

Job Category Framework

Job Level Designators

Designator	Role Summary
EX 2	– Provides strategic leadership for more than one area that has broad impact across the University
EX 3	– Provides strategic leadership, generally for one area, that has broad impact across the University
AM 1	– Plans and directs areas/strategies that have impact within a department or among several departments
AM 2	– Directs operations of multiple programs in support of a Department, Center, or Institute
AM 3	– Directs operations of a program in support of a Department, Center, or Institute
AM 4	– Responsible for managing a functional unit within a department or a program
AM 5	– Responsible for assisting in the management of a functional unit within a department or a program
AM 6	– Supervises staff in performing daily activities and tasks that support the operations of a function or department
AM 7	– Performs or coordinates administrative work for a department or unit with complex projects and minimal guidance, requiring knowledge and application of institution policies and practices

Job levels do NOT represent a hierarchical ranking of jobs, but help establish career progression within and equity across job families based on the responsibilities of the job.

Job Category Framework

Job Level Designators continued

Code	Role Summary
PR 1	– Focuses on specialized field of professional expertise requiring extensive skills, knowledge, education experience
PR 2	– Reviews and provides counsel on interpretation of and changes to University policy, Federal and State regulations, and contractual agreements
PR 3*	– Provides confidential administrative support and performs or coordinates administrative work for an executive level administrator
PR 4*	– Provides advice, facilitation and training on the development, administration and technical aspects of a particular area or specialized field
PR 5*	– Coordinates day-to-day activities relying on independent judgment to initiate actions in support of the operations of a program or a limited subset of a department or unit
PR 6	– Provides tailored advice on technical aspects of a particular area or specialized field
PR 7	– Focuses on specific elements of a program or project requiring specific expertise, skills, and knowledge, producing qualitative and quantitative analysis

The *value* of a position is anchored by competitive pay practices, taking into account Job Family, Job Level, and Job Profile definition.

* May supervise staff or provide work direction