JOB FAMILY CONCEPT

This family consists of four levels of administrative professional work. Levels are distinguished based on complexity, level of supervision received, and the level of autonomy. This job family is distinguished from other professional job families by the requirement of professional education and experience in a non-specific degree program. Positions in this family may support the administration of research activities however, professional preparation in research or science is not required and conducting research is not the primary function of the position. This family is distinguished from the Administrative Generalist and Specialist job families by the requirement for specialized education and experience to perform the essential functions of the job and by having the primary focus on the delivery of professional services. It is distinguished from the Administrative Management job family by the absence of the primary responsibility for managing a unit or other unit supervisors. The Administrative Professional job family addresses responsibility for the following functions:

Project management
Compliance
Program creation
Research integrity
Grant development
Training
Analysis
Project development
Facilities planning and management
Contract administration
Program oversight and technical assistance

Administrative Professional positions provide professional services for a variety of areas, including but not limited to:

Academic programs
Research
University business/administrative operations

TYPICAL FUNCTIONS

The typical functions listed are typical examples of work performed by positions in this job classification. Not all functions assigned to every position are included, nor is it expected that all positions will be assigned every typical function.

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LEVELS AND COMPETENCIES

The primary distinction between levels is reflected in the Level Descriptors. As levels progress, scope, complexity and degree of independence increase. Higher levels may perform duties of lower levels. Education and experience are stated at the minimum threshold for the level. Additional education or experience may be desirable for some positions.

Level 1   **Grade 79**
PCLS: 01241   **Exempt**

Descriptors
Work is performed under administrative supervision and is limited in complexity* OR scope*. Collect, analyze, interpret and solve complex* problems and data. Perform project management and program integrity and compliance. Conduct training sessions. Create reports, presentations, and responses to requests for information. Ensure compliance with applicable laws, regulations, policies and procedures; advise management of potential problems and findings when violations exist; institute procedures to correct violations; and serve as a liaison between internal and external entities, and the unit. Assist with the grant process and grant management. Lead** or supervise** student employees and graduate students.

Knowledge, Skills, and Abilities
Knowledge of subject area. Knowledge of applicable laws, regulations, policies and procedures. Knowledge of research methodology. Knowledge of database programs. Knowledge of proper laboratory procedures and safety. Knowledge of grants and federal reporting agency requirements. Basic knowledge of budgets and the granting process. Strong analytical skills. Persuasion skills. Advanced computer skills. Ability to collect, analyze and interpret data. Ability to create comprehensive reports. Ability to understand and solve complex* problems. Ability to communicate effectively both orally and in writing. Ability to create and conduct training or orientation sessions. Ability to recognize areas of non-compliance. Ability to lead** or supervise** student employees and graduate assistants.

Education and Experience
Bachelor's degree in related field and two years relevant experience, or an equivalent combination of training and experience. Master's degree preferred.

Level 2   **Grade 80**
PCLS: 01242   **Exempt**

Descriptors
Work is performed under general direction and is moderate in complexity* OR scope*. Develop projections. Recommend policy changes. Analyze trends and advise management on planning based on trends, industry best practices and research. Assist management in day to day administrative operations. Assess methods to improve effectiveness and efficiency of programs. Negotiate agreements and oversee projects. Analyze, forecast and advise management on budget. Develop and review proposals. Serve as lead** and/or intermediary during the audit

process. Collect, analyze, interpret and solve complex* problems and data. Conduct training sessions and maintain database of training participants to ensure compliance. Create reports, presentations, and responses to requests for information. Ensure compliance with applicable laws, regulations, policies and procedures; advise management of potential problems and findings when violations exist; institute procedures to correct violations; and serve as a liaison between internal and external entities, and the unit. May lead** employees or contractors on a project. This level is distinguished from lower levels by the authority to work on more complex* programs and projects, the ability to assess program effectiveness, the responsibility to advise management and lead** staff.

Knowledge, Skills, and Abilities
Same as level one, plus: Advanced knowledge of research methodology. Moderate knowledge of subject area. Knowledge of management methodologies. Knowledge of the planning process. Working knowledge of contract law. Knowledge of contract administration. Problem solving and negotiation skills. Strong organizational skills. Ability to coordinate conflicting issues of diverse units. Ability to develop and maintain effective working relationships. Ability to develop and modify policies and procedures. Ability to work independently. Advanced ability to collect, analyze and interpret data. Ability to write, negotiate, conclude, and administer complex* agreements. Ability to lead** staff.

Education and Experience
Bachelor's degree in related field and five years relevant experience, or an equivalent combination of training and experience. Master's degree preferred.

Level 3

*   **Complexity:** Refers to the higher level interpretation of and diversity of rules and regulations (e.g. Federal, State and University policies and regulations, state statutes and laws, funding sources, and contracts). Complexity increases as the application, interpretation, and frequency of working with these rules and regulations increases. Complex positions typically work with external constituencies, multiple departments, faculty and campuses. Complexity increases as positions more frequently work with these entities.

*   **Scope:** Refers to the impact that a unit/department has on the university or those it impacts, or the size of the organization. Scope also refers to the impact of recommendations or decisions a position has on policies and programs.

**   **Lead:** Provide day-to-day guidance, training and direction for staff in addition to other duties. Regularly assign and review work. Is fluent in assigned area of responsibility.

**   **Supervise:** Hire, train, evaluate performance and initiate corrective action.

[July 2009 revisions included formatting document for consistency.]