Competencies

### Project Development

Review and assist with preparation of Project Planning Guide (PPG) and Detailed Project Program (DPP) requirements.

Develop procurement documents.

Review the design documents and manage the completion of code and peer review by University and jurisdictional entities.

Draft detailed project budget and schedule.

Review and assist with development of construction cost estimates.

Assist with the preparation of construction Requests for Proposal (RFP), including contractor pre-qualification documents and "front-end" contract documents for bid packages.

### Project Coordination

Coordinate approvals with campus, Office of the President, Regents and external agencies in relation to compliance, licensure, accreditation, etc.

Develop and implement end user requirements as defined in the pre-bid documents throughout design and construction phase.

Coordinate PPG and DPP user involvement in the target development process.

Coordinate and implement requirements of the Campus Long Range Development Plan (LRDP), environmental documentation and Campus Utility Master Plan in the design.

Coordinate the solicitation and selection of supporting consultants (i.e. civil and geotechnical engineers, archeologist and other specialty consultants).

Coordinate value-engineering sessions.

### Construction Management

Review contract and construction documents.

Coordinate development of construction management schedule.

Conduct project job site meetings.

Review construction management logs.

Coordinate commissioning of building.

Prepare project punch lists.

Coordinate project closeout.

### Quality Assurance and Contract Coordination

Review consultant and/or contractor submittals.

Coordinate consultant and/or contractor response.

Participate in editing of campus standards and design criteria and master specifications.

Coordinate edit/writing of Division Project Manual sections.

### Responsibilities

#### Project Development

Direct consultant design teams in the development of projects meeting the requirements of PPG and DPP descriptions.

Apply requirements of California Building Code.

Apply basic construction cost estimating and cost control concepts.

Research cost, complexity, delivery schedule, approvals, funding, etc. and put in proper format.

Coordinate with contracts re: legal bidding requirements, ( e.g., agreement, bond, bid form, insurance, advertising, boiler plate document), and Division One general requirements.

Participate in the selection and fee negotiations for architects, engineers and other consultants required to complete the project design documents.

Assure bid documents are complete and coordinated prior to issue for bid.

Project Coordination

Act as liaison with offices of Budget and Capital Planning, Campus Environmental Planning, Campus Environmental Health and Safety, Division of State Architect, State Public Works Board, Office of Statewide Health Planning and Development, State Fire Marshal, etc.

Participate in user Building Advisory Committee (BAC) meetings and user focus group meetings.

Assure orderly development and timely transition with diverse problem areas such as fire protection, traffic flow, mechanical and electrical tie-ins, equipment delivery and installation, etc.

Assure orderly acquisitions and dissemination of information obtained from supporting and specialty consultants.

Assure implementation of value-engineering recommendations in project design.

Review and monitor consultants' scope of work, fee structure, proposals, additional scope changes, agreements and performance.

Review and approve consultant payment invoices.

Construction Management

Ensures construction documents have required approvals.

Resolves construction issues and handles all paper work such as pay applications, change orders, field orders, requests for information (RFI' s) and submittals, etc.

Analyze project objectives, analyze and prioritize project activities, coordinate relationships among contractors and subcontractors.

Ensure project requirements and project delivery schedule are met.

Regularly review submittal logs to determine project needs and manage schedules.

Ensure all contractual obligations have been met to the satisfaction of the University, such as warranties, guarantees, record drawings, project close out, etc.

Interpret whether contractor has fulfilled requirements of project contract documents and provide direction for satisfying deficiencies.

Quality Assurance

Recommend requirements for bid documents.

Advise on alternate methods and materials during value / submittal review.

Advise on updating of campus standards and design criteria and master specifications.

Review proposed design changes and change order requests

Benchmark Level: 4362 – Project Manager

FLSA Status of Benchmark: Exempt

Matrix: Project Manager

Project Manager Matrix

Factors	Associate Project Manager	Project Manager	Senior Project Manager	Principle Project Manager
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<b>Organizational Latitude</b> Level of Supervision/ Direction Received Level of Supervision/ Direction Exercised (Optional)	Works under general supervision of a Project Manager or senior management.  Work is periodically reviewed; reviewed upon completion for meeting goals.  Supervisory duties may range from lead duties to supervision.	Works under direction of a Senior/Principal Project Manager or general supervision of senior management.  May have supervisory responsibilities which include assigning and reviewing work; conveying instructions and training; conducting performance evaluations.	Works under direction of senior management.  Supervisory duties include determining size of work force, settlement of informal grievances, complaints, disciplinary actions and performance evaluations.	Works under the general direction of senior or executive management.  Supervisory duties include determining utilization and size of work force, settlement of informal grievances, complaints, disciplinary actions and performance evaluations.  Primary responsibility for direction of subordinate managers, organizational structures and management relationships.
<b>Project Management</b> Application Latitude Exercised	Incumbent must interpret procedures and may deviate from standard practices to obtain required results.  Deviation is subject to supervisor's approval.  Final results and outcomes are subject to review.	Interprets established procedures and independently determines/develops approach and scope of application to a broad area of a project and/or multiple projects.  Sets own priorities in the context of overall project goals.  Final results and outcomes are subject to review.  Authorized to make field construction changes up to a specified limit.	Organizes and provides direction for single and/or multiple projects and maintains oversight responsibility for administrative functions.  Exercises considerable latitude in application of standards, concepts and techniques.  Sets own priorities in the context of overall project goals.  Work is evaluated on successfully meeting budget and schedule requirements.  Authorized to make field construction changes up to a specified limit.	Manages and/or has oversight responsibility for single and/or multiple projects in addition to administrative functions.  Develops application of standards, concepts and techniques with limited or no precedents  Work is evaluated based on the effectiveness of management techniques and quality of results achieved.  Authorized to make field construction changes up to a specified limit.
<b>Job Knowledge</b> Level of knowledge within area of work  Working within established parameters, exercises discretion and judgement by exhibiting basic knowledge of all work disciplines related to a project.  Researches and proposes solutions for difficult problems or technical issues associated with a specific project.	Working without established parameters, exercises discretion and judgement by exhibiting complete understanding of the application of basic operational principles, theories and concepts of the project.  Develops solutions for difficult problems or technical issues associated with a specific project.	Demonstrates through knowledge of all work disciplines related to a project.  Initiates/implements advanced operational methods or processes affecting the total project where no precedents exist.	Considered an expert within the field.  Initiates/implements advanced operational methods or processes affecting the total project where no precedents exist.	

<b>Contacts</b> Type and nature of contacts within and outside of unit	Primarily internal unit/project contacts; or contacts within the University.  Interaction may extend outside the University on routine matters.	Frequent contacts both within the unit and outside the unit.  Frequently represents department in external interactions.	Represents department as prime contact on projects.  Interacts with senior management and external personnel on matters requiring coordination between department and contractors or outside agencies.	Chief advisor or technical consultant to senior management.  Represents department at highest internal or external levels specific to project assignments.
<b>Supervisory Codes</b>	Not applicable	Not applicable	Not applicable	Not applicable
<b>FLSA Exemption</b>	Admin/Exec Exempt	Admin/Exec Exempt	Admin/Exec Exempt	Admin/Exec Exempt
<b>Representation</b>	Unrepresented	Unrepresented	Unrepresented	Unrepresented
<b>Typical Market Education and Years of Experience</b>	1-4 years experience; BA/BS preferred  Equivalent experience	4-7 years with direct Project Manager experience with BA/BS  Equivalent experience  California license as Architect or Engineer preferred	7-10 years with direct Sr Project Manager experience with BA/BS  Equivalent experience  California license as Architect or Engineer	10+ years direct Principal Project Manager experience with BA/BS  Equivalent experience  California license as Architect or Engineer

## Public Administration Analyst

Class Specifications – F.20: ADMINISTRATIVE SUPPORT AND ANALYSIS

Principal Public Administration Analyst – 7261

Senior Public Administration Analyst – 7262

Public Administration Analyst – 7263

Assistant Public Administration Analyst – 7264

July, 1978

Series Concept

Public Administration Analysts conduct or supervise complex studies of a variety of governmental problems; and perform other related duties as required.

Incumbents typically plan long-term studies of governmental problems; prepare proposals; design survey instruments and the sampling procedures; select and train staff; determine and locate sources for the collection of information and data; analyze and interpret findings from studies; summarize findings in written or printed reports as necessary; prepare data for presentation in graphic, pictorial, tabular, printed or written form; establish and maintain contacts with officials in the University, government, and industry for the collection and exchange of information; provide consultative services to departments, governmental and private organizations; prepare a variety of bibliographies related to research work; conduct original research on selected topics; and supervise lower level analysts and clerical personnel in the collection of data.

Assignments are usually given on a project basis and incumbents are expected to fully analyze the problem, gather data and information, find and evaluate alternate solutions, and make final recommendations.



The Public Administration Analyst series consists of four levels with the distinction between levels based on the scope and complexity of assigned projects, and the degree of supervision exercised.

## Class Concepts

### Principal Public Administration Analyst

Under direction incumbents perform the most complex studies of governmental problems or are assigned responsibility for organizing, planning, and directing the operations of a unit employing a group of Public Administration Analysts engaged in a variety of research projects; and perform other related duties as required.

Incumbents typically perform independently or direct the conduct of complex and especially difficult studies involving original research on governmental problems; determine staffing and budget needs; plan, assign and evaluate work assignments; hire, train, discipline, evaluate and supervise employees; plan and direct the conduct of comprehensive long term projects; assist principal investigators in the planning or major long-term projects; work with external public and private agencies in determining project needs; and consult with departments, external public and private organizations in developing specialized projects.

### Senior Public Administration Analyst

Under direction incumbents typically perform or direct one or more complex long-term projects; prepare reports containing conclusions or recommendations of important consequences to designated programs; assist in the planning of research projects; and consult with departments, external public and private organizations in developing special programs. Incumbents may supervise other analysts, involving assigning, directing, reviewing and evaluating work.

### Public Administration Analyst

Under general supervision incumbents perform professional analytical work as outlined in the Series Concept. This is the operational level of the series.

### Assistant Public Administration Analyst

Under supervision incumbents typically make studies or investigations of a variety of public affairs problems restricted in difficulty and scope; or assist higher level Public Administration Analysts in the conduct of more complex studies or investigations; and perform other related duties as required. As examples of duties performed at this level incumbents collect and assemble analytical and factual data on assigned problems through library research and investigation of other related materials; prepare illustrative tables; draft preliminary reports summarizing information available on the problems assigned and commenting on other significance; prepare preliminary outlines for the conduct of studies and accomplishment of assigned objectives; make contacts as necessary with persons in public or private institutions through correspondence, personal interviews, or by telephone to obtain or validate data; prepare questionnaires, and assist in the collection and preliminary interpretation of field data; make preliminary analyses of laws, procedures, and other subjects; write analytical reports and descriptive non-technical summaries; and prepare bibliographies of average difficulty or segments of long or complicated bibliographies involving knowledge of a subject matter field.

Incumbents may prepare simple annotated bibliographies under supervision; may conduct small studies involving original research under supervision; and may direct clerical workers in the tabulation of data as

required by individual assignments. This is the entry level in the professional series, however. positions may be assigned to this level on a continuing basis.

#### Minimum Qualifications

##### Principal Public Administration Analyst

Graduation from college with a major in political science, economics, public administration, business administration, or a related field, and six years of professional research or analytical experience including at least one year of pertinent supervisory experience; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

##### Senior Public Administration Analyst

Graduation from college with a major in political science, economics, public administration, business administration, or a related field, and four years of professional research or analytical experience; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

##### Public Administration Analyst

Graduation from college with a major in political science economics, public administration, business administration or a related field, and two years of professional research or analytical experience or a related field, and two years of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

##### Assistant Public Administration Analyst

Graduation from college with a major in political science, economics, public administration. business administration or a related field; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

Note: A master's degree in a related field may be substituted for one year of required experience.

## Public Events Manager

Class Specifications – D.10: COMMUNICATION

Principal Public Events Manager – 6311

Senior Public Events Manager – 6312

Public Events Manager – 6313

March, 1976

#### Series Concept

Public Events Managers coordinate, plan, perform, supervise or assist in a variety of tasks involving the staging of public events which take place in large capacity arenas, outdoor amphitheaters, auditoriums, theatres and lecture halls. Incumbents plan physical presentation aspects and execution of stage events;

cost and supervise construction of stages, staging, scenery, and other scenic, lighting, and sound effects; develop procedures to improve production cost control of materials, methods of set construction, and the training and scheduling of work crews and crowd management staffs; supervise personnel in the management of audiences; and perform other related duties as required.

Incumbents are typically assigned responsibility for safety of operations; adherence to fire regulations; storage and security of equipment and facilities; general cleanup of performance areas; replacement of furniture, chairs, and other equipment; return of all materials and equipment; general restoration of all spaces and facilities to their normal mode; and execution of all appropriate reports on operations.

## Class Concepts

### Principal Public Events Manager

Under direction, Principal Public Events Managers manage the production aspects of a large and complex performing arts program for a campus; prepare department annual budgets; coordinate and modify production schedules within budgetary limits; and provide for safety, comfort and welfare of audiences, performers and technicians.

Examples of assignments allocated to this level of difficulty and responsibility are as follows:

Plans and coordinates staging of instructional and related drama and music programming, community service and student-sponsored programs, and community group-sponsored programs, insuring availability of necessary equipment.

Maintains and updates master campus calendar of events.

Arranges for adequate staffing of rehearsals and performances, and provides technical assistance in lighting, set design and construction, staging and sound projection.

Interprets and applies fire and safety regulations and policies governing use of University equipment and supplies.

### Senior Public Events Manager

Under general supervision, Senior Public Events Managers coordinate major theatrical productions, ceremonies, extravaganzas, plays and symphonies; represent the University before local, state, and federal agencies on matters of staging the appearance of performers; and provide accommodations or other campus facilities for motion picture, television and recording companies.

Examples of duties allocated to this level of difficulty and responsibility are as follows:

Serves as liaison with campus and city police and other officials in the production of rock music concerts with potentially explosive audiences.

Revises budget, stage, sound and lighting specifications after discussion with producers and other Public Events Managers.

This level is distinguished from lower level Public Events Managers by the complexity, variety, and number of concurrent events for which the incumbent is assigned full staging responsibilities and by the

continuing responsibility for scheduling, ordering services, personnel, materials, and equipment for major events.

#### Public Events Manager

Under supervision, Public Events Managers coordinate the production of established events or those events which are part of a series of productions which do not differ significantly during a season; supervise the staging of public events, stage crews and related personnel; and represent the University at assigned events.

Examples of assignments allocated to this level of difficulty and responsibility are as follows:

Orders services, personnel, materials and equipment in the production of minor public events, or assists in the staging of complex events.

Performs maintenance on equipment such as electrical control boards, stage rigging, power tools and draperies.

Although incumbents at this level assume total technical and operational authority and responsibility for assigned events, the staging criteria are well established. There is less contact with producers at this level than at higher levels.

#### Minimum Qualifications

##### Principal Public Events Manager

Graduation from high school and four years of experience in theatrical work, including at least three years of supervisory and one year of managerial experience; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

##### Senior Public-Events Manager

Graduation from high school and three years of experience in theatrical work, including at least two years of supervisory experience; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

##### Public Events Manager

Graduation from high school and two years of experience in theatrical work, including at least one year of supervisory experience; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

## Public Events Manager Supervisor

Public Events Manager Supervisor – 6310

Class Specifications – D.10: COMMUNICATION

March, 2002

#### Series Concept

Same as class concepts.

#### Class Concepts

Under direction, Public Events Manager Supervisors apply training and experience to supervise staff performing a wide variety of activities related to the staging of public events, such as, planning and executing the event, ensuring that all lighting, sound systems, stage construction, scenery, etc., are ready for the production.

Incumbents have supervisory responsibility for hiring; performance evaluation; assigning work; effectively recommending merit increases, promotions and reclassification; discipline and discharges, and resolving complaints and grievances as provided in the "Supplemental Guides for Supervisor Classes" (Salary Administration Manual 12.0).

Certification or Licensure Requirements: None

#### Minimum Qualifications

Applicants must meet the education and experience requirements as determined by the user department in conjunction with the Human Resources Director.

Candidates must also be able to demonstrate that they have the requisite knowledge, skills and abilities needed to perform the essential functions of the job with or without reasonable accommodation.

## Public Information Representative

Class Specifications – D.10: COMMUNICATION  
Senior Public Information Representative – 7671  
Public Information Representative – 7672

May, 1972

#### Series Concept

Public Information Representatives perform or supervise public information liaison and writing duties as the public representative for a broad area of a campus or University wide public information program; and perform other related duties as required.

Public Information Representatives establish and maintain liaison with press and broadcasting media, for the purpose of reporting and publicizing administrative and academic information, technical or scientific advancements, cultural and scholastic events and other University activities; advise administrative, academic, and professional research personnel on policies and practices for disseminating public information; prepare technical material for release, using judgment as to whether the material is newsworthy and complies with University policy and the policy requirements of outside agencies; prepare news releases, magazine articles, radio/T.V. scripts, and speeches; plan, write, and edit manuscripts for

publication; and may supervise other professional or sub-professional personnel in the public information activities of a campus or a major teaching and/or research organization.

### Class Concepts

#### Senior Public Information Representative

Under general direction, incumbents perform highly difficult and responsible work (1) in the selection, dissemination, and interpretation of news and/or feature materials, and of materials that inform the public as to the availability of programs and/or (2) in the writing and editing of reports, articles, speeches, monographs, and grant applications for major teaching and/or research organizations.

Examples of assignments allocated to this level of difficulty and responsibility are:

Public Information Representative in a campus Office of Public Affairs, with responsibility for the campuswide television news film and radio tape service programs for statewide distribution, in addition to an assignment of a broad segment of the campus information program.

Public Information Representative in charge of the campus Office of Public Information or a large Extension Publicity Program where the program efforts require two or three full-time professional staff members in addition to clerical staff; or assistant manager of a campus Public Information Office in a larger staff, where the magnitude of the program and effort requires substantial sharing of the managerial responsibilities.

Public information Representative for a broad segment of campus departments and activities with responsibility for maintaining liaison with University staff and with news media, based on technical knowledge and an understanding of advanced teaching and/or research efforts.

The Senior Public Information Representative is most often a supervisory position responsible for training and reviewing the work of writers at a lower level and/or communications production personnel. Nonsupervisory Senior Public Information Representative positions can be distinguished from the Public Information Representative positions by the amount of supervision received and the incumbent's recognized expertise in a particular discipline or area.

#### Public Information Representative

Under direction, incumbents perform difficult professional activities, as described in the Series Concept. They are expected to carry a major assignment within the campus or other information program, with the full range of duties suggested. The assignment requires sensitivity to University policies and high degree of skill in handling of news media inquiries.

### Minimum Qualifications

#### Senior Public Information Representative

Graduation from college with a major in journalism, communications, or an allied field, or in a subject area related to the public information and writing specialty, and professional writing ability demonstrated by at least four years of professional writing for newspapers, magazines, radio, or T.V.; or an equivalent combination of education and experience.

#### Public Information Representative

Graduation from college with a major in journalism, communications, or an allied field, or in a subject area related to the public information and writing specialty, and professional writing ability, demonstrated by, at least three years of professional writing experience for newspapers, magazines, radio, or T.V.; or an equivalent combination of education and experience.

## Public Information Representative Supervisor

Public Information Representative Supervisor – (7670)

Class Specification – D.10: COMMUNICATION

March, 2002

Series Concept

Same as class concepts.

Class Concepts

Under direction, Public Information Representative Supervisors apply professional training and experience to supervise the development, coordination, and maintenance of liaison activities with the press and other broadcasting media. Incumbents publicize and report on a broad spectrum of academic, scientific, cultural and other information relating to a specific campus or to the University as a whole.

Incumbents have supervisory responsibility for hiring; performance evaluation; assigning work; effectively recommending merit increases, promotions and reclassification; discipline and discharges, and resolving complaints and grievances as provided in the "Supplemental Guides for Supervisor Classes" (Salary Administration Manual 12.0).

Certification or Licensure Requirements: None

### Minimum Qualifications

Applicants must meet the education and experience requirements as determined by the user department in conjunction with the Human Resources Director.

Candidates must also be able to demonstrate that they have the requisite knowledge, skills and abilities needed to perform the essential functions of the job with or without reasonable accommodation.

## Public Safety Dispatcher Supervisor

Class Specifications – B.15 CLERICAL/ADMINISTRATIVE, SPECIAL & MAIL SERVICE

Public Safety Dispatcher – Supervisor (5218)

January 1991

Series Concept8955

Public Safety Dispatchers, working in campus safety communications centers, receive calls for assistance and information; dispatch police, emergency medical aid and fire response; provide related automated data search and entry; monitor various alarm systems; and track and document field unit activities and locations.

Public Safety Dispatchers typically answer telephones, respond to analog and digital alarms, operate a variety of two-way, multi-frequency radio equipment to dispatch and communicate with police officers, emergency medical personnel, fire fighters, hazardous material response teams, parking enforcement officers, community service officers, and civilian department employees.

Dispatchers are responsible for assessing the nature and priority of calls for assistance, determining and assigning the appropriate resources, tracking and documenting the resulting response and disposition on both hard copy and computerized media. Dispatchers research and report automated and hard copy records relating to public safety operations, input and update local, state and Federal criminal records, maintain security of confidential records, purge and destroy confidential records in accordance with law, compile and maintain resource files, develop, apply and update training manuals and records and train and evaluate staff members.

### Class Concepts

#### Public Safety Dispatcher – Supervisor

Under direction, incumbents direct and supervise the activities of dispatchers and perform the more difficult dispatch tasks and duties as required; develop, implement, and audit special procedures and protocols; and plan, organize, direct, and evaluate the staff and operations of a communication center.

Incumbents typically have responsibility for a shift; assign, monitor, and check the work of dispatchers; train, direct, and audit dispatchers in the performance of their duties; develop and maintain records; prepare reports on communications center activities; interface with sworn supervision to resolve specific problems and accomplish goals; evaluate current and propose new procedures to enhance the performance of the operation; evaluate the performance of dispatchers and recommend disciplinary or commendatory action; compile training and operational manuals; assist in the coordination and operation of special law enforcement events; address and resolve citizen complaints; compose correspondence; identify and coordinate the need for communications equipment repairs. Incumbents may supervise one shift of several dispatchers or multiple shifts with one or two dispatchers.

### Minimum Qualifications

Applicants for positions in the Public Safety Dispatcher series are expected to possess the skills, knowledge, and abilities essential to the successful performance of the duties assigned to the position.

**Minimum Qualifications** for Public Safety Dispatcher include satisfactory completion of a POST-certified, 80-hour Basic Complaint/Dispatcher course within 12 months of the date of hire; undergo a thorough background investigation; an evaluation of oral communication skills; the completion of 12 months' probation; and the completion of a medical examination.

## Publications Coordinator

Class Specifications – D.10: COMMUNICATION  
Principal Publications Coordinator – 7693



Senior Publications Coordinator – 7694  
Publications Coordinator – 7695

June, 1977

### Series Concept

Publications Coordinators plan, schedule and coordinate the production of books, publications, and other printed material; confer with editors, designers, project directors and related personnel in the preparation of proposed publications; verify that format of copy conforms to printing specifications; and perform other related duties as required.

### Class Concepts

#### Principal Publications Coordinator

Under direction, incumbents supervise and coordinate the production of publications; evaluate and monitor University or vendor services used in the production of publications; assign tasks to Publications Coordinators and related personnel; and may estimate costs for services.

Typically at this level incumbents assign and review work load distribution; arrange contracts with manufacturers and suppliers; review work orders for due dates and set priority schedules; control workflow; and coordinate and direct the monitoring of all orders beginning with creative production, through contracts with vendors and final printing production.

#### Senior Publications Coordinator

Under general supervision, incumbents establish and maintain schedules for the production of publications; route jobs through scheduling, editing, writing, design and distribution, obtain approvals for type selections; and may supervise Publications Coordinators.

Typically at this level incumbents schedule and maintain flow of jobs; assist in the selection of printers and binders; contact customers for approval of changes in format, including brown line approval before printing; coordinate changes between customers and creative services to effectively relate the purpose of the publication; and may assist in the reorganization of reports and illustrations.

#### Publications Coordinator

Under supervision, incumbents assist in the performance of the duties as outlined in the series concept.

Typically at this level incumbents help plan and expedite production schedules; review publication needs and report daily status of work progress or delays; and may prepare specifications for new publications and advise in print production specifications.

### Minimum Qualifications

#### Principal Publications Coordinator

Two years of college and five years of experience in the coordination and production of publications; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

# Publications Coordinator Supervisor

Publications Coordinator Supervisor – 7692

Class Specifications – D.10: COMMUNICATION

March, 2002

Series Concept

Same as class concepts.

Class Concepts

Under direction, Publications Coordinator Supervisors apply professional training and experience to supervise staff in planning, scheduling and coordination of activities related to publishing books, publications, and other printed material.

Incumbents have supervisory responsibility for hiring; performance evaluation; assigning work; effectively recommending merit increases, promotions and reclassification; discipline and discharges, and resolving complaints and grievances as provided in the “Supplemental Guides for Supervisor Classes” (Salary Administration Manual 12.0).

Certification or Licensure Requirements: None

## Minimum Qualifications

Applicants must meet the education and experience requirements as determined by the user department in conjunction with the Human Resources Director.

Candidates must also be able to demonstrate that they have the requisite knowledge, skills and abilities needed to perform the essential functions of the job with or without reasonable accommodation.

# Publications Manager

Class Specifications – D.10: COMMUNICATION

Senior Publications Manager – 7678

Publications Manager – 7679

June, 1977

Series Concept

Publications Managers manage an office of Publications and develop, coordinate and supervise the writing, editing, designing, illustrating, conceptualizing and production of publications; ensure that the

publications program conforms with University publishing policies; control expenditures; provide editorial and production services to other departments; plan and coordinate production schedules; expedite jobs to ensure prompt delivery; control inventory of publications to assure continuous supply; administer the department budget; obtain cost estimates and assist in planning publications to effect economies consistent with University standards of quality; supervise improvements and extensions of editorial and publication services; supervise the planning and production of publications designed for special functions or activities; and perform other related duties as required.

The two levels in the series are distinguished by the complexity of the publication program.

#### Class Concepts

##### Senior Publications Manager

Under general direction incumbents manage the Office of Publications, and supervise a large professional staff in the writing, editing, designing, conceptualizing and production of publications for a large publications program. Incumbents at this level typically plan edit, and publish a wide array and variety of administrative publications.

##### Publications Manager

Under general direction incumbents manage an Office of Publications and supervise a small staff of at least two full-time professionals in the writing, editing, designing, and production of publications for a publications program; and write, edit and design publications originating in the publications office. Incumbents at this level typically plan, edit, and publish administrative publications.

#### Minimum Qualifications

##### Senior Publications Manager

Graduation from college with a major in English, journalism, or a related field and five years of experience in professional editorial work; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

##### Publications Manager

Graduation from college with a major in English, journalism or a related field and four years of experience in professional editorial work; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

## Publications Manager Supervisor

Publications Manager Supervisor – 7677

Class Specifications – D.10: COMMUNICATION

March, 2002

Series Concept

Same as class concepts.

#### Class Concepts

Under direction, Publications Manager Supervisors apply professional training and experience to manage and supervise a Publications Office in which staff performs various duties, e.g., writing, editing, designing, illustrating, related to the production of University publications.

Incumbents have supervisory responsibility for hiring; performance evaluation; assigning work; effectively recommending merit increases, promotions and reclassification; discipline and discharges, and resolving complaints and grievances as provided in the "Supplemental Guides for Supervisor Classes" (Salary Administration Manual 12.0).

Certification or Licensure Requirements: None

#### Minimum Qualifications

Applicants must meet the education and experience requirements as determined by the user department in conjunction with the Human Resources Director.

Candidates must also be able to demonstrate that they have the requisite knowledge, skills and abilities needed to perform the essential functions of the job with or without reasonable accommodation.

## Radiological Equipment Specialist Principal

Class Specifications – H.15: MEDICAL TECHNICIANS  
Principal Radiological Equipment Specialist – 9071

November, 1984

#### Series Concept

Radiological Equipment Specialists are responsible for the safe and reliable installation, operation, and repair of radiological equipment in all areas of a Medical Center including adult and pediatric general diagnostic Radiology, Operating Room, Emergency Room, Orthopedics, Genitourinary, Angiography, Mammography, Computer Tomography, Nuclear Medicine, Nuclear Magnetic Resonance, Ultrasound and Digital and Research Facilities; and perform other duties as required.

Incumbents perform safety inspections monitoring the performance of diagnostic equipment; establish and implement safety and preventative maintenance procedures; troubleshoot and repair radiological equipment; estimate downtime of equipment in order to reroute patients; establish and implement quality control procedures; assist vendors in installing diagnostic radiological equipment; provide consultative services to departments using radiological equipment; establish, maintain and update technical records and establish and maintain an inventory of spare parts for radiological repairs.

Incumbents may assist in the training of residents, medical students, technologists and graduate students as it applies to radiologic equipment; and may participate in clinical or scientific research projects.

#### Class Concepts

## Principal Radiological Equipment Specialist

Under direction, incumbents serve as working supervisors in a unit and in addition may perform the full range of advanced and journey level duties.

### Minimum Qualifications

Applicants for positions in the Radiological Equipment Specialist Series are expected to possess the skills, knowledges, and abilities essential to the successful performance of the duties assigned to the positions.

Note: Specific qualification requirements are approved for positions by the Personnel Manager in accordance with the provisions of Staff Personnel Policies 210.8 and 210.9.

# Radiologic Technologist Chief

Class Specifications – H.20: MEDICAL TECHNOLOGISTS  
Chief Radiologic Technologist – 9019

November, 1977

### Series Concept

Radiologic Technologists perform diagnostic radiographic procedures by the application of ionizing radiation to produce images on film or on computer assisted equipment displays; and perform other related duties as required.

Incumbents typically inform patients of the radiographic procedure to be performed and instruct them in the nature and requirements of their cooperation; select radiographic film or other recording media; position patients for single or multiple plane procedures, providing immobilization and radiation protection devices as required; select appropriate technical factors on an individual patient basis; observe and report patients' reactions to the Radiologist; operate various radiographic and automated film processing equipment; and process radiographs.

Incumbents may be required to perform procedures utilizing fluoroscopes and computer associated equipment; administer non-injectable contrast media and assist in monitoring the injection of contrast media; assist physicians in procedures as required; operate such equipment as the computer console for storage, transfer and playback of data, generating images for observation or recording by polaroid camera or other means; and assist in the supervision and training of student technologists.

Radiologic Technologists may also maintain records and/or files of radiographs; evaluate the technical quality of radiographs; perform minor equipment adjustments; order equipment and supplies; prepare records of procedures performed and supplies and equipment used; and evaluate equipment for modification or replacement.

### Class Concepts

Chief Radiologic Technologist

Under general direction, incumbents direct and coordinate all technical diagnostic and related work in the radiology Department of a campus medical center or a distinct portion thereof where there is organizational and budget autonomy, at least 20 FTE subordinate Radiologic Technologists, and the incumbent's supervisor has either an academic or general management title.

Incumbents select, train, make assignments to, and review the work of subordinate Radiologic Technologists and related ancillary medical personnel; answer difficult questions on procedures and techniques; and may coordinate all business/clerical functions of the organization.

Incumbents may assist investigators on research projects and special programs; perform work of an innovative nature to develop new techniques or complex diagnostic procedures; direct or coordinate student technologist training programs; and may teach formal courses in anatomy, physiology, pathology, and ethics.

#### Minimum Qualifications

##### Chief Radiologic Technologist

Graduation from an accredited school of radiologic technology, a valid certificate in diagnostic radiologic technology issued by the California State Department of Health, and four years of experience in radiologic technology; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

## Radiation Therapy Technologist Chief

Class Specifications – H.20: MEDICAL TECHNOLOGISTS  
Chief Radiation Therapy Technologist – 9010

August, 1977

#### Series Concept

Radiation Therapy Technologists perform a wide variety of technical therapeutic procedures by the application of ionizing radiation from radioactive materials or generators to treat benign or malignant diseases of the body; and perform other related duties as assigned.

Radiation Therapy Technologists typically confer with Radiation Oncologists and work closely with Dosimetrists to discuss the treatment plan and the type of simulator films that will be necessary; place reference markings on the patients' body; review treatment procedures with the patient to reinforce the therapist's comments on reactions to therapy, to ensure that communication and emergency procedures are understood, and to advise on appropriate dietary and skin care procedures; position patients for single portal, multiple portal, rotation or cross beam therapy, providing immobilization devices as required; set up equipment according to the treatment plan verifying the placement of bars, wedges and similar devices; closely monitor the patient for unexpected reactions and report these deviations to the Therapist; and record delivered dosage values on the chart, verifying these values against the prescribed treatment plan.

Incumbents may also calculate prescribed dosages of ionizing radiation to be delivered to the patient; assist in preparing applicators for interstitial and intracavitary implants; operate simulation, radiographic and automated or manual film processing equipment; evaluate the technical quality of localization and

verification port films; perform minor equipment adjustments; order equipment and supplies; and evaluate equipment for modification and replacement.

### Class Concepts

#### Chief Radiation Therapy Technologist

Under general direction, incumbents direct and coordinate all technical therapeutic and related work in the Radiation Oncology Department/Section of a campus medical center.

Incumbents select, train, make assignments to, and review the work of subordinate therapy technicians and related ancillary medical personnel; answer difficult questions on procedures and techniques; and may coordinate all business/clerical functions of the organization.

Incumbents may also assist investigators on research projects and special programs; perform work of an innovative nature to develop new techniques or complex therapeutic procedures; direct or coordinate student technologist training programs; and may teach formal courses in anatomy, physiology, ethics and treatment techniques.

### Minimum Qualifications

#### Chief Radiation Therapy Technologist

Graduation from an accredited School of Radiologic Technology, a valid certificate in Radiation Therapy Technology issued by the California State Department of Health, and four years of experience in radiation therapy technology; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

## Recreation Supervisor

### Class Specifications – A.10: RECREATIONAL SERVICES AND ATHLETICS

Principal Recreation Supervisor (4001)

Senior Recreation Supervisor (4002)

Recreation Supervisor (4003)

Assistant Recreation Supervisor (4004)

August, 1977

### Series Concept

Recreation Supervisors plan, implement, and direct a program of recreational activities in one or more campus recreational facilities and perform other related duties as required.

Incumbents typically plan, organize, and supervise recreational programs that include but are not limited to activities such as swimming, water ballet, skin diving, water polo, diving, soccer, volleyball, gymnastics, wrestling, badminton, football, tennis, basketball, table tennis, martial arts, sailing, golf, track, softball, arts and crafts, canoeing, camping, skiing, cycling, backpacking, hiking and nature study, and related cultural activities; supervise lower level recreational, clerical, and maintenance personnel involved in the implementation of recreational programs; schedule the use of recreational facilities and ensure their

proper use; advise and assist individuals and groups in the use of recreational facilities; and supervise the receiving, storing, issuing, and maintaining of sports and recreational equipment. Incumbents in addition are assigned responsibility for the leadership of participants, both individuals and groups, including students, faculty, staff, and members of the public in a variety of social, cultural, and physical activities.

Incumbents may perform public relations activities on behalf of selected recreational programs; may maintain files and records and prepare reports as required; and may assist in the preparation of budget recommendations. The Recreation Supervisor series consists of four levels, with the distinction between levels based on the scope and complexity of the recreational program, the degree of involvement in program planning, and the degree of supervision exercised.

## Class Concepts

### Principal Recreation Supervisor

Under direction, incumbents are assigned responsibility for directing major recreational programs that offer a wide variety of recreational activities. Incumbents typically develop, manage, and direct an extensive recreational program of campus-wide scope and complexity; develop, manage and direct a campus intramural program; supervise and evaluate the performance of Recreation Supervisors and other recreational, clerical, and maintenance personnel; coordinate activities with other campus and outside recreational agencies; schedule the use of facilities and determine changes; supervise the collection of fees; and make budget recommendations as necessary.

Incumbents are assigned responsibility for all supplies and equipment used in the implementation of major recreational programs, for the development of public relation programs related to the planning and development of recreation programs, and for the preparation of evaluation reports regarding the effectiveness of recreation programs offered.

This class is distinguished from the Senior Recreation Supervisor class by the independent responsibility for the development and management of an extensive recreation program offering activities in a wide variety of recreational and cultural areas.

### Senior Recreation Supervisor

Under general supervision, incumbents are assigned responsibility for Directing recreational programs that are of lesser scope and complexity than those found at the principal level or may act as principal assistants to higher level Recreation Supervisors in the planning and implementation of a major recreational program. Incumbents plan, organize, and supervise recreational activities in areas such as Men's Intramural Sports, Women's Intramural Sports, Coeducational Intramural Sports, and Campus Clubs; plan, organize, and supervise recreational activities at campus recreation centers; hire, train, supervise, and evaluate the performance of Recreation Supervisors and other recreational, clerical, and maintenance personnel; advise and assist individuals and groups with problems related to scheduled social and recreational activities; enforce University rules and regulations as necessary; schedule the use of facilities within areas of assigned responsibilities; make budget recommendations; conduct or assist in conducting appropriate public relations programs; and maintain files and records and prepare reports as required.

This class is distinguished from the Recreation Supervisor class by the responsibility for developing programs to meet specific campus recreational and cultural needs.

### Recreation Supervisor



Under general supervision, incumbents are assigned responsibility for implementing specific areas of a campus recreational program and/or assisting higher level Recreation Supervisors in planning, organizing and directing a major campus recreational program. Incumbents in addition perform the range of duties outlined in the Series Concept. This is the operational level of the series.

This class is distinguished from the Assistant Recreation Supervisor class by the degree of independent responsibility for the implementation and coordination of a variety of recreational and cultural activities.

#### Assistant Recreation Supervisor

Under supervision, incumbents are assigned responsibility for implementing specific areas of a campus recreational program. Incumbents perform the majority of duties described in the Series Concept, working within established policy and procedural guidelines and have limited authority to interpret and enforce University rules and regulations. This is the entry level in the professional series; however, positions may be assigned to this level on a continuing basis.

#### Minimum Qualifications

##### Principal Recreation Supervisor

Graduation from college with a major in recreation or physical education or a related field and **three** years of professional recreational experience; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

##### Senior Recreation Supervisor

Graduation from college with a major in recreation or physical education or a related field and **two** years of professional recreational experience; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

##### Recreation Supervisor

Graduation from college with a major in recreation or physical education or A related field and **one** year of professional recreational experience; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

##### Assistant Recreation Supervisor

Graduation from college with a major in recreation or physical education or a related field; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

**Note:** A Master's degree in a related field may be substituted for one year of the required experience.

## Rehabilitation Services, Chief

Class Specifications – H.80: THERAPEUTIC SERVICES

Chief of Rehabilitation Services – 9448

Associate Chief of Rehabilitation Services – 9449

April, 1973

## Series Concept

Chiefs and Associate Chiefs of Rehabilitation Services plans organize, and direct the rehabilitation services program of a campus Neuropsychiatric Institute or medical facility engaged in teaching, research and clinical services; and perform other related duties as required.

Incumbents typically develop, coordinate and supervise a program for the rehabilitation of patients through organized individual and group therapeutic activities; formulate and administer department objectives, policies and procedures; coordinate rehabilitation programs with those of other departments and services of the institution; consult and collaborate with other professional staff; supervise a staff of rehabilitation personnel engaged in occupational therapy, recreation therapy, music therapy, physical therapy and/or vocational rehabilitation counseling; recruit, select, and train personnel, and evaluate their performance; coordinate the instruction in rehabilitation therapy with the total teaching program of the Institute and of the University; initiate, plan, and conduct rehabilitation research programs in cooperation with research personnel; plan, direct, and supervise intern training programs coordinating with other training programs and with various colleges and universities whose students intern at the Institute; organize, administer, and control departmental budget, personnel, space, and equipment and coordinate with other departments and services; and keep records and prepare reports as necessary and required.

Incumbents may engage in consultation and teaching with other departments and agencies; may participate in the training of other personnel such as psychiatric residents, medical students, social workers, nurses and technicians; may serve on thesis committees of graduate students and supervise their clinical studies; may consult on curriculum revisions and clinical training; may independently plan and conduct research studies in rehabilitation, write and publish articles and participate in the total research program of the Institute; may write and present papers at conferences and workshops; may prepare and deliver lectures related to rehabilitation programs; may establish and maintain cooperative relationships with appropriate public and private agencies; and may interpret the rehabilitation services program to interested individuals.

Classes in the Chief of Rehabilitation Services series are distinguished from other therapist classes in that incumbents typically have management responsibility for a total rehabilitation services program or for one or more major divisions of a rehabilitation services program. The series consists of two levels based on varying degrees of administrative, managerial, and/or supervisory responsibility and on the size, nature and/or complexity of the rehabilitation services programs. Associate Chief of Rehabilitation Services is the first management level and Chief of Rehabilitation Services is the second management level.

## Class Concepts

### Chief of Rehabilitation Services

Under medical direction, incumbents are responsible for planning; administering and directing all phases of a large and varied rehabilitation services program usually employing 12 or more professional therapists to meet institutional objectives of teaching, research and clinical services.

Incumbents typically perform the range of duties outlined in the Series Concept. As a guide to help determine the scope and complexity of the second management level, incumbents typically coordinate clinical and academic goals in collaboration with subordinate supervisors, affiliating colleges and universities and with specialty staff; and may in addition supervise Associate Chief of Rehabilitation

Services incumbents who are responsible for administering and developing child or adult division rehabilitation programs, associated training and service programs, and clinical studies.

#### Associate Chief of Rehabilitation Services

Under medical direction, incumbents are either (a) assigned responsibility for planning, administering and directing a medium-sized rehabilitation services program usually employing 5 professional therapists to meet institutional objectives in teaching, research and clinical service or (b) are assigned responsibility for planning and implementing an adult or child rehabilitation program reporting to the Chief of Rehabilitation Services in a large and varied rehabilitation services program.

Incumbents who are in charge of a total rehabilitation services program of medium size and directly supervise professional therapists, typically perform the range of duties outlined in the Series Concept.

As head of a child or adult division of a rehabilitation services program, incumbents typically coordinate their programs with other departments and multi-disciplinary treatment teams in clinical services; participate in policy decisions affecting the total child or adult in clinical services; plan and coordinate clinical and preclinical experiences within child or adult programs and supervise professional therapists engaged in music therapy, recreation therapy, physical therapy, occupational therapy and vocational rehabilitation counseling.

#### Minimum Qualifications

##### Chief of Rehabilitation Services

Current registration in American Occupational Therapy Association, or National Association of Music Therapy, or other recognized national credentials for professional therapists; Master's degree in rehabilitation/therapeutic or related field; four years of progressively responsible experience including two years of supervisory and administrative experience in a rehabilitation program for emotionally disturbed, mentally retarded or physically handicapped; and concurrent or supplemental experience in conducting training and research programs in rehabilitation.

##### Associate Chief of Rehabilitation Services

Current registration in American Occupational Therapy Association, or National Association of Music Therapy, or other recognized national credentials for professional therapists; Master's degree in rehabilitation/therapeutic or related field; two years of progressively responsible experience including one year of supervisory and administrative experience in a rehabilitation program for emotionally disturbed, mentally retarded or physically handicapped; and concurrent or supplemental experience in conducting training and/or research programs in rehabilitation.

## Reprographics Supervisor Senior

Class Specifications – G.75: REPROGRAPHIC, BOOKBINDING AND PRINTING SERVICES  
Senior Reprographics Supervisor – 4761

November, 1973

#### Series Concept

Reprographics Technicians perform and/or supervise a variety of tasks involving reprographics services which utilize both offset and direct contact duplicating equipment; and perform other related duties as required.

Incumbents are typically assigned to a reprographics center utilizing a wide variety of equipment such as offset printing machines, mimeographs, ditto duplicators, vacuum frame process cameras, and various types of bindery equipment capable of reprographics printed material involving a variety of reprographics processes.

The Reprographics Technician series reflects levels of difficulty such as specialized knowledge of the range and degree of sophistication of the repro- graphics equipment and processes required and utilized; the degree of supervisory responsibilities; and the involvement in administrative duties including consultative and advisory services.

Determination of whether a reprographics center should be considered as large or small shall be based on a combination of factors including, but not limited to: (1) budget and volume of the center; (2) number of full-time-equivalent employees; (3) diversity of class of positions within the center; (4) multi- shift operations; (5) sophistication of equipment (equipment capable of handling difficult work, e.g., close hairline registration due to multicolor and half tone requirements); and (6) scope of operations (e.g., use of compositors, photographic equipment, microfilm equipment, etc.).

#### Class Concepts

##### Senior Reprographics Supervisor

Under direction, incumbents plan, coordinate and direct the work of a repro- graphics center having a wide variety of technically sophisticated equipment. Incumbents are typically responsible for the operations of a reprographics center; schedule work and assign personnel; maintain work flow; develop standards of quality and quantity control; select staff; and evaluate performances for taking or recommending personnel actions.

Additionally, incumbents in a small reprographics center direct the preparation of cost estimates and the maintenance of records of expenditures; provide consultative services to users on matters relating to reprographic needs; may prepare the annual reprographics center budget request; and may make purchase recommendations for new equipment.

#### Minimum Qualifications

##### Senior Reprographics Supervisor

Graduation from high school and four years of experience in the operation and maintenance of a wide variety of offset and direct impression reproduction equipment, including one year in a supervisory capacity; or an equivalent combination of education and experience.

## Resident Advisor

Class Specifications – A.20: RESIDENTIAL SERVICES

Senior Resident Advisor – 4121

Resident Advisor – 4122

November, 1979

### Series Concept

Resident Advisors coordinate the day-to-day activities related to the successful operation of a student residence unit or group of units and perform other related duties as required.

Incumbents plan, organize, and direct a variety of programs related to student government of a residence unit; serve as advisors to student groups on matters concerning student government and attend meetings as necessary; serve as resource and referral agents for hall staff and students; engage in extensive student contact in the areas of counseling, community development, conflict resolution, academic advising, and crisis management; work closely with student-elected officials in the maintenance of records and the spending of student government funds; select, train, counsel, supervise and discipline lower level staff members; promote the goals and objectives of the residence halls program to the hall staff and students; advise student group representatives on matters related to the maintenance of a balanced program in the cultural, social, educational, athletic, and service areas; and handle individual or group misconduct personally or through the appropriate student government committee campus office.

The Resident Advisor series consists of two levels with the distinction between levels based on the scope and complexity of the residence hall program, the degree of involvement in program planning and development, and the degree of supervision exercised.

### Class Concepts

#### Senior Resident Advisor

Under general supervision, incumbents plan and direct the day-to-day activities of a student residence unit or group of units typically consisting of 400 or more student residents. Incumbents in addition to performing the range of duties outlined in the Series Concept may supervise lower level Resident Advisor and Resident Assistant personnel. This is the operational level of the series.

#### Resident Advisor

Under supervision, incumbents plan and direct the day-to-day activities in a student residence unit or group of units typically consisting of 200 or more student residents. Incumbents may assist in the planning and directing of the day-to-day activities in a student residence unit or group of units typically consisting of 400 or more student residents. Incumbents perform the majority of duties described in the Series Concept working within established policy and procedural guidelines. This is the entry level in the series; however, positions may be assigned to this level on a continuing basis.

### Minimum Qualifications

#### Senior Resident Advisor

Graduation from college with a major in psychology, sociology, social welfare or a related field; and *one* year of experience in residence hall supervision; or an equivalent combination of education and experience; and skills, knowledges and abilities essential to the successful performance of the duties assigned to the position.

#### Resident Advisor

Graduation from college with a major in psychology, sociology, social welfare or a related field; or an equivalent combination of education and experience; and skills, knowledges and abilities essential to the successful performance of the duties assigned to the position.

## Resident Advisor Supervisor

Class Specifications – A.20: RESIDENTIAL SERVICES  
Resident Advisor Supervisor – 4120

March, 2002

### Class Concept

Under direction, Resident Advisor Supervisors apply professional training and experience to supervise the development, coordination, and implementation of a variety of programs related to student government of resident hall units.

Incumbents have supervisory responsibility for hiring; performance evaluation; assigning work; effectively recommending merit increases, promotions and reclassification; discipline and discharges, and resolving complaints and grievances as provided in the “Supplemental Guides for Supervisor Classes” (Salary Administration Manual 12.0).

*Certification or Licensure Requirements:* None

### Minimum Qualifications

Applicants must meet the education and experience requirements as determined by the user department in conjunction with the Human Resources Director.

Candidates must also be able to demonstrate that they have the requisite knowledge, skills and abilities needed to perform the essential functions of the job with or without reasonable accommodation.

## Resident Assistant Supervisor

Resident Assistant Supervisor – (4124)

Class Specifications – A.20: RESIDENTIAL SERVICES

March, 2002

### Series Concept

Same as class concepts.

### Class Concepts

Under direction, Resident Assistant Supervisors apply previous training and experience to supervise the development, coordination, and implementation of a variety of programs aimed at creating and maintaining a positive living environment in a resident hall.

Incumbents have supervisory responsibility for hiring; performance evaluation; assigning work; effectively recommending merit increases, promotions and reclassification; discipline and discharges, and resolving complaints and grievances as provided in the "Supplemental Guides for Supervisor Classes" (Salary Administration Manual 12.0).

Certification or Licensure Requirements: None

Minimum Qualifications

Applicants must meet the education and experience requirements as determined by the user department in conjunction with the Human Resources Director.

Candidates must also be able to demonstrate that they have the requisite knowledge, skills and abilities needed to perform the essential functions of the job with or without reasonable accommodation.

## Scanner I Supervisor

Class Specifications – I.20: LABORATORY AND RESEARCH SUPPORT  
Supervising Scanner I – 9621

March, 1973

Series Concept

Under general supervision, the Scanner performs or supervises the scanning, measuring, and analyzing of particle physics events which are recorded on film or in emulsion; and performs other related duties as required.

Incumbents examine stereoscopic views of particle physics events, detect, identify, classify, and prepare for measurement various categories of events; which may include ten categories, according to criteria established for the particular experiment; scan emulsions under a microscope to identify interesting particle physics events, orient events in emulsion, and make calculations; audit and compare the results of previously scanned film; locate vertex and tracks of designated events and operate a digitizer to measure and record each track which may include measuring the tracks of complex particle physics events where the background tracks, number of tracks, or interpretation of the vertex and ending of tracks require a basic understanding of the physics principles involved; record decisions regarding categories; key punch data; and perform technical analysis of data which entails making mathematical calculations and plotting figures.

Performance of the above duties normally require that incumbents have academic training in the sciences including course work in physics, mathematics, and chemistry.

Class Concepts

Supervising Scanner I

Incumbents supervise the work of two or more full-time-equivalent Scanners. In addition to supervisory duties, incumbents typically perform technical analysis of data normally requiring an understanding of the scientific principles involved and the making of mathematical calculations requiring an understanding and application of higher mathematics which is acquired through course work in trigonometry, geometry, or basic physics. Incumbents may also write subroutines for complex computer program systems or write simple programs.

#### Minimum Qualifications

##### Supervising Scanner I

Two years of college as a science major including course work in physics, mathematics, and chemistry, and two years of experience as a Scanner including at least six months as a Scanner II; or an equivalent combination of education and experience.

## Seaman

Class Specifications – G.45: MARINE TRADES

Able Seaman – 8382

Ordinary Seaman – 8383

May, 1976

#### Series Concept

Seamen perform deck duties involved in the general upkeep and operation of a University research vessel; and perform other related duties as required.

#### Class Concepts

##### Able Seaman

Under supervision, incumbents perform skilled and semi-skilled deck duties involved in general shipboard procedure and assistance to scientific personnel. Able Seamen care for rigging, deck and scientific equipment; stand watches on the bridge, and act as lookouts; assist in general navigation; perform minor semiskilled repairs to small craft and tenders; chip and paint hulls and other gear; and stand security watches while in port.

##### Ordinary Seaman

Under supervision, incumbents perform unskilled deck duties involved in the general upkeep of a research vessel. Ordinary Seamen handle lines; transfer and secure gear and equipment; perform general painting, chipping, cleaning and scrubbing of the deck; repair and splice lines, under instruction; polish equipment and fixtures; and stand security watches.

#### Minimum Qualifications

##### Able Seaman



Ability to read, write and perform basic arithmetic calculations; one year of experience as Seaman on a vessel of comparable size and outfit; or an equivalent combination of education and experience; and knowledge and abilities essential to the successful performance of the duties assigned to the position. License Requirement: Incumbents in these classes shall have in their possession such valid licenses and/or certificates as are required.

#### Ordinary Seaman

Ability to read, write and perform basic arithmetic calculations; six months of experience as Seaman on a vessel of comparable size and outfit; or an equivalent combination of education and experience; and knowledge and abilities essential to the successful performance of the duties assigned to the position. License Requirement: Incumbents in these classes shall have in their possession such valid licenses and/or certificates as are required.

## Sheetmetal Worker Supervisor

### Class Specifications – G.15: FACILITIES

#### Sheetmetal Worker Supervisor – 8124

September, 1986

#### Series Concept

Sheetmetal Workers fabricate, assemble, install and repair sheet metal products and equipment such as control boxes, drain pipes and ventilators; select gauge and type of sheet metal according to product being fabricated and knowledge of metal; set up and operate fabricating machines such as shears, brakes, bending rolls and punch and drill presses to cut, bend and straighten sheet metal; shape metal over anvil, blocks or forms; set up and operate soldering and welding equipment to join together sheet metal parts; smooth seams, joints or burred surfaces using files and portable grinder or buffer; inspect assemblies and installations to conform with specifications; and instruct or lead semi-skilled and unskilled assistants.

#### Class Concepts

#### Sheetmetal Worker Supervisor

Under direction, incumbents supervise and coordinate the work of Assistant Supervisors, lead Sheetmetal Workers and Sheetmetal Workers. Incumbents typically make hiring selections among job applicants, insure that new and existing staff receive proper training; make daily work schedules and assignments; review work performed at various stages and upon completion; evaluate the performance of subordinate employees; recommend or initiate personnel actions such as promotions, transfers, and disciplinary measures; and maintain various work records including written and oral reports; prepare estimates of manhours, costs and materials required.

#### Minimum Qualifications

Applicants for positions in the Sheetmetal Worker Series are expected to possess the skills, knowledge, and abilities essential to the successful performance of the duties assigned to the position.

# Staff Officer

Class Specifications – F.20: ADMINISTRATIVE SUPPORT AND ANALYSIS

Staff Officer II – 7560

Staff Officer I – 7580

March, 1973

## Series Concept

Under direction, Staff Officers manage a broad administrative and service program for a very large and complex school or college; supervise a large and complex administrative service; supervise the most difficult and complex staff analysis for a campus-wide program; and perform other related duties as required.

This series is established for positions that have substantial administrative responsibilities and require professional and managerial skills, training, and experience; supervise the most difficult and complex staff analysis including the development of campus-wide policies and programs; or perform highly complex and specialized staff analysis in a chancellor's office. Normally, there is supervision over other professional, administrative, and related personnel such as: accountants, engineers, research technicians, and staff analysts. Incumbents usually report to and serve as a principal assistant to an administrative officer in the University Management Program or to an academic administrator. Work is reviewed only in terms of meeting over-all goals and objectives.

Positions are allocated to this series by the Chancellor on the basis of substantial administrative responsibility and the role of the position to the total campus administration. It is requested that where similar programs occur on other campuses, the Chancellor consult with the appropriate representative in the President's office before action is taken.

The examples of positions or functions listed below are not intended to limit the decision of the Chancellor regarding the allocation of positions, but rather to indicate the nature and scope of administrative and staff responsibility for which these classes are established. The Staff Officer classes are established as middle management levels for a variety of administrative, staff, and analytical series although separate but parallel titles are established for some related series.

Administrative Services Officer for a large and complex school or college, with over-all responsibility for business, staff, and administrative services including accounting, budget, personnel, and purchasing; represents the dean or chairman in intra-and inter-campus policy level conferences; represents the University in negotiations, conferences, and meetings with outside agencies; and provides staff assistance to the dean or chairman in the development and implementation of policy.

Business Manager for a number of different types of service units or auxiliary enterprises, with responsibility for planning, organizing, and directing the business activities, typically including the supervision of several department heads and having a total staff of 75 or more employees; exercises budgetary controls through analysis of expenditures, authorization of purchases, and issuance of supplies, services, and equipment; serves as a consultant in the business management area; and develops and implements new policies and procedures.

Assistant Campus Accounting Officer as principal assistant to the Campus Accounting Officer with responsibility for administering a major area of the campus accounting and typically including supervision over other accountants and supervising accountants.

Assistant Campus Personnel Manager for a major personnel program and is the first assistant to the Campus Personnel Manager with responsibility for administering a major area of the campus personnel program, typically including supervision over several other professional employees.

Assistant Budget Officer, for a very large budgetary ~program with responsibility for analysis and control of the overall campus budget, including making or supervising the making of surveys, investigations, and analyses of departmental or campus budgetary requests; prepares instructions for budget preparations and for presentation at budget hearings.

Assistant Hospital Administrator with responsibility for directing and coordinating the activities for a variety of administrative functions and departments of a teaching hospital, including supervision of a number of department heads having a total staff of over 300 employees.

Associate Dean of Students with responsibility for planning, organizing, and directing a major area of the student personnel and activities program, normally including supervision of other Associate and Assistant Deans of Students.

Key staff specialist in the Chancellor's Office who develops, reviews, and coordinates a major campus-wide program or activity.

#### Class Concepts

#### Staff Officer II and I

Incumbents are responsible for the most important areas of campus administration, or are responsible for supervising or performing highly complex and specialized staff analysis. Positions are allocated to the II or I level on the basis of the nature and scope of responsibilities, role of the position in relation to the over-all campus management function, and the specialized requirements of the work.

#### Minimum Qualifications

##### Staff Officer II

Graduation from college in a related field and seven years of experience in accounting, business administration, economics, operations research, public administration, statistics, or other appropriate field; or an equivalent combination of education and experience.

##### Staff Officer I

Graduation from college in a related field and six years of experience in accounting, business administration, economics, operations research, public administration, statistics, or other appropriate field; or an equivalent combination of education and experience.

Note: A Master's degree in a related field may be substituted for one year of the required experience.

## Staff Research Supervisor

Class Specifications – I.20: LABORATORY AND RESEARCH SUPPORT  
Staff Associate IV-Supervisor – 9614 (A&PS)

Staff Associate III-Supervisor – 9615 (A&PS)  
Staff Associate II-Supervisor – 9616 (A&PS)  
October, 1995

### Series Concept

Staff Research Associates (SRAs) perform or supervise the performance of laboratory and/or field experimental procedures in support of academically-supervised research and teaching in the natural, physical or social sciences; and perform other related duties as required.

Incumbents perform technical determinations and/or make technical observations in one or more fields of scientific endeavor that usually yield technical data about the phenomena under investigation. The fields may include chemistry, physics, biochemistry, microbiology, botany, zoology, psychology, biology, geology, bacteriology, and other similar fields. The technical determinations include, for example, biochemical, radiochemical, physical, and biological preparation, examination, and analysis of specimen material. Installation, operation, and maintenance of laboratory and field instruments may be an essential part of the duties. The technical data yielded are used primarily for research and teaching, but the data may also relate to public service, such as patient care or agricultural extension.

Incumbents work under academic supervision, although they may report directly to a higher level Staff Research Associate. They may participate or assist in teaching activities by discussing experimental procedures with students, demonstrating procedures, working with faculty in presenting, developing or modifying portions of course material, and by providing technical supervision to students and visitors during assigned periods. However, they do not have formal responsibility for teaching and course content, which is an academic function. Normally, engagement in teaching activities is ancillary to engagement in research activities under academic supervision.

Incumbents participate in research activities at several levels of difficulty and responsibility described in the Class Concepts. Incumbents at the highest level described make significant innovative contributions to research methodology of a degree that typically changes the course of the investigation. However, they are not principal investigators, which is an academic role; and they may participate in but are not assigned final responsibility for determining (a) the general nature and course of investigation, (b) general methodological approaches for investigation, and (c) the scientific validity of research results.

The Staff Research Associate series is a broad series, encompassing disciplines in the natural, physical and social sciences. The examples cited in the Class Concepts are illustrative and do not preclude allocation to the series of positions requiring equivalent technical knowledge and skill.

The Staff Research Associate series specifically recognizes supervisory responsibility in three of its five levels (II-IV). Positions allocated to the supervisory titles in this series must meet the criteria for supervision as defined in the Supplemental Guidelines for Supervisor Classes (SAM 12).

### Class Concepts

#### Staff Research Associate IV – Supervisor

Under direction, incumbents (a) direct the work of a large laboratory including the supervision of a group of Staff Research Associate III's, II's, and I's, and where appropriate, related -Supervisor titles, or (b) take charge of the execution of research projects or major portions of research projects which have been broadly outlined by academic supervisors, or (c) engage in difficult and complex research projects in collaboration with academic supervisors, making important original contributions pertaining to laboratory and/or field experimental procedures. Within a selected methodological approach, the selection of specific

methods to achieve the objective is frequently left to the Staff Research Associate, who typically contributes original ideas of major methodological significance to the prosecution of the investigation proceeding both by reference to the general body of scientific knowledge and by application of trial and error methods.

Incumbents typically consult with academic supervisors on the nature and general plan of approach to basic research problems; read and abstract scientific articles pertaining to prosecution of broad research problems; proceed without specific direction to organize and work out all techniques involved; plan, assign, and direct the work of several Staff Research Associates, advising them on problems which they are unable to solve; contribute original ideas of major methodological significance to the prosecution of laboratory and/or field phases of research; take complete charge of the execution of laboratory phases of major research projects over considerable periods of time, such as during prolonged absences of academic supervisors; exercise judgment, initiative, and resourcefulness in making decisions, consulting on occasion with academic supervisors; and prepare complete written reports on all phases of laboratory and/or field experimental work involved in research projects. Such reports usually are used for major portions of articles to be prepared for publication.

Assignments at this level of difficulty may be supervisory or non-supervisory. Supervisory assignments typically carry responsibility for laboratory management and supervision of Staff Research Associates, Laboratory Assistants, and graduate students. Assistance and participation in teaching activities, as described in the Series Concept, may be viewed as similar in supervisory responsibility, for the purpose of evaluating laboratory management responsibility. Non-supervisory assignments at this level typically require sustained, frequent contributions of (a) original ideas of major importance in the prosecution of laboratory and/or field phases of research and/or (b) interpretation of data yielded by new/original method(s) used or developed in the course of laboratory and/or field phases of research. Co-authorship of scientific journal articles may indicate the level of innovational contribution publicly acknowledged at this level, but it is not a necessary requirement for allocation of such positions.

#### Staff Research Associate III – Supervisor

Under general supervision, incumbents (a) direct the work of a medium-sized laboratory having a staff of at least one Staff Research Associate II / Staff Research Associate II-Supervisor or two Staff Research Associate I's, or (b) perform laboratory and/or field experimental work that requires a combination of journey level knowledge and skill in two ordinarily distinct occupational fields or scientific disciplines, or (c) undertake research project in collaboration with academic supervisors, making innovative contributions pertaining to laboratory and/or field experimental procedures which may not change the course of an investigation but do indicate a significant independent contribution beyond the journey level.

Incumbents typically consult with academic supervisors on the nature and general plan of approach to basic research problems ; read and abstract articles or value in the prosecution of broad research problems; organize and work out all techniques involved; plan and assign the work of at least one Staff Research Associate II / Staff Research Associate II-Supervisor or two Staff Research Associate I's advising them on problems they are unable to solve; contribute original ideas in the prosecution of laboratory and/or field-phases of research; standardize new techniques and train other staff personnel and students in their use; perform specialized procedures in two ordinarily distinct occupational field or scientific disciplines ; and prepare complete written reports of laboratory and/or field experimental methods.

Assignments at this level of difficulty may be supervisory or non-supervisory. Supervisory assignments typically carry responsibility for laboratory management and supervision of at least one Staff Research Associate II / Staff Research Associate II–Supervisor or two Staff Research Associate I's, and may also include the supervision of Laboratory Assistants and graduate students. Assistance in teaching activities, as described in the Series Concept, may be viewed as similar supervisory responsibility, for the purpose

of evaluating laboratory management responsibility. Non-supervisory assignments typically require (a) contributions or original ideas of importance in the prosecution of laboratory and/or field phases of research or (b) a combination of journey level knowledge and skill drawn from two ordinarily distinct occupational fields or scientific disciplines.

The Staff Research Associate III-Supervisor classes are intended to provide the intermediate class between the Staff Research Associate II and Staff Research Associate IV. in recognition of (a) laboratory management and supervision and/or (b) scientific innovation and/or (c) utilization of an unusual combination of advanced knowledge and skill, each of which separately would support the journey level of the field.

#### Staff Research Associate II – Supervisor

Under supervision, incumbents perform (a) a wide variety of standard repetitive laboratory and/or field experimental procedures at the full operational or journey level of skill in one field of specialty; or (b) perform a limited variety of non-standard laboratory and/or field experimental procedures requiring ingenuity, resourcefulness, and adaptability to special and changing needs of research in one specialized field; or (c) perform a limited variety or repetitive but highly specialized laboratory and/or field experimental procedures.

Incumbent typically perform a wide variety of standard repetitive procedures without detailed technical supervision, usually in a well-established occupational field (i.e., chemistry, microbiology, etc.). They may also modify, vary or adapt standard procedures to meet the needs of research projects, or improve tests that are unsatisfactory, and after studying available literature, analyze and alter conditions under which determinations are made. They may also acquire and apply a body of knowledge and skill in a field of comparatively narrow scope where the emphasis is on specialized techniques.

Assignments at this level of difficulty are typically non-supervisory; however, a Staff Research Associate II-Supervisor may also be assigned the management responsibility for a small laboratory unit, with at least one Staff Research Associate I or a group of lower-level laboratory employees such as Laboratory Assistants, Animal Technicians, etc. This type of responsibility typically includes ordering supplies and equipment and insuring proper operation and maintenance of laboratory equipment.

Staff Research Associate II-Supervisor are the fully operational levels of the series. Examples of assignments at this level of difficulty and responsibility are:

Chemical analyst, performing a wide variety of chemical analyses, including qualitative and quantitative analyses of unknowns, by using standard methods and by developing modifications of standard methods to meet special needs.

Entomologist in biological control unit, in charge of rearing of various species of insects and parasites, including responsibility for determining the kind of food host to use, the age and culture of food host best suited, the timing of breeding and rearing operations, and kinds of parasites to rear on insects to best accomplish the experimental purposes involved.

Plant pathologist, identifying mycological organisms on plant material by microscopic examination and by keying down, using judgment when descriptions in literature are incomplete or inaccurate.

Microbiologist, isolating and purifying cultures of fungus and bacterial organisms from plant or animal materials, varying the method on each specimen to identify the organism and obtain a pure culture.

Histologist, performing a wide variety of standardized, but intricate and delicate procedures for preparing and examining plant materials for optical and/or electron microscopy.

Experimental psychologist, assisting in psychophysiological experiments on man and animals, preparing subjects for experiments, performing psychophysical tests, improving tests as necessary and analyzing and developing statistical data .

Electron microscopist, preparing tissue for electron microscopy, maintaining electron microscopes and photographic darkroom and prep room facilities, providing individual and classroom instruction on the use of the electron microscope and related facilities.

The examples cited are typical for the class of the Staff Research Associate II-Supervisor, but are not intended to limit the class to the occupational fields named. All occupational fields suggested by the Series Concept may be found in the class.

#### Minimum Qualifications

Incumbents are expected to possess the skills, knowledge, and abilities essential to the successful performance of the duties assigned to the positions. These skills, knowledge, and abilities are typically acquired through a combination of extensive study and experience.

NOTE: Specific qualification requirements are approved by the Personnel Manager in accordance with the provision of Staff Personnel Policies 210. 8 and 210.9 for the Staff Research Associate I and A&PS Personnel Policy 120.5 for the higher levels of the Staff Research Associate series.

## Statistician

### Class Specifications – F.10: INFORMATION TECHNOLOGY SERVICES

Principal Statistician – 7211  
Senior Statistician – 7212  
Statistician – 7213  
Assistant Statistician – 7214

May, 1978

#### Series Concept

Statisticians perform professional statistical work Using a variety of standard statistical methods and programming techniques in order to complete assignments; and perform other related duties as required.

Incumbents typically select appropriate test formulas and perform standard computations such as multiple and partial correlation coefficients, t-tests, Chi-square, nonparametric tests, and analysis of variance working from written or verbal instructions; prepare control cards to adopt particular computer programs for selected research problems, which may include such factors as n-way analysis of variance, analysis for unbalanced design, discriminant analysis and step-wise regression; perform complicated computations independently on research problems such as regression analysis, analysis of covariance where the design is not complex and the mathematical model is relatively simple; participate in meetings with departmental representatives for the purpose of modifying codes, designing and changing forms, and

making reports during selected long-term projects; and are assigned responsibility for the processing of precoded data and the preparation of related reports.

Incumbents may supervise the work of lower level statisticians and related clerical personnel in the performance of coding and data collecting duties; may be assigned responsibility for recommending specific revisions in statistical codes, requiring library research and consultation with subject-matter specialists; may set up specifications for computer programming problems as required; may develop data screening programs for computer application using FORTRAN, PL/I, ALGOL or other compatible programming languages; may instruct lower level statisticians and related clerical personnel on the techniques of coding, statistical computations and utilization of equipment; may do computations involving new techniques which have been pretested; and may develop cost estimates as required.

The Statistician series consists of four levels with the distinction between levels based on the scope and complexity of statistical functions, the degree of involvement in program planning and the degree of supervision exercised.

### Class Concepts

#### Principal Statistician

Under direction incumbents are assigned responsibility for planning and directing the day-to-day activities of a statistical unit employing several professional statisticians and related computer programming personnel or for consultation and analysis requiring advanced knowledge and significant methodological innovation; and perform other related duties as required. Incumbents may direct the activities of a statistical unit which typically involve performance of functions such as determination of staff and budget needs, making of staff work assignments, and development of effective evaluation procedures, and training and supervision of unit employees; assist principal investigators in planning research designs on complicated problems or large-scale studies which may result in contracts or grants, and make job cost estimates; determine from discussions the purposes and objectives of various studies, the previous research done on problems, the scope, methods of approach to problems, and the restrictions inherent in experiments; make recommendations regarding possible alternative approaches or modifications of scope or objectives in order to develop effective research plans; meet with investigators to discuss possible statistical analyses of their research data; interpret results to investigators after completion of staff analysis; and meet with principal investigators, consultants, representatives from granting agencies as necessary to establish overall policies and procedures relating to selected projects.

Incumbents may perform statistical consultation and analysis requiring advanced and current knowledge of statistical theory and the ability to develop new methodology to meet novel requirements. Examples of such activity include development of statistical models in new areas of application and derivation of inference procedures using maximum likelihood, Bayesian or other principles; and specification of usage of new statistical methods with appropriate attention to tests of assumptions, numerical accuracy and correct interpretation of results.

#### Senior Statistician

Under direction, incumbents perform complex professional statistical work and in addition may supervise lower level statisticians and related personnel; and perform other related duties as required. Incumbents typically spend a majority of time working on one or more of the following tasks, such as adaptation of mathematical statistical models for novel analyses of technical data, independent consultation with department representatives and principal investigators, and planning and implementation of major study projects; advise principal investigators on appropriate experimental designs and statistical tests in order that valid conclusions can be obtained; plan statistical analysis for research projects where designs are made complex by the numbers and kinds of variable number of levels of variables and/or interactions or



relationships between variables consult with researchers to derive understanding of the hypotheses and experimental approaches; decide appropriate statistical analyses for balanced and unbalanced designs; develop mathematical models; determine feasibility of using electronic computers for computations; and select or write appropriate computer programs as necessary.

Incumbents may participate in planning meetings with representatives of cooperating institutions for purposes of relating medical and statistical aspects to resolve problems; may make job cost estimates on statistical analyses which require consultation with principal investigators; and may try out new statistical tests which are adaptations of accepted theories and/or principles of inference.

#### Statistician

Under general supervision incumbents perform professional statistical work as outlined in the Series Concept. This is the operational level of the series. Assistant Statistician

Under supervision incumbents perform professional statistical work on a variety of problems typically restricted in difficulty and scope. Incumbents perform the majority of duties described in the Series Concept within established procedural guidelines. As examples of duties assigned to this level, incumbents perform routine statistical computations such as multiple and partial Correlation coefficients, t-tests, Chi-square and one-way analysis of variance; perform complex computations when formulas are set up and when specific instructions are given in their use; code raw data and design simple codes for machine processing; recode data combining and modifying categories; and plot curves from computer output and prepare final graphs for reports. This is the entry level in the professional series, however, positions may be assigned to this level on a continuing basis.

#### Minimum Qualifications

##### Principal Statistician

Graduation from college with a major in statistics or a related field and six years of professional statistical experience including at least one year of pertinent supervisory experience; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

##### Senior Statistician

Graduation from college with a major in statistics or a related field and four years of professional statistical experience; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

##### Statistician

Graduation from college with a major in statistics or a related field and two years of professional statistical experience; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

##### Assistant Statistician

Graduation from college with a major in statistics or a related field; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

**Note:** A Master's degree in statistics or a related field may be substituted for one year of the required experience.

## Statistician, Assistant Supervisor

Class Specifications – F.10: INFORMATION TECHNOLOGY SERVICES  
Statistician, Assistant Supv – 7215

March, 1973

### Class Concept

Under general direction as to goals and priorities, Computer Systems Designers are responsible for recognizing the need for, specifying, designing and implementing complex and innovative systems. Incumbents also conduct in-depth studies in the programming field and perform other related duties as required.

Incumbents specify general design concepts for "first time" programming systems such as new modes of interaction between machine and user and new approaches to problem solution. Incumbents may also consult with computer design engineers on the development of original hardware systems.

Essential requirements for allocation of a position to this level are demonstrated creativity and the ability to make significant and original contributions to the field of programming. In view of the technical nature of the work, it is advisable to consult with persons knowledgeable in the computer field when considering positions for allocation to the class of Computer Systems Designer.

The following examples are intended to indicate the type of tasks performed and the level of original contributions made by a Computer Systems Designer:

Develops new programming languages.

Designs time-sharing and terminal support systems.

Designs systems for three-dimensional (and greater) representation of data for graphical devices.

Conducts studies in advanced automation techniques.

### Minimum Qualification

A Master's degree in computer sciences, mathematics, physical sciences, or other appropriate field and six years of programming experience, including at least two years of advanced design or applied research in programming; or an equivalent combination of education and experience.

## Statistician Supervisor

Class Specifications – F.10: INFORMATION TECHNOLOGY SERVICES  
Statistician Supervisor – 7210

March, 2002

#### Class Concept

Under direction, Statistician Supervisors apply professional principles of statistics to supervise staff performing standard statistical computations, coding, and data collection in support of a wide variety of projects.

Incumbents have supervisory responsibility for hiring; performance evaluation; assigning work; effectively recommending merit increases, promotions and reclassifications; discipline and discharges, and resolving complaints and grievances as provided in the "Supplemental Guides for Supervisor Classes" (Salary Administration Manual 12.0).

Certification or Licensure Requirements: None

#### Minimum Qualifications

Applicants must meet the education and experience requirements as determined by the user department in conjunction with the Human Resources Director.

Candidates must also be able to demonstrate that they have the requisite knowledge, skills and abilities needed to perform the essential functions of the job with or without reasonable accommodation.

## Steam Operating Engineer Chief / Assistant Chief

Class Specifications – G.15: FACILITIES  
Chief Steam Operating Engineer – 8233  
Assistant Chief Steam Operating Engineer – 8234  
July, 1986

#### Series Concept

Steam Operating Engineers operate, maintain and repair high pressure steam generating, heating, ventilating and air conditioning equipment; and perform other related duties as required.

#### Class Concepts

##### Chief Steam Operating Engineer

Under direction, incumbents supervise the operation, maintenance and repair of high pressure steam generating, heating, ventilating and air conditioning equipment.

Incumbents typically assign Steam Operating and Service Engineers to shifts; schedule and coordinate work; conduct general inspection of maintenance; supervise the starting, feeding and regulating of fires, operation and adjustment of forced draft equipment, and testing and treating of boiler water; supervise the operation and maintenance of associated equipment; direct the servicing of boilers, water pumps, vacuum and oil pumps, valves and other equipment; order material, equipment and supplies for the plant; review log sheets and steam charts; maintain records of boiler operation and other operating records; and perform the duties of a Steam Operating or Service Engineer as required. This class is distinguished from

the Assistant Chief Steam Operating Engineer in that incumbents plan, supervise and review the work in a steam plan.

#### Assistant Chief Steam Operating Engineer

Under general supervision, incumbents assist in the supervision of the operation, maintenance and repair of high pressure steam generating, heating, ventilating and air conditioning equipment. Incumbents supervise Steam Operating and Service Engineers in the operation of boilers or hot water generators, the steam plant and associated equipment on a shift or weekend schedules when the Chief Steam Operating Engineer is not on duty; conduct general inspection of maintenance; handle emergencies occurring during their work schedule; determine whether repairs should be made by the regular staff or by craft workers; supervise craft workers such as physical plant or maintenance craft workers in major repair and maintenance work such as the taking down of boilers; assist the Chief Steam Operating Engineer in ordering supplies, keeping records and preparing reports such as records of steam and gas flow; and assist in the assignment of personnel to shifts. This class is distinguished from Steam Operating Engineer in that incumbents supervise Steam Operating and Service Engineers and/or craft workers in the steam plant on alternate shifts and assume responsibility for the plant during the absence of the Chief Steam Operating Engineer.

#### Minimum Qualifications

Applicants for positions in this series are expected to possess the skills, knowledge and abilities essential to the successful performance of the duties assigned to the position.

## Student Affairs Officer

#### Class Specifications – A.30: ADVISING SERVICES

Student Affairs Officer IV – Supervisor (4357)  
Student Affairs Officer IV (4352)  
Student Affairs Officer III – Supervisor (4356)  
Student Affairs Officer III (4355)  
Student Affairs Officer II – Supervising (4358)  
Student Affairs Officer II (4353)  
Student Affairs Officer I (4354)

May, 2002

#### Class Concepts

Student Affairs Officers plan, direct and/or implement campus student affairs programs and perform related duties as required. Incumbents typically have programmatic responsibility in one or more functional areas such as outreach recruitment and retention; school relations; financial aid; housing; placement; learning skills counseling; admissions; low income and/or disabled student needs and centralized aspects of student advising.

This series is distinguished from other professional series (e.g., Administrative Analyst, Management Services Officer) by the work requiring judgment based on professional and/or academic expertise, beyond the implementation of administratively prescribed rules, policies or guidelines.

Competencies  
Admissions counseling;  
Academic counseling;  
Financial aid counseling;  
Housing information advice;  
Student Life counseling;  
Campus outreach.

#### Class Concepts

#### Standards

The following standards will be applied on a consistent basis to all clients:

Interprets and implements SAO policies and regulations in functional area, such as housing, government, financial aid, recreational and cultural activities, international education activities, special student group activities, academic advising programs and student counseling.

Researches and performs student counseling regarding the University's admission requirements, available curricular and academic programs, housing, scholarships and financial aid.

Works with deans, provosts, and department chairpersons in ascertaining and communicating the use of transferred units in meeting college and major requirements; administers changes in curriculum and may proctor exams.

Demonstrates working knowledge of policies and procedures applicable to SAO functional area.

Exercises professional judgment in interpretation and implementation of University policies and procedures.

Maintains broad working relationship with students, staff personnel, academic personnel, officials of external agencies and general public.

Benchmark Level  
4353 – Student Affairs Officer II  
FLSA Status of Benchmark: Non-Exempt

## Studio Projectionist Chief

Class Specifications – D.15: ARTS  
Chief Studio Projectionist – 8066

#### Series Concept

Studio Projectionists operate and maintain motion picture projectors and accessory equipment in support of the film making curricula of an academic department. Equipment includes, but is not limited to, the following: 16mm, 35mm, 70mm, and Super 8 single and double systems projectors as well as video reproduction systems.

Specific duties include the inspection and preparation of prints prior to projection according to accepted standards; computing ratios as they relate to" projection aspect ratios, down angles; projection throws and lens sizes according to the specific film format to be projected including flammable nitrate film; running shows to completion; ensuring that safety rules and regulations are followed; repairing projection equipment and all related accessories including projectors, lamphouses, rectifiers, sound systems, rewinds, film inspection equipment, controls, magnetic film reproducers, turntable video and audio tape machines, monitors microphones, electronics testing equipment, intercoms, fire door and exhaust systems; perform routine preventative maintenance; recommend purchase of new equipment; utilize electronic testing equipment including voltmeter, oscilloscope, color temperature meter, screen brightness meter, spectrum analyzer, and frequency generator to measure and test operational performance of projection equipment and quality of screening. The series consists of four levels: The Chief Studio Projectionist is the supervisory position and has overall responsibility for the studio projection equipment and theater facilities. The Senior Projectionist is the advanced operational level. The studio Projectionist is the journey level at which most duties are performed. The Assistant Studio Projectionist is the trainee level.

### Class Concepts

#### Chief Studio Projectionist

Under direction incumbents plan, organize and supervise the work of two or more Studio Projectionists in a major campus facility. Incumbents plan and schedule use of projection equipment and theater facilities in coordination with faculty and staff according to instructional needs and public performance programming. Incumbents oversee and ensure that projection booth-theater practices and procedures adhere to safety rules and regulations as established by the Fire Marshall; assess complex jobs to determine skills, equipment and facilities needed; estimate costs; approve expenditures and purchase requests. Incumbents may oversee the research, design, construction and installation of new equipment and participate in the development of equipment/facility utilization plans and the justification of new acquisitions. Incumbents perform journey level duties in the operation and maintenance of equipment/facility as required.

#### Minimum Qualifications

Applicants and incumbents are expected to possess the skills, knowledge and abilities essential to the successful performance of duties assigned to the positions.

Specific qualification requirements are defined for positions by the appropriate user departments.

## Superintendent of Agriculture

Class Specifications – G.15: FACILITIES  
Principal Superintendent of Agriculture – 8118  
Senior Superintendent of Agriculture – 8119

August, 1972

#### Series Concept

Superintendents of Agriculture manage the on-site administrative and cultural activities involved in establishing and maintaining agricultural research sites; and perform other related duties as required.

Incumbents have (1) responsibility for planning and managing agricultural activities of such size and/or complexity as to require delegation of day-to-day operational duties to subordinate supervisors; or (2) the sole and independent responsibility for planning, managing, and operating an entire agricultural site; or (3) responsibility for acting as first assistant to the head of a unit.

Incumbents typically make recommendations on budget and staffing requirements; approve expenditures for labor, supplies, and equipment; plan agricultural activities and make recommendations for long-range space allocations based upon the knowledge of future projects and cultural requirements; perform cultural duties requiring a highly skilled agricultural specialization; and select, train and supervise skilled and unskilled agricultural personnel.

The Superintendent of Agriculture series consists of two levels, distinguished on the basis of the size of the operation, the number of employees supervised, the technical complexity of the operations, the variety and delicacy of crops, the degree of responsibility for determining priorities and consequence of error, and the degree of supervision received.

### Class Concepts

#### Principal Superintendent of Agriculture

Under general direction, incumbents (1) plan, organize and direct the total operations of a large agricultural site consisting, as a general guide, of 160 or more acres and typically requiring the delegation of day-to-day operational duties to one or more subordinate supervisors; or (2) plan, organize and direct a smaller but technically complex agricultural operation measured in terms of an unusual variety of crops, experimental plots and skilled cultural techniques requiring the delegation of day-to-day operational duties to one or more subordinate supervisors; or (3) independently plan, organize and direct the operation of an entire agricultural site, such as a large remote field station, where the cultural activities are highly technical and complex and involve delicate and/or a variety of crops. Incumbents frequently make independent decisions with a high consequence of error and act as technical consultant in the planning of research activities.

#### Senior Superintendent of Agriculture

Under direction, incumbents (1) plan, organize and direct the total operations of a medium-size agricultural site consisting, as a general guides of 40 to 160 acres and involved in diversified or specialized cultural activities requiring incumbents to determine field allocations, layout and crop rotation; supervise cultivations, irrigation, fumigation and harvesting procedures; and keep records of labor, equipment materials and production: or (2) act as first assistant to a Principal Superintendent of Agriculture with responsibility for the coordination, supervision and performance of all activities necessary to the day-to-day technical operation of a large or highly complex agricultural activity. Incumbents typically schedule operations which provide all the necessary care and the best use of labor and equipment for a number of concurrent projects.

### Minimum Qualifications

#### Principal Superintendent of Agriculture

Graduation from college with a degree in an agriculturally related field and three years of supervisory or other responsible experience in farming operations; or an equivalent combination of education and experience.

#### Senior Superintendent of Agriculture

Graduation from college with a degree in an agriculturally related field and one year of supervisory experience in farming operations; or an equivalent combination of education and experience.

## Superintendent of Mechanical Shop

Class Specifications – G.55: AUTOMOTIVE AND AIRCRAFT

Senior Superintendent of Mechanical Shop – 8649

Superintendent of Mechanical Shop – 8650

April, 1973

### Series Concept

Under direction, the Superintendent of Mechanical Shop plans, organizes and directs the operations of a mechanical shop (or shops); and performs other related duties as required.

Incumbents approve expenditures of funds; are responsible for purchase of equipment and supplies; initiate cost analysis records such as inventory report, fiscal report, and budget requirements; determine need of maintenance work on equipment and facilities; plan and schedule maintenance work; select and train shop staff; supervise mechanic staff and in addition may supervise auxiliary staff such as clerical personnel, drafting technicians, and positions that require an equivalent level of skill as a mechanic.

While the work is primarily managerial in nature, the duties require technical skill at the Principal Laboratory Mechanician level in that incumbents assess complex jobs to determine skills, parts and facilities needed; plan and schedule work; estimate costs; make recommendations on how or if a job should be undertaken; may participate in functional design work; and may serve as a technical consultant to researchers and others.

The Superintendent of Mechanical Shop series is distinguished from the Superintendent of Grounds and Buildings series in that the duties involve highly skilled mechanical design work.

### Class Concepts

#### Senior Superintendent of Mechanical Shop

Incumbents plan, organize, and direct the operation of a large mechanical shop or two or more smaller shops, typically having a mechanic and auxiliary staff of about 10 full-time-equivalent employees.

#### Superintendent of Mechanical Shop

Incumbents plan, organize, and direct the operation of a mechanical shop, typically having a mechanic and auxiliary staff of about 5 full-time-equivalent employees.

### Minimum Qualifications

#### Senior Superintendent of Mechanical Shop



Two years of college work in an engineering field and ten years of experience in general machine shop work, tool making, and instrument making, and three years in a responsible supervisory capacity; or an equivalent combination of education and experience.

#### Superintendent of Mechanical Shop

Graduation from high school or a General Education Diploma and eight years of experience in general machine shop work, tool and die making or instrument making and one year in a responsible supervisory capacity; or an equivalent combination of education and experience.

## Superintendent of Physical Plant

Class Specifications – G.15: FACILITIES

Senior Superintendent of Physical Plant – 8114

Superintendent of Physical Plant – 8115

Assistant Superintendent of Physical Plant – 8116

November, 1973

#### Series Concept

Superintendents plan, direct, coordinate and supervise one or more operational functions of a campus physical plant; and perform other related duties as required.

Incumbents' plan, organize and supervise activities such as preventive maintenance; emergency repair service; construction and alteration of facilities and utilities; custodial services; ground maintenance; steam and power generation; environmental conditioning; material purchasing; storehouse operations; administration of construction utilities and service contracts; plant service planning, scheduling and controlling; and other operational functions.

Superintendents typically have line and staff management responsibility for an assigned function involving planning and implementation of activities and programs within one or more of the defined areas of responsibility; supervisory authority including hiring, assignment, evaluation, discipline, and dismissal of staff; authority to make exceptions in emergency situations to departmental policies; participation in policy setting processes; and responsibility for budgetary planning, and funds control within assigned area.

The Superintendent of Physical Plant Series consists of two levels based on (1) degree of management responsibility evidenced by the a) direction and planning of a variety of construction, alteration, and maintenance projects and operations, and b) authority to make commitments for determining and approving major projects and expenditures with only general review; and (2) specific knowledge required.

#### Class Concepts

##### Senior Superintendent of Physical Plant

Under general direction, incumbents plan, organize, direct and coordinate line management and staff services for one or more of the major functional subdivisions of the campus Physical Plant operations.

Typically Senior Superintendents have line and staff management responsibility for the more technical aspects of physical plant operations including but not limited to shop supervision; alteration programs for

facilities and utilities; steam and power generation; environmental conditioning; utility distribution and systems; preventive maintenance programs for buildings and facilities; and plant service planning, scheduling and controlling. In addition, incumbents may also have responsibility for less technical aspects of Physical Plant operations including custodial services and grounds maintenance. Incumbents may also assist the Physical Plant Administrator in the general administration of the campus physical plant program. Incumbents are authorized to make commitments for major project and expenditures on behalf of the Physical Plant Administrator.

#### Superintendent of Physical Plant

Under general direction, incumbents plan, organize, direct and coordinate line management and staff services for one or more functions of Physical Plant operations.

Typically Superintendents have line and staff management responsibility in less technical fields including, but not limited to coordination and management of a group of maintenance trade shops; alteration and maintenance projects; systems operations; custodial services; grounds maintenance; steam, power and chilled water generation and distribution; utilities distribution; preventive maintenance programs; coordination and management of material procurement and supply; and general planning, scheduling and controlling.

On larger campuses, incumbents normally supervise one or more non-technical functions of a Campus physical plant; on small campuses, incumbents normally supervise several non-technical functions such as custodial and ground maintenance.

#### Assistant Superintendent of Physical Plant

As entry level into the Superintendent series, incumbents assist a Superintendent or Senior Superintendent of Physical Plant with the planning, organizing, directing and coordinating of line management and staff service for one or more functions of Physical Plant operations. On smaller campuses, positions responsible for one function such as grounds or custodial services may also be assigned to this class.

#### Minimum Qualifications

##### Senior Superintendent of Physical Plant

Graduation from college with a major in business administration, architecture landscape architecture, engineering, or related degree and six years of progressively responsible experience in management of physical plant operations; or an equivalent combination of education and experience.

##### Superintendent of Physical Plant

Graduation from college with a major in business administration, architecture, landscape architecture, engineering, or related degree and three years of progressively responsible experience in management of physical plant operations; or an equivalent combination of education and experience.

##### Assistant Superintendent of Physical Plant

Graduation from college with a major in business administration, architecture, landscape architecture, engineering, or related degree and two years of experience in that field; or an equivalent combination of education and experience.

# Survey Worker Supervisor

Class Specifications – B.15 CLERICAL/ADMINISTRATIVE, SPECIAL & MAIL SERVICE

Survey Supervisor (7231)  
May, 1975

## Series Concept

Survey Workers perform or supervise the collection of survey data concerned with a wide variety of disciplines, demographic information, and attitudes; and perform other related duties as required. Incumbents collect information by mailing out advance letters to respondents, and by using prepared questions in interviewing and collecting data from selected respondents on a specific project to obtain information. Survey Workers may also convert these responses into coded answers.

The series consists of three levels: Survey Worker is the operational level; Senior Survey Worker is the working supervisory or advanced operational level; and Survey Supervisor is the full supervisory level.

## Class Concepts

### Survey Supervisor

Under direction, incumbents supervise and coordinate the activities of Survey Workers by training them in the procedures for collecting data, and orienting them to the purposes and goals of a survey.

Survey Supervisors also assist in developing questionnaires to be used by the field staff in collecting data, or assist in the planning, direction and execution of various surveys; independently supervise small studies; plan and make field assignments and determine proper individual work loads; may sit in on initial interviews to validate questionnaires; maintain control over records of interview schedules and questionnaires; supervise the summarizing of data and make a preliminary analysis of the appropriateness of the data collected in the field; and may assist statisticians in problems of coding.

This class is distinguished from the Senior Survey Worker class in that incumbents serve as first-level supervisors of Senior Survey Workers and Survey Workers in planning and supervising their work.

Incumbents are given the overall project requirements with specific areas of investigation determined in advance and supervise the collection and analysis of the appropriateness of the data.

## Minimum Qualifications

### Survey Supervisor

'Graduation from high school or a General Education Diploma and three years of experience in the collection of survey data; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

# Systems Operator Supervisor

Class Specifications – G.15: FACILITIES  
Systems Operator Supv. – 8228  
June 1992

## Series Concept

Systems Operators operate, maintain, inspect and repair various building and utility systems including high pressure steam generation, heating, ventilating and air conditioning equipment, refrigeration and freezer equipment, various types of constant temperature rooms, electronic, electrical and pneumatic control systems, pumps, and air handler equipment. Incumbents analyze system malfunctions through use of temperature, pressure and-flow indicators; perform regular preventive maintenance by checking performance of controls; indicators, valves, dampers, actuators, pressure regulators, piping, pumps, etc.; maintain insulation on various piping systems; design and fabricate thermal blankets for various valves, fittings, pumps, heat exchangers, and other mechanical equipment; stand watch; maintain proper pressures, temperatures, water levels and concentrates; test and treat boiler water; review log sheets and steam charts; maintain records of boiler operation and other operating records; report breakdowns requiring outside repair and repair and calibrate pneumatic/electrical controls and indicators associated with these systems.

## Class Concepts

### Systems Operator Supervisor

Under direction, incumbents supervise and coordinate the work of lower level System Operators. Incumbents typically make hiring selections among job applicants, insure that new and existing staff receive proper training; make daily work schedules and assignments; review work performed at various stages and upon completion; evaluate the performance of subordinate employees; recommend or initiate personnel actions such as promotions, transfers, and disciplinary measures; and maintain various work records including written and oral reports; prepare estimates of hours of labor, costs and materials required.

## Minimum Qualifications

Applicants for positions in the System Operator series are expected to possess the skills, knowledge and abilities essential to the successful performance of the duties assigned to the position.

Positions allocated to the Supervisory titles must meet the criteria for supervision as defined in the Supplemental Guidelines for Supervisory classes (SAM12).

NOTE: Where applicable, specific qualification requirements are approved by the Personnel Manager in accordance with the provisions of staff Personnel Policies 210.8 and 210.9.

# Technical Transfer Officer

Class Specifications – F.25: LEGAL SERVICES  
Technical Transfer Officer I – 0356  
Technical Transfer Officer II – 0367

Technical Transfer Officer III – 0368  
Technical Transfer Officer IV – 0369

December, 2004

## Class Concepts

### Technical Transfer Officer I

Responsible for evaluating commercial potential, formulating and implementing licensing strategy, and negotiating and drafting agreements for a portfolio of inventions. Contributes to the resolution process in legal disputes. Works with outside patent attorneys to file patent applications. Under guidance, negotiates intellectual property clauses in sponsored and collaborative research agreements. Under guidance, negotiates material testing and transfer agreements. Conducts legal and/or policy analysis and recommends exceptions to policy.

Performs activities requiring resolution of problems of moderate technical scope in support of technology transfer. Focus of activities may be as a generalist (supporting the cradle to grave lifecycle) or as a specialist (focused upon a specific function such as marketing. Assignments may include evaluating commercial potential of inventions; marketing the technology to prospective licensees, licensing strategy formulation; negotiating and drafting agreements; executing limited agreements; business / financial analysis in relation to proposed legal dispute settlements; managing attorney prosecution of patent applications; negotiating intellectual property clauses in sponsored/collaborative research agreements and material testing/transfer agreements; conducting legal and/or policy analysis and recommending exceptions to policy.

Well-defined, moderately complex, somewhat predictable, and usually short- to medium-term duration.

Works under close supervision of higher-level TTO, where specific instructions are provided and established work policies and procedures exist.

Performs tasks requiring working knowledge of and application of standard principles, theories and concepts such as laws, regulations, and practices pertaining to the protection and management of intellectual property, university technology transfer, and general scientific and/or technical skills in subject matter area. Interaction requires effective communication, and the use of discretion and judgment. Contacts are primarily with immediate supervisor and others in the department, but may also include UCOP, campuses, and external organizations.

### Technical Transfer Officer II

Responsible for evaluating commercial potential, formulating licensing strategy, negotiating and drafting agreements, and executing limited agreements for a substantial portfolio of complex inventions. Recommends resolution to legal disputes. Works with outside patent attorneys to file patent applications. Negotiates intellectual property clauses in complex sponsored and collaborative research agreements. Negotiates complex material testing and transfer agreements. Executes individual exceptions to policy. Supervises one or two lower staff.

Performs activities requiring resolution of a variety of problems of moderate to difficult scope in support of technology transfer .. Focus of activities may be as a generalist (supporting the cradle to grave lifecycle) or as a specialist (focused upon a specific function such as marketing.

Assignments may include evaluating commercial potential of inventions; marketing the technology to prospective licensees, licensing strategy formulation; negotiating and drafting agreements; executing limited agreements; recommending business and financial terms in proposed legal dispute settlements; managing attorney prosecution of patent applications; negotiating intellectual property clauses in sponsored/collaborative research agreements and material testing/transfer agreements; conducting legal and/or policy analysis and recommending exceptions to policy.

Generally defined, moderately complex, somewhat predictable, usually medium-term duration.

Works under direction of higher-level TTO where some interpretation of established work policies and procedures is required, and, at times deviation from standard work practices may be needed.

Performs tasks requiring thorough knowledge of and application of standard principles, theories, and concepts and techniques such as laws, regulations, and practices pertaining to the protection and management of intellectual property, university technology transfer, and general scientific and/or technical skills in subject matter area.

Interaction requires effective communication, and the use of discretion and judgment. Contacts include others in the department, UCOP, campuses, and external organizations.

#### Technical Transfer Officer III

This is a senior level technology transfer position that may, in whole or in part, report to the Executive Director, but rather than being an administrative manager, the Technology Transfer Officer 3 is recognized expert in some aspects of technology transfer. Responsible for evaluating commercial potential, formulating licensing strategy, negotiating and drafting agreements, and executing agreements for a very substantial portfolio and/or unique and very complex inventions.

Reviews and approves agreements. May approve settlement of legal disputes. Negotiates intellectual property clauses in unique and complex sponsored and collaborative research agreements, including systemwide, campus-wide or company-wide. Executes broad exceptions to policy. Serves as a mentor for lower level Technology Transfer Officers.

Performs multiple simultaneous activities requiring imaginative, practical and thorough solutions to a wide range of difficult problems in technology transfer.

Assignments may include evaluating commercial potential of inventions; marketing the technology to prospective licensees, licensing strategy formulation; negotiating and drafting agreements; executing limited agreements; recommending business and financial terms in proposed legal dispute settlements; serving as a policy witness for the University; managing attorney prosecution of patent applications; negotiating intellectual property clauses in sponsored/collaborative research agreements and material testing/transfer agreements; conducting legal and/or policy analysis, and recommending exceptions and/or executing limited exceptions to policy.

Partially defined, complex, unpredictable, often long-term duration.

Works under general direction of TTO IV, with significant latitude for exercising judgment and self-direction. Independently determines and develops approaches and strategies. Work normally reviewed upon completion or at periodic intervals for adequacy in meeting objectives.

Recognized expert in specific aspect of technology transfer. Performs tasks requiring state-of-the-art knowledge in subject area and broad application of principles, theories and concepts such as laws,

regulations, and practices pertaining to the protection and management of intellectual property, university technology transfer, and scientific and/or technical skills in area of expertise.

Interaction requires effective communication, and the use of discretion and judgment. Contacts are frequently external to department, involving other departments, campuses or organizations.

#### Technical Transfer Officer IV

This is the senior level technology transfer position reporting to the Executive Director. Primary focus is management of a medium-sized unit. Represents the department on intellectual property matters. May directly manage a small portfolio of unique inventions. Reviews and approves agreements. Approves settlements of legal disputes. Negotiates intellectual property clauses in unique and complex sponsored and collaborative research agreements. Executes broad exceptions to policy.

Performs many simultaneous and interconnecting activities requiring innovative solutions to unique and complex problems in technology transfer.

Assignments may include representing department on intellectual property matters; evaluating commercial potential of inventions; marketing of licensing technology, approving negotiation strategy; negotiating, reviewing and approving agreements; approving business and financial terms in legal dispute settlements; serving as a policy witness for the University; managing attorney prosecution of patent applications; negotiating intellectual property clauses in sponsored/collaborative research agreements; and executing broad exceptions to policy.

Ill-defined, very complex, unpredictable, and often long-term duration.

Works under broad direction of Executive Director, with extended latitude for exercising judgment and self-direction. Assignments frequently self-initiated. Determines and pursues course of action necessary to obtain desired result. Work checked through consultation and agreement with others rather than by formal review by supervisor.

Performs tasks requiring state-of-the-art knowledge of a broad functional work area, and broad application of advanced principles, concepts and theories such as laws, regulations, and practices pertaining to the protection and management of intellectual property, university technology transfer, general scientific and/or technical skills in subject matter area, and management experience, Contributes to development of new concepts.

High-level interactions within and outside the University on matters of considerable diversity. Frequently in contact with equivalent level inter-organizational managers concerning projects, operational decision, objective clarifications and strategy. Conducts top level briefings and technical meetings.

#### **Minimum Qualifications**

##### Technical Transfer Officer I

Bachelors degree in a relevant field; advanced academic (Masters (JD/MBA) and/or Doctorate strongly preferred); and three to five years relevant experience in a business or academic setting or a commensurate combination of education and experience.

##### Technical Transfer Officer II

Bachelors degree in a relevant field; advanced academic (Masters (JD/MBA) and/or Doctorate strongly preferred); and five to seven years relevant experience in a business or academic setting or a commensurate combination of education and experience.

#### Technical Transfer Officer III

Bachelors degree in a relevant field; advanced academic (Masters (JD/MBA) and/or Doctorate strongly preferred); and seven to nine years relevant experience in a business or academic setting or a commensurate combination of education and experience.

#### Technical Transfer Officer IV

Bachelors degree in a relevant field; advanced academic (Masters (JD/MBA) and/or Doctorate strongly preferred); and ten or more years relevant experience in a business or academic setting or a commensurate combination of education and experience.

## Television Engineer

Class Specifications – G.15: FACILITIES

Senior Television Engineer – 7112

Television Engineer – 7113

May, 1978

#### Series Concept

Television Engineers conduct and coordinate the planning, installation, operation and maintenance of closed-circuit or broadcast television and related equipment and facilities; supervise, instruct and assign personnel in the operation and care of equipment; plan and advise on the engineering standards for new equipment; determine maintenance schedules; consult with equipment manufacturers; coordinate the services of commissioned engineers in the solution of problems arising during installation or major alterations to equipment; serve as technical specialists and advisors on design, operation and maintenance of television equipment; and perform other related duties as required.

#### Class Concepts

##### Senior Television Engineer

Under general direction, incumbents supervise and perform highly specialized engineering for television facilities and systems design.

Incumbents at this level typically design and develop new television systems and equipment; supervise Television Engineers; recommend the purchase and supervise the installation of major television equipment; and administer the television engineering budget for a major organizational unit.

This level is distinguished from the Television Engineer class by the responsibility for highly specialized design of equipment systems and facilities.

##### Television Engineer



Under direction, incumbents perform all or many of the duties as outlined in the series concept. This is the full professional level at which incumbents operate independently in television engineering activities.

Incumbents at this level typically plan the installation of television equipment; serve as design engineers for projects of limited scope; supervise University technical staff; determine the number and type of replacement parts for stock; recommend the purchase of equipment; set up maintenance schedules; and train University staff in the use of television equipment.

#### Minimum Qualifications

##### Senior Television Engineer

Graduation from college with major work in engineering and five years of engineering experience in all phases of television operation, design work and maintenance; possession of a valid Federal Communications Commission radiotelephone operator's license for the type of equipment operated; or an equivalent combination of education and experience; and knowledges and abilities essential for the successful performance of the duties assigned to the position.

##### Television Engineer

Graduation from college with major work in engineering and three years of engineering experience in all phases of television operation, design work and maintenance; possession of a valid Federal Communications Commission radiotelephone operator's license for the type of equipment operated; or an equivalent combination of education and experience; and knowledges and abilities essential for the successful performance of the duties assigned to the position.

## Theatre Production Supervisor

Class Specifications – D.15: ARTS  
Senior Theatre Production Supervisor – 6330  
Theatre Production Supervisor – 6331

October, 1978

#### Series Concept

Theatre Production Supervisors coordinate and plan the technical activities associated with professional and amateur theatrical productions, symphonies, ballets, operas and related cultural events; assist the faculty and students in scheduling use of facilities and equipment and in planning productions; coordinate, supervise and assign technicians during rehearsals and production processes; and perform other related duties as required.

The series consists of two levels which are distinguished by the scope of the responsibilities for the technical activities associated with production, the variety of responsibilities, the degree of coordination rendered, and the supervision received.

#### Class Concepts

##### Senior Theatre Production Supervisor

Under general supervision incumbents supervise the technical aspects of productions for more than one unit within a large department; advise on staffing and work load; and recommend changes to pending projects.

Incumbents at this level typically coordinate campus theatrical or cultural productions; draft production calendar and resolve scheduling conflicts; serve as master carpenter for backstage activities; coordinate the plans and budgets for more than one unit or for several simultaneous productions; recommend expenditures for equipment and staff; secure approval from directors and designers for changes in the construction, assembly and setting of stage materials; assist in the planning of new facilities; and supervise technical staff employees and coordinate activities with outside vendors.

#### Theater Production Supervisor

Under supervision incumbents plan and coordinate technical aspects of theatrical productions either for a major unit of a large department; or for a small department.

Incumbents at this level typically coordinate activities associated with scenery, construction, lighting, properties, costumes, make-up, paint, sound and background music; ensure timely arrival of scenery and related equipment; coordinate laboratory operations; maintain budgets for each production; directly supervise and assign technical personnel to various phases of production; advise on production or scheduling problems; review and evaluate students' and casual employees' work for grading or advancement to career status; and assist academic staff in establishing laboratory training procedures to insure development of students in the technical area.

#### Minimum Qualifications

##### Senior Theatre Production Supervisor

Two years of college and four years of experience in theatrical work, including at least two years of supervisory experience; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

##### Theatre Production Supervisor

Two years of college and two years of experience in theatrical work; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

## Tree Trimmer Supervisor

Class Specifications – G.15: FACILITIES  
Tree Trimmer Supervisor – 8082

July, 1974

#### Series Concept

Tree Trimmers perform a variety of semi-skilled and skilled tasks in the maintenance and trimming of trees to promote their health and appearance; and perform other related duties as required.

## Class Concepts

### Tree Trimmer Supervisor

Under direction, incumbents perform skilled duties in the preservation and treatment of a variety of trees. Incumbents typically supervise two or more Tree Trimmers in topping, reshaping and trimming to achieve healthy and attractive trees.

Tree Trimmer Supervisors prune, brace, feed and spray trees to ensure their health and attractiveness; inspect and treat trees for diseases and pests; clean and treat cavities or pruning wounds; test and treat soil; supervise Tree Trimmers in the repair and maintenance of tree trimming and related equipment; and instruct and train personnel in use of materials and work methods.

### Minimum Qualifications

#### Tree Trimmer Supervisor

Ability to read, write, and perform basic arithmetic calculations; three years of experience in the care and trimming of trees, including one year in tree surgical work; and knowledge and abilities essential to the

## Usher

### Class Specifications – D.15: ARTS

Head Usher – 6272

Senior Usher – 6273

Usher – 6274

January, 1974

### Series Concept

Ushers direct and assist patrons at campus sporting and fine arts events; and perform other related duties as required.

Incumbents typically control and authorize the entrance and exit of persons at entertainment events; calm disturbances in line; determine type of seat purchased; distribute programs; direct patrons to the area of seat location; distribute re-entry authorizations to persons during performances or intermissions; count ticket stubs; and attempt to maintain order in emergencies such as fights, fires and disturbances caused by ill or dissatisfied patrons.

Classes in the Usher series are distinguished by intermittent, individual “prevent” responsibilities, as contrasted to continuing responsibilities.

## Class Concepts

### Head Usher

Under supervision incumbents coordinate activities of Senior Ushers and Ushers at entertainment events. Incumbents assign work stations to Ushers and Senior Ushers, explain their duties and correct their performance as necessary.

#### Senior Usher

Under supervision incumbents follow directions of Head Usher at entertainment events; greet patrons for admission authorization using the prescribed manner of scanning and validating tickets; count ticket stubs; close and open admission doors; calm disturbances in line; and distribute re-entry authorizations to patrons during performances or intermissions.

#### Usher

Under close supervision incumbents follow directions of Head Usher at entertainment events. Incumbents assist patrons in finding seats, searching for lost articles, and direct patrons to such locations as restrooms and telephones.

### Minimum Qualifications

#### Head Usher

Graduation from high school or a demonstrated ability to read and to perform the duties of a Senior Usher; and demonstrated ability to supervise.

#### Senior Usher

Graduation from high school or demonstrated ability to read and to perform the duties of a Senior Usher.

#### Usher

Graduation from high school or a demonstrated ability to read and to perform the duties of an Usher.

## Veterinarian – Laboratory Animal Medicine

Class Specifications – I.15: ANIMAL CARE SERVICES – VETERINARIANS

Senior Veterinarian – Laboratory Animal Medicine – 9531

Associate Veterinarian – Laboratory Animal Medicine – 9532

Assistant Veterinarian – Laboratory Animal Medicine – 9533

March, 1973

#### Series Concept

The Veterinarian provides a broad range of professional services encompassed by the veterinary specialty of Laboratory Animal Medicine; and performs other related duties as required.

Essential veterinary services are provided for a variety of experimental animals in central facilities for research support to investigators involved in biomedical and other scientific teaching and research.

Assignments to incumbents include: (1) duties in administration and supervision, (2) professional services, (3) teaching and training, (4) research, and (5) public service.

Administrative and supervisory duties assigned to incumbents are related to the functioning of a large and complex animal facility and resource.

Professional services performed by incumbents include clinical, radiologic and laboratory diagnostic services; maintenance of animal health, admittance and quarantine programs; anesthesiology, surgery and intensive care; and veterinary public health.

Incumbents perform teaching and training functions which involve participation in formal courses for professionals, graduate students, and nonprofessionals including laboratory animal technicians and caretakers; provide consultative services on comparative biology and medicine, technology, husbandry, medical care and the selections procurement, preparation and use of laboratory animals; and advise investigators on the conception of and conduct of research on animals to gain new knowledge and improve the quality of research through the selection of proper and new biological models, research environments and techniques.

Incumbents perform collaborative and independent research of an applied nature in experimental science and medicine. Such applied research may involve the development of new biomedical models, research environments and techniques, or the study of spontaneous or induced animal diseases and the zoonotic diseases.

Incumbents perform public service functions including maintenance of liaison with the veterinary profession, scientific community and the public; lectures to professional and lay audiences on the use of animals in research; and participation in promoting a favorable legal and social environment for the conduct of biomedical research.

#### Class Concepts

##### Senior Veterinarian – Laboratory Animal Medicine

Under general directions incumbents perform any combination of duties outlined in the Series Concept. A position may be allocated to this level if the incumbent is able to carry out assignments with only general direction and if he meets the Minimum Qualifications for this class.

##### Associate Veterinarian – Laboratory Animal Medicine

Under direction, incumbents provide essential veterinary services for a variety of experimental animals in central facilities for research support to investigators involved in biomedical and other scientific teaching and research. They may perform any combination of duties outlined in the Series Concept under the categories of administration and supervision, professional services# teaching and training, research, and public service. However, the assignments may be more limited and prescribed than in the case of Senior Veterinarian-Laboratory Animal Medicine

##### Assistant Veterinarian – Laboratory Animal Medicine

Under direction, incumbents provide essential clinical services in central animal care facilities. Typically, incumbents have limited or no responsibilities for administrative, supervisory, or public service functions, for collaborative or independent applied research, or for teaching or training functions.

## Minimum Qualifications

### Senior Veterinarian – Laboratory Animal Medicine

In addition to meeting the minimum qualifications required for the Associate Veterinarian-Laboratory Animal Medicine, the Senior Veterinarian must have completed (1) two years of approved postdoctoral training in laboratory animal medicine in a formal program of which the Director is a Diplomate of the American College of Laboratory Animal Medicine; or (2) two additional years of approved postdoctoral experience in laboratory animal medicine; or (3) a program leading to a Master's degree in a relevant biological or medical science; or an equivalent combination of education and experience.

### Associate Veterinarian – Laboratory Animal Medicine

Possession of a Doctor of Veterinary Medicine degree from a recognized school of veterinary medicine and a valid license issued by the Board of Examiners in Veterinary Medicine, preferably from the State of California; and either (1) two years of approved postdoctoral experience in laboratory animal medicine or (2) three years of general veterinary medicine experience; or an equivalent combination of education and experience.

### Assistant Veterinarian – Laboratory Animal Medicine

Possession of a Doctor of Veterinary Medicine degree from a recognized school of veterinary medicine and a valid license issued by the Board of Examiners in Veterinary Medicine, preferably from the State of California.

# Vocational Rehabilitation Counselor

Class Specifications – H.65: COUNSELING AND SOCIAL SERVICES  
Vocational Rehabilitation Counselor – 9277

September, 1977

## Series Concept

Same as class concepts.

## Class Concepts

Under general supervision, incumbents provide vocational/educational counseling and rehabilitation services to persons with substantial physical and/or mental disabilities. Vocational Rehabilitation Counselors obtain and evaluate medical, psychological, social, educational and vocational information to determine the counselees' work or educational potential; recommend and may administer tests; provide counseling in terms of vocational history, aptitudes, job and educational possibilities, and patient preferences; plan, supervise, and arrange for vocational rehabilitation; assist counselees with their personal adjustment throughout the rehabilitation program; work with employers to develop employment opportunities and place patients; provide information regarding local campus and community agencies; write reports, recommendations, and case records; and perform other duties as required.

## Minimum Qualifications

A Master's degree in Rehabilitation Counseling and one year of experience in vocational rehabilitation counseling; or an equivalent combination of education and experience; and knowledge and abilities essential to the successful performance of the duties assigned to the position.

## Word Processing

Class Specification – B.15 CLERICAL/ADMINISTRATIVE, SPECIAL & MAIL SERVICE

Word Processing Supervisor – 4950

Principal Word Processing Specialist – 4951

Senior Word Processing Specialist – 4952

Word Processing Specialist – 4953

October, 1980

### Series Concept

Word Processing Specialists perform a variety of tasks involving the operation of word processing and related electronic text editing equipment in the production of documents recorded on magnetic media for variable output; and perform other related duties as required.

Incumbents enter information through a keyboard into electronic text editing equipment from mechanical dictation, written, or typed copy; identify, process, store, and retrieve information on magnetic discs, tapes or cards; proofread both submitted raw data and information already keyed into the processor and make required corrections in spelling, grammar, and punctuation; format submitted material; and operate the equipment to prepare documents such as letters, reports, proposals, manuscripts and statistical tables. Incumbents select and may consult with clients regarding type style and format of presentation; and may communicate with clients to resolve problems, receive additional instructions and/or report on the status of jobs.

Word Processing Specialists are expected to have knowledge of the operation of stand alone or computer-based word processing equipment and peripherals in order to access stored data, perform text editing and record processing functions.

The series consists of four levels. Word Processing Specialist is the operational level; Senior Word Processing Technician is the advanced operational level; Principal Word Processing Specialist is the lead/super operational level; and Word Processing Supervisor is the full supervisory level of the series.

### Class Concepts

#### Word Processing Supervisor

Under direction incumbents plan, coordinate, and direct a word processing operation including supervision of five or more full-time-equivalent Word Processing Specialist and other related staff. Incumbents assign and monitor production of all work orders; control quality standards, establish work procedures and insure turn-around time; maintain production records; set up libraries of stored information as appropriate; develop and implement new methods and applications for users; set recharge rates; oversee service and maintenance of equipment; conduct cost-benefit analyses; evaluate and recommend purchase of new equipment and develop training programs and procedure manuals for systems and equipment utilization. Incumbents may in addition operate word processing equipment.

### Principal Word Processing Specialist

Under general supervision incumbents operate word processing equipment in the preparation of the most complex documents which require speed and accuracy in production and which utilize advanced knowledge of equipment application and format design. Incumbents at this level utilize a variety of word processing equipment in the input, retrieval and display of data; independently perform the most complex word processing activities typically involving text editing, repaginating, merging and producing of information which require substantive knowledge of a specialized technical or scientific field; utilize specialized modes of operation in effecting innovative use of word processing equipment; consult with and advise users on appropriate layout and format of final product; assist in equipment demonstration and user training; and act as liaison with user departments in the evaluation of services rendered. Incumbents may in addition assign and review the work of lower level Word Processing Specialists.

### Senior Word Processing Specialist

Under general supervision incumbents produce documents which are typically more complex than those prepared at the Word Processing Specialist level. Incumbents use advanced knowledge of equipment applications and document format design which require ability to visually conceptualize the input of textual phrases onto magnetic media. Incumbents at this level are expected to possess sufficient knowledge of word processing machine capabilities to effectively utilize the equipment in the retrieval of selected variables to compile reports from stored data with the responsibility for correct usage of technical, professional and/or scientific terms and symbols. Incumbents may instruct lower level specialists in the use of word processing equipment, and may in addition perform the range of duties outlined in the Series Concept.

### Word Processing Specialist

Under supervision and in accordance with approved procedures incumbents perform the range of duties outlined in the Series Concept. Work at this level involves basic input, routine output and limited text editing, as for example, the retrieval of stored documents and standard paragraphs and the updating and production of reports, manuscripts, form letters, graphs, charts and tables which require revisions to stored material.

### Minimum Qualifications

Incumbents for positions included in the Word Processing Specialist Series are expected to meet the requirements for successful operation of word processing equipment and to possess the skills, knowledges, and abilities essential to the successful performance of the duties assigned to the position.

Note: Specific qualification requirements are defined for positions by the appropriate user departments.

## Writer Senior

Class Specifications – D.10: COMMUNICATION  
Senior Writer – 7703  
May, 1972

Series Concept



Writers perform writing and editing duties in the preparation of informational materials for the press, broadcasting media, and University publications; and perform other related duties as required.

Writers interview members of the faculty and of extension and research staffs to obtain information; read, evaluate, and abstract articles, booklets, and other material; write and disseminate news releases; write radio and T.V. narratives; prepare copy for informational material, mail circulars, or catalogs; read extensively to acquire background for writing projects; may assist in research and writing of reports, articles, and monographs; may write grant applications; and may edit copy and manuscript for form and content and examine galley and page proofs.

## Class Concepts

### Senior Writer

Under general supervision, incumbents perform work of considerable difficulty and responsibility (1) in the writing of news releases, radio/T.V. scripts, and other types of informational materials, and/or (2) in the writing and editing of reports, articles, monographs, grant applications, and/or advertising copy.

Examples of assignments allocated to this level of difficulty and responsibility are:

Information writer in the campus Office of Public Affairs, with responsibility for preparing and disseminating, to the communications media, news and feature articles on research, teaching programs faculty appointments, special events, and student and administrative activities and programs, as assigned.

Sports information writer in the campus Department of Intercollegiate Athletics, with responsibility for gathering and disseminating, to the communications media and to other colleges, news and feature articles on intercollegiate sports teams and events.

Program publicity writer responsible for writing and distributing feature articles and publicity for educational programs, books, and the theater.

Research program writer in a large research activity responsible for writing, editing, and disseminating new releases and reports of research activities.

The Senior Writer, although partially responsible in some cases for training and reviewing work of writers at a lower level and of clerical staff, is not essentially a supervisory class. Factors which distinguish the Senior Writer from the Writer are (1) degree of supervision received; (2) responsibility for initiating and expanding the scope of news coverage; (3) responsibility for liaison with media representatives and information sources; and (4) degree of authority to make independent judgments on newsworthy materials and to make commitments of manpower to writing efforts.

**NOTE:** In the absence of the writing duties outlined in the Series Concept, positions responsible for editing grammar, spelling, and punctuation and/or limited rewriting to improve syntax are to be classified in the Clerical Administrative Series.

## Minimum Qualifications

### Senior Writer

Graduation from college with a major in journalism, communications, or another subject area related to writing, and professional writing ability demonstrated by at least two years of professional writing experience; or an equivalent combination of education and experience.

## Writer Supervisor

Writer Supervisor – 7701

Class Specifications – D.10: COMMUNICATION

March, 2002

Series Concept

Same as class concepts.

Class Concepts

Under direction, Writer Supervisors apply professional training and experience to supervise staff performing a wide variety of duties in the preparation of informational materials for the press, broadcasting media, and University publications.

Incumbents have supervisory responsibility for hiring; performance evaluation; assigning work; effectively recommending merit increases, promotions and reclassification; discipline and discharges, and resolving complaints and grievances as provided in the “Supplemental Guides for Supervisor Classes” (Salary Administration Manual 12.0).

Certification or Licensure Requirements: None

### **Minimum Qualifications**

Applicants must meet the education and experience requirements as determined by the user department in conjunction with the Human Resources Director.

Candidates must also be able to demonstrate that they have the requisite knowledge, skills and abilities needed to perform the essential functions of the job with or without reasonable accommodation.