

**3359-25-06      Classified classification plan.**

- (A) The university of Akron shall establish, modify, or repeal, by rule, a job classification plan for all positions, offices, and employments in the classified civil service.
- (B) The university of Akron shall assign a classification title to each classification within the classification plan.
- (C) The university of Akron shall assign each classification to a pay range.
- (D) The university of Akron shall assign a numbering system for the classification process.
- (E) The following are the classifications that the university of Akron shall assign all positions within the classified service.

The University of Akron
Classified Staff Classifications (Series 40000)

1000 Administrative Support Division

1100 Office Support Group

Grade:	Job code:	Job title:	Flsa:
113	41111	Department Office Supp Spec	Non-exempt
114	41112	Department Secretary	Non-exempt
115	41113	Department Admin Secretary	Non-exempt
112	41115	Office Asst-Parking PT	Non-exempt
115	41121	Desktop Publishing Specialist	Non-exempt
116	41131	Department Program Asst-WC	Non-exempt
117	41134	Program Assistant Sr-Contract Training & Grants	Non-exempt
115	41161	Dept College Prog Spec-Honors	Non-exempt
116	41171	Word Processing Center Specialist-WC	Non-exempt

1200 Office Management Group

Grade:	Job code:	Job title:	Flsa:
117	41211	Coord Word Processing Center	Non-exempt
118	41212	Office Manager	Non-exempt
118	41215	Coord Res Srvs & Spon Progs	Non-exempt

117	41219	Coord Office Administration-Law	Non-exempt
117	41221	Department Coord Events-WC	Non-exempt
118	41224	Coord Men's Basketball Opns	Non-exempt
117	41231	Coord Records Management	Non-exempt
117	41241	Asst to the Dir Music	Non-exempt
117	41243	Asst to Dept Chair <u>Mathematics</u> <del>Mathmetics</del>	Non-exempt
117	41247	Asst to Dept Chair - Biology	Non-exempt
118	41249	Stu Orgs Fin Spec	Non-exempt
117	41253	Coord NCERCAMP	Non-exempt
118	41281	Supv Business Office-WC	Non-exempt
117	41283	Spvr Developmental Programs Support	Non-exempt
117	41287	Coord ZIP Card Office	Non-exempt

## 1300 Administrative Staff Group

Grade:	Job code:	Job title:	Flsa:
116	41311	Department Admin Asst	Non-exempt
118	41312	Administrative Assistant Sr	Non-exempt
119	41313	Sr Exec Administrative Assistant	Non-exempt
120	41315	Sr Exec Administrative Assistant to President	Non-exempt
118	41317	Asst to Dean-Law School	Non-exempt
119	41319	Coord Admin Srvcs A&S	Non-exempt
117	41325	Coord Academic Affairs Support-WC	Non-exempt
119	41333	Coord Business & Operations-SC	Non-exempt
117	41335	Coord Lakewood Center	Non-exempt

## 2000 Finance Accounting Division

## 2100 Accounting Group

Grade:	Job code:	Job title:	Flsa:
120	42135	Asst Mgr Payroll	Exempt
117	42151	Dining Srvs Analyst	Non-exempt
116	42160	Business Mgmt Assoc-PAH	Non-exempt

## 2200 Cash Collection And Disbursement Group

Grade:	Job code:	Job title:	Flsa:
111	42211	Cashier Assistant	Non-exempt
116	42213	Department Cashier Sr-WC	Non-exempt
117	42216	Student Account/Cashier Spec	Non-exempt
118	42218	Coord Bursars Office	Non-exempt
117	42220	Cashier Lead	Non-exempt

## 2300 Purchasing Group

Grade:	Job code:	Job title:	Flsa:
117	42321	Mgr Central Stores	Exempt
119	42343	Buyer Sr	Exempt
120	42344	Purchasing Agent	Exempt

## 2400 Food Preparation Group

Grade:	Job code:	Job title:	Flsa:
112	42431	Garde Manager	Non-exempt
112	42441	Coord Food Services	Non-exempt
114	42445	Lead Team Coord-Catering Maint	Non-exempt

## 2500 Dining Services Administrative Group

Grade:	Job code:	Job title:	Flsa:
117	42501	Supv Dining Services	Non-exempt
117	42511	Chef Dining Services	Exempt
117	42541	Asst Mgr Dining Services	Exempt
118	42551	Mgr Food Services	Exempt
119	42552	Gen Mgr Food Services	Exempt

## 2600 Printing Services Group

Grade:	Job code:	Job title:	Flsa:
117	42612	Offset Production Specialist II	Non-exempt

118	42621	Supv DocuZip Center	Non-exempt
118	42631	Supv Printing	Non-exempt
119	42641	Mgr Production	Exempt
118	42651	Coord Pre-Press/Graphics	Non-exempt

## 2700 Auxiliary Services Group

Grade:	Job code:	Job title:	Flsa:
118	42712	Mgr Parking Field Operations	Exempt
118	42741	Retail Manager	Exempt
110	42745	Retail Associate	Non-exempt
120	42751	Asst Dir Parking Services	Exempt
118	42761	Mgr Parking Projects	Exempt

Grade:	Job code:	Job title:	Flsa:
119	42824	Telecom Engineer	Exempt

## 3000 Information Technology Division

## 3100 Information Services Administrative Group

Grade:	Job code:	Job title:	Flsa:
118	43115	IT Budget Administrator	Non-exempt

3200 ~~Computer~~ Computer Operations Group

Grade:	Job code:	Job title:	Flsa:
119	43223	Lead Production Control Analyst	Non-exempt

## 3300 Information Services Application Support Group

Grade:	Job code:	Job title:	Flsa:
119	43351	Asst Departmental Systems Adm-HR	Non-exempt
121	43352	Departmental Systems Administrator	Non-exempt
120	43363	Sr Web Dev Spec	Non-exempt

## 3400 Information Services Technical Support Group

Grade:	Job code:	Job title:	Flsa:
117	43413	Department Computer Supp Asst	Non-exempt
117	43415	Coord Technology	Non-exempt
117	43417	Comp Supp & Fac Asst-MCUC	Non-exempt
118	43441	Computer Lab Support Specialist	Exempt
119	43442	Lead Computer Lab Support Specialist	Exempt
119	43444	Lead Computer Support-Law	Non-exempt

## 3500 Telecommunications Group

Grade:	Job code:	Job title:	Flsa:
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## 3600 Technology Support Group

Grade:	Job code:	Job title:	Flsa:
114	43610	Media Support Associate WC	Non-exempt
117	43612	Coord Media Support Technology-WC	Non-exempt

## 3700 Library Group

Grade:	Job code:	Job title:	Flsa:
114	43711	Library Assistant	Non-exempt
116	43713	Dept Library Assoc Sr-WC	Non-exempt
118	43728	Coord Nat Stu Loan Data Sys	Non-exempt
118	43732	Program Coord Law School Ctrs	Non-exempt
118	43734	UL Budget Admin	Non-exempt

## 3800 Media Services Group

Grade:	Job code:	Job title:	Flsa:
118	43831	Coord Public Address System	Non-exempt

## 4000 Business/Administrative Division

## 4100 Human Resources Group

Grade:	Job code:	Job title:	Flsa:
118	44121	Coord Benefits	Non-exempt
119	44122	Benefits Administrator	Exempt
118	44135	TD & HR Assoc	Non-exempt
117	44172	HRIS Specialist	Non-exempt
119	44174	HRIS Administrator	Exempt
117	44176	HRIS Specialist-Projects	Non-exempt

## 4200 Affirmative Action Group

Grade:	Job code:	Job title:	Flsa:
117	44225	EEO/AA Specialist	Non-exempt

## 4300 Public Relations/Development Group

Grade:	Job code:	Job title:	Flsa:
117	44371	Coord Gift Processing	Non-exempt

## 4400 General Counsel Group

Grade:	Job code:	Job title:	Flsa:
119	44401	Legal Assistant	Non-exempt
120	44402	Legal Assistant Sr.	Non-exempt
120	44405	Coord Office Board of Trustees	Non-exempt
119	44407	Legal Assistant-Litigation	Non-exempt

## 5000 Facilities Management Division

5100 ~~Facilities~~ Facilities Management Administrative Group

Grade:	Job code:	Job title:	Flsa:
119	45131	Estimator & Coord ADA	Exempt
120	45141	Plant Maintenance Engineer	Non-exempt

118	45151	Asst Facilities Manager-WC	Non-exempt
120	45152	Facilities Manager-WC	Exempt
120	45171	Mgr Facilities Projects	Exempt
118	45173	Coord Physical Fac Admin	Non-exempt
118	45181	Space Analyst I	Exempt
120	45182	Space Analyst II	Exempt

## 5200 Maintenance Group

Grade:	Job code:	Job title:	Flsa:
116	45212	Athletic Facilities Maintenance-Worker	Non-exempt
117	45213	Athletics Maintenance Asst Supv	Non-exempt
119	45214	Athletics Maintenance Supv	Non-exempt
114	45217	RLH Facilities Worker	Non-exempt
117	45221	Building Maintenance Asst Supt	Non-exempt
119	45222	Building Maintenance Supt	Non-exempt
114	45231	Facilities Maintenance Worker WC	Non-exempt
116	45232	Facilities Maintenance Worker Sr -WC	Non-exempt
114	45236	Facilities Maintenance Worker-MCUC	Non-exempt
116	45237	Facilities Maintenance Worker Sr-MCUC	Non-exempt
119	45241	Equipment Maintenance Supt	Non-exempt
119	45252	Energy Management Supt	Non-exempt
117	45272	Recycle Coord/Recycling Supt	Non-exempt
116	45274	Athletics Facilities Facilities Worker	Non-exempt
115	45287	Parking Facilities Maint-Shift Leader	Non-exempt

## 5300 Grounds/Custodial Group

Grade:	Job code:	Job title:	Flsa:
117	45321	Grounds Supt	Non-exempt
117	45331	Custodial Supt	Non-exempt
117	45335	Supv Custodial & Housekeeping	Non-exempt

## 5400 Mail Services/Delivery Group

Grade:	Job Code:	Job title:	Flsa:
117	45412	Asst Mgr Mailing Services	Non-exempt
119	45413	Mgr Mailing Services	Non-exempt
116	45415	Coord Mailing Services	Non-exempt

## 5500 Storekeeper Group

Grade:	Job code:	Job title:	Flsa:
115	45511	Department Storekeeper	Non-exempt
116	45512	Storekeeper Sr	Non-exempt
116	45515	Supv Surplus Property	Non-exempt
116	45521	Dept Chem Storekeeper-WC	Non-exempt

## 6000 Public Safety Division

## 6100 Radio Operator/Dispatcher Group

Grade:	Job code:	Job title:	Flsa:
116	46131	Police 911 Telecom-PT	Non-exempt
117	46132	E-911 Telecom Manager	Non-exempt

## 6200 Police Group

Grade:	Job code:	Job title:	Flsa:
122	46261	Captain	Exempt
118	46272	Patrol Officer	Non-exempt

## 6300 Safety Group

Grade:	Job code:	Job title:	Flsa:
120	46321	Safety Officer	Exempt
120	46331	Radiation Safety Officer	Exempt
118	46334	Hazardous Materials Specialist	Non-exempt
120	46351	Environmental & Occupational Health	Exempt



		Specialist	
120	46361	Coord Safety & Health Communications	Exempt
120	46371	Coord Emergency Management	Exempt

## 7000 Student Services Division

## 7100 Student Services Administrative Group

Grade:	Job code:	Job title:	Flsa:
117	47111	Dept Stud Srvs Counselor-WC	Non-exempt
118	47116	Coord Admissions	Non-exempt
119	47141	Registered Nurse	Non-exempt
122	47171	Nurse Practitioner	Non-exempt
118	47181	Residence Life & Housing Specialist	Non-exempt

## 7200 Student Loan Group

Grade:	Job code:	Job title:	Flsa:
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## 7300 Financial Aid Group

Grade:	Job code:	Job title:	Flsa:
118	47313	Coord Student Financial Aid Programs	Exempt
118	47314	Coord Student Financial Aid	Non-exempt
118	47322	Coord Univ Scholarship Programs	Non-exempt
118	47328	Coord Nat Stu Loan Data Sys	Non-exempt

## 7400 Registrar's Group

Grade:	Job code:	Job title:	Flsa:
115	47422	Enrollment Services Associate	Non-exempt
119	47426	Mgr Enrollment Services	Exempt

## 7500 Student Activities Group

Grade:	Job code:	Job title:	Flsa:
117	47521	Coord Student Union Information Services	Non-exempt
118	47531	Coord Student Publications	Non-exempt
<u>118</u> 417	47543	Coord SRWC Budget Operations	Non-exempt

## 8000 Academic Services Division

## 8600 Arts/Special Events Group

Grade:	Job code:	Job title:	Flsa:
117	48631	Stage Manager	Exempt
118	48641	Supv Costume Shop	Non-exempt
888	48653	Technical Svcs Assoc-PAH	Non-exempt
119	48661	Mgr Costume Design	Exempt

## 8700 College/School Program Group

Grade:	Job code:	Job title:	Flsa:
118	48723	Coord Confucius Institute	Non-exempt

## 8800 Research Services Group

Grade:	Job code:	Job title:	Flsa:
118	48821	External Funding Information Specialist	Exempt
118	48822	Data Collections Analyst	Non-exempt
118	48824	Data Coll & Web Dev Anly CBA	Non-exempt
115	48826	Intellectual Prop Records Proc	Non-exempt

## 8900 Academic Services Support Group

Grade:	Job code:	Job title:	Flsa:
116	48941	Department Test Monitor	Non-exempt

## 3000 Information Technology Division "At Risk" Technical Positions

## 3300 Information Services Application Systems Group

Grade:	Job code:	Job title:	Flsa:
217	T43311	Applications Programmer	Non-exempt
221	T43313	Sr Systems Analyst Programmer	Exempt
221	T43316	Sr DARS System Analyst Programmer	Exempt
217	T43331	Web Developer	Non-exempt
219	T43332	Sr Web Developer	Non-exempt
217	T43333	Web Graphics Designer	Non-exempt
220	T43361	Data Warehouse DBA & Customer Applications Developer	Exempt
218	T43383	CBA & E Testing Asst	Non-exempt

## 3400 Information Services Technical Support Group

Grade:	Job code:	Job title:	Flsa:
217	T43424	Customer Support Specialist	Non-exempt
222	T43431	Coord Instructional Technology Support	Exempt
220	T43455	Software Deployment Specialist	Non-exempt
217	T43457	Technology Specialist	Non-exempt
219	T43458	Sr Technology Specialist	Non-exempt
221	T43459	Lead Technology Specialist	Non-exempt
220	T43461	Enterprise Systems Programmer	Exempt
221	T43462	Sr Enterprise Systems Programmer	Exempt
219	T43471	Applications Systems Analyst	Non-exempt
221	T43472	Sr Applications Systems Analyst	Exempt
217	T43481	Technology Support Analyst	Non-exempt
219	T43482	Sr Technology Support Analyst	Non-exempt

## 3500 Network &amp; Telecomm Group

Grade:	Job code:	Job title:	Flsa:
216	T43521	Telecom Technician I	Non-exempt
218	T43523	Telecom Network Administrator	Non-exempt
219	T43541	Systems Administrator	Exempt

221	T43542	Sr Systems Administrator	Exempt
219	T43551	LAN Administrator	Non-exempt
221	T43552	Sr LAN Administrator	Non-exempt
219	T43562	Network Engineer	Exempt
216	T43571	Coord Network Services	Non-exempt
219	T43581	Server Systems Developer	Exempt

## 3800 Media Services Group

Grade:	Job code:	Job title:	Flsa:
218	T43811	Multi-Media Specialist	Non-exempt
219	T43821	Coord NOC	Non-exempt
216	T43852	Coord Distance Education Facilities	Non-exempt
219	T43853	Sr Coord Distance Education Facilities	Exempt
218	T43855	Coord Distance Learning Program Development	Non-exempt
218	T43861	Graphics Instructional Designer	Non-exempt
218	T43862	Instructional Designer	Non-exempt
220	T43871	Curriculum Designer	Exempt

## 3900 Inst Planning, Anly, Reporting &amp; Data

Grade:	Job code:	Job title:	Flsa:
219	T43911	MIS Analyst	Non-exempt
220	T43912	Sr MIS Analyst	Exempt
219	T43921	Database Administrator	Exempt
221	T43922	Sr Database Administrator	Exempt
220	T43951	Video Network Engineer	Exempt

## 60000 Grant Funded Positions

## 61110 Grant Funded positions

Grade:	Job code:	Job title:	Flsa:
115	61117	Grant Admin Sec Chem & Bio Eng	Non-exempt
116	61119	Admin Asst-Inst Ldrshp Adv Grant	Non-exempt

Effective: 02/01/2015

Certification: \_\_\_\_\_  
Ted A. Mallo  
Secretary  
Board of Trustees

Promulgated Under: 111.15

Statutory Authority: 3345.31, 3359.01

Rule Amplifies: 124.14, 3359.03

Prior Effective Dates: 04/15/00, 06/21/01, 08/15/01, 10/24/01, 11/24/01, 05/24/02, 10/28/02, 11/23/02, 01/17/03, 02/22/03, 03/20/03, 05/23/03, 06/30/03, 01/16/04, 06/11/04, 08/20/04, 09/26/04, 12/02/04, 12/13/04, 03/31/05, 05/28/05, 07/3/05, 09/02/05, 10/28/05, 01/30/06, 02/06/06, 04/27/06, 12/29/06, 02/19/07, 04/01/07, 05/06/07, 07/06/07, 09/03/07, 09/21/07, 11/08/07, 12/31/07, 02/11/08, 04/17/08, 05/05/08, 06/13/08, 07/06/08, 08/24/08, 11/02/08, 01/19/09, 02/27/09, 04/27/09, 05/30/09, 08/01/09, 08/30/09, 11/13/09, 12/31/09, 04/08/10, 05/02/10, 05/23/10, 07/08/10, 10/22/10, 01/01/11, 04/11/11, 05/22/11, 06/30/11, 08/20/11, 01/30/12, 02/10/12, 03/29/12, 05/18/12, 06/28/12, 08/24/12, 12/27/12, 02/14/13, 04/06/13, 05/23/13, 08/22/13, 11/01/13, 01/19/14, 02/21/14, 05/09/14, 11/20/14, 12/05/14