

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	Office Support Spec	Non-exempt
114	41112	Secretary	Non-exempt
115	41113	Administrative Secretary	Non-exempt
115	41121	Desktop Publishing Spec	Non-exempt
116	41131	Program Asst	Non-exempt
115	41141	Web Editor (Departmental)	Non-Exempt
115	41151	Medical Secretary	Non-exempt
118	41161	College Program Spec	Non-exempt
116	41171	Word Processing Ctr Spec Wayne	Non-Exempt

1200 Office Management Group

Grade:	Job code:	Job title:	Flsa:
117	41211	Coord Word Processing Center	Non-exempt
118	41212	Office Mgr	Non-exempt

117	41221	Coord Events	Non-exempt
117	41231	Coord Records Management	Non-exempt
117	41241	Asst To Dir Music	Non-exempt
114	41251	Asst To Supv College Bookstore	Non-exempt
119	41252	Supv College Bookstore	Exempt
118	41261	Coord Technology Transfer	Non-exempt
117	41271	Departmental Records Spec	Non-exempt

1300 Administrative Staff Group

Grade:	Job code:	Job title:	Flsa:
116	41311	Administrative Asst	Non-exempt
118	41312	Administrative Asst Sr	Non-exempt
119	41313	Sr Exec Administrative Asst	Non-exempt
118	41321	Coord Athletic Publications	Non-exempt
119	41331	Asst To Univ Internal Auditor	Non-Exempt

2000 Finance Accounting Division

2100 Accounting Group

Grade:	Job code:	Job title:	Flsa:
113	42111	Accounting Clerk 1	Non-exempt
115	42112	Accounting Clerk 2	Non-exempt
116	42113	Accounting Clerk Sr	Non-exempt
114	42121	Inventory Control Spec	Non-exempt
114	42131	Payroll Clerk	Non-exempt
117	42132	Payroll Clerk Sr	Non-exempt
117	42133	Payroll Spec	Non-exempt
118	42134	Payroll Spec Sr	Exempt
120	42135	Asst Mgr Payroll	Exempt

115	42141	Budget Asst	Non-exempt
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2200 Cash Collection And Disbursement Group

Grade:	Job code:	Job title:	Flsa:
111	42211	Cashier Asst	Non-exempt
113	42212	Cashier	Non-exempt
115	42213	Cashier Sr	Non-exempt
116	42214	Supervisor Cashier	Non-Exempt

2300 Purchasing Group

Grade:	Job code:	Job title:	Flsa:
117	42321	Mgr Central Stores	Exempt
118	42331	Mgr Purchasing Support Srvs	Exempt
118 <u>117</u>	42341	Buyer Sr <u>Assistant Buyer</u>	Exempt <u>Non-exempt</u>
<u>119</u>	<u>42343</u>	<u>Buyer Senior</u>	<u>Exempt</u>
<u>120</u>	<u>42344</u>	<u>Purchasing Agent</u>	<u>Exempt</u>

2400 Food Preparation Group

Grade:	Job code:	Job title:	Flsa:
112	42411	Head Bartender/Server	Non-exempt
112	42421	Head Server	Non-exempt
112	42431	Cold Food Production Supv	Non-exempt
112	42441	Coord Food Srvs	Non-exempt
114	42451	Cook	Non-exempt

2500 Dining Services Administrative Group

Grade:	Job code:	Job title:	Flsa:
117	42501	Supv Dining Srvs	Non-exempt

117	42511	Chef Dining Srvs	Exempt
117	42521	Catering Scheduler	Non-exempt
117	42531	Business Coord-Martin Univ Ctr	Non-exempt
117	42541	Asst Mgr Martin Univ Ctr	Exempt
118	42551	Mgr Food Srvs	Exempt
119	42561	Executive Chef	Exempt

2600 Printing Services Group

Grade:	Job code:	Job title:	Flsa:
115	42611	Printing Press Operator	Non-exempt
118	42621	Supv DocuZip Center	Non-exempt
118	42631	Printing Supv	Non-exempt
119	42641	Production Mgr	Exempt
117	42651	Coord Pre-Press/Graphics	Non-exempt
118	42661	Coord Print Purchasing	Exempt
115	42671	Printing Office Support Spec	Non-exempt

2700 Auxiliary Services Group

Grade:	Job code:	Job title:	Flsa:
115	42711	Coord Parking Facilities	Non-exempt
116	42721	Asst Dir Hower House	Exempt
118	42731	Mgr Vending Srvs	Exempt
118	42741	Retail Mgr	Exempt

3000 Information Technology Division

3100 Information Services Administrative Group

Grade:	Job code:	Job title:	Flsa:
112	43112	Data Processor	Non-exempt

114	43113	Data Entry Spec	Non-exempt
114	43114	Info Srvs Support Spec	Non-exempt
118	43121	Office Automation Spec	Non-Exempt
119	43122	Coord Div-Wide CIO Office Srvs	Exempt

3200 Computer Operations Group

Grade:	Job code:	Job title:	Flsa:
115	43211	Computer Operator	Non-exempt
116	43212	Computer Operator Sr	Non-exempt
119	43213	Computer Operations Shift Supv	Non-exempt
116	43221	Data Control Technician	Non-exempt
119	43223	Lead Production Control Anly	Non-exempt
116	43231	Scheduler	Non-exempt
112	43241	Inventory Control Officer	Non-exempt
115	43251	Computer Oper Support Spec	Non-exempt

3300 Information Services Application Support Group

Grade:	Job code:	Job title:	Flsa:
119	43351	Asst Departmental Systems Adm	Non-exempt
121	43352	Departmental Systems Adm	Non-exempt

3400 Information Services Technical Support Group

Grade:	Job code:	Job title:	Flsa:
117	43411	Computer Support Asst	Non-exempt
118	43431	Data Systems Spec	Non-exempt
118	43441	Computer Lab Support Spec	Exempt
119	43442	Computer Lab Support Spec Lead	Exempt

3500 Telecommunications Group

Grade:	Job code:	Job title:	Flsa:
114	43511	Telephone Operator	Non-exempt
115	43512	Telephone Supv	Non-exempt
118	43531	Telecommunications Tech Spec	Non-exempt

3600 Technology Support Group

Grade:	Job code:	Job title:	Flsa:
114	43610	Media Support Assoc-Wayne	Non-exempt
115	43611	Audio Visual Technician-Wayne	Non-exempt
116	43612	Media Support Technician-Wayne	Non-exempt
118	43621	Radio Technician	Non-exempt
118	43631	Electronic Technician	Non-exempt
119	43632	Electronic Technician Sr	Non-exempt
118	43641	Coord GSC Technical Srvs	Exempt

3700 Library Group

Grade:	Job code:	Job title:	Flsa:
114	43711	Library Asst	Non-exempt
115	43712	Library Assoc	Non-exempt
116	43713	Library Assoc Sr	Non-exempt
116	43714	Catalog Assoc	Non-exempt
116	43722	Archives Assoc	Non-exempt
117	43731	Marketing Representative	Non-Exempt

3800 Media Services Group

118	43831	Public Address Sys Coord	Non-exempt
115	43841	AVS Scheduler	Non-exempt
115	43851	Classroom Srvs Coord	Non-exempt

4000 Business / Administrative Division**4100 Human Resources Group**

Grade:	Job code:	Job title:	Flsa:
115	44111	Benefits Asst	Non-exempt
116	44112	Benefits Asst Sr	Non-exempt
118	44121	Coord Benefits	Non-exempt
119	44122	Benefits Adm	Exempt
115	44131	Employment Srvs Asst	Non-exempt
117	44132	Employment Srvs Spec	Non-exempt
118	44133	Coord Employment Srvs	Non-Exempt
115	44141	Personnel Records Processor	Non-exempt
118	44142	Coord Personnel Records	Non-exempt
117	44151	Compensation Spec	Non-exempt
118	44161	Human Resources Generalist	Exempt
115	44171	HRIS Asst	Non-Exempt
117	44172	HRIS Spec	Non-Exempt
118	44173	Coord HRIS	Non-Exempt

4200 Affirmative Action Group

Grade:	Job code:	Job title:	Flsa:
118	44221	EEO Compliance Coord	Exempt

4300 Public Relations/Development Group

Grade:	Job code:	Job title:	Flsa:
115	44311	Editorial Asst	Non-exempt
117	44321	Publishing Coord-Univ Press	Non-exempt
117	44331	Publications Spec	Non-exempt
117	44341	Photographic Lab Technician	Non-exempt

117	44351	Graphic Design Technician	Non-exempt
117	44361	3-D Technician	Non-Exempt

5000 Facilities Management Division

5100 Facilities Management Administrative Group

Grade:	Job code:	Job title:	Flsa:
117	45111	Coord PFOC Budget Oper	Exempt
119	45121	Coord Planning & Constr	Exempt
119	45131	Coord Estimator & ADA	Exempt
120	45141	Plant Maintenance Engineer	Non-exempt
118	45151	Asst Facilities Mgr-Wayne	Non-exempt
120	45152	Facilities Mgr-Wayne	Exempt
120	45161	Coord General Crafts	Non-exempt
120	45171	Mgr Facilities Projects	Exempt
118	45181	Space Analyst I	Exempt
120	45182	Space Analyst II	Exempt
120	45191	Campus Planner	Exempt

5200 Maintenance Group

Grade:	Job code:	Job title:	Flsa:
115	45211	Maintenance Repair Worker	Non-exempt
116	45212	Maintenance Repair Worker Sr	Non-exempt
117	45221	Building Maintenance Asst Supt	Non-exempt
119	45222	Building Maintenance Supt	Non-exempt
114	45231	Facilities Maintenance Worker-Wayne	Non-exempt
116	45232	Facilities Maintenance Worker Sr-Wayne	Non-exempt
119	45241	Equipment Maintenance Supt	Non-exempt

119	45252	Energy Management Supt	Non-Exempt
119	45262	Energy Center Superintendent	Non-Exempt

5300 Grounds/Custodial Group

Grade:	Job code:	Job title:	Flsa:
117	45321	Grounds Supt	Non-exempt
117	45331	Custodial Supt	Non-exempt
118	45341	Mgr Contract Custodial Srvs	Exempt

5400 Mail Services/Delivery Group

Grade:	Job code:	Job title:	Flsa:
112	45411	Delivery Worker	Non-exempt
117	45412	Asst Mgr Mailing Srvs	Non-exempt
119	45413	Mgr Mail Srvs	Non-exempt

5500 Storekeeper Group

Grade:	Job code:	Job title:	Flsa:
115	45511	Storekeeper	Non-exempt
116	45512	Storekeeper Sr	Non-exempt
116	45521	Chemical Storekeeper	Non-exempt
117	45522	Coord Chemical Stores	Non-exempt

6000 Public Safety Division

6100 Radio Operator/Dispatcher Group

Grade:	Job code:	Job title:	Flsa:
113	46111	Radio Operator	Non-exempt
115	46121	Radio Dispatcher	Non-exempt

117	46122	Radio Dispatcher Supv	Non-exempt
116	46131	Police 911-Telecom	Non-Exempt
117	46132	E-911 Telecom Mgr	Non-Exempt

6200 Police Group

Grade:	Job code:	Job title:	Flsa:
115	46211	Coord Police Evidence/Records	Non-exempt
118	46221	Patrol Officer I	Non-exempt
119	46222	Patrol Officer II	Non-exempt
120	46223	Patrol Sergeant	Non-exempt
121	46224	Patrol Lieutenant	Non-exempt
118	46231	Patrol Officer/Detective	Non-exempt
120	46232	Sergeant/Detective	Non-exempt
120	46241	Criminal Investigation Supv	Non-exempt
119	46251	Training Officer Supv	Exempt
122	46261	Captain	Exempt
120	46271	Crime Prevention Associate	Non-Exempt

6300 Safety Group

Grade:	Job code:	Job title:	Flsa:
116	46311	Safety Asst	Non-exempt
118	46312	Safety And Health Inspector	Non-exempt
120	46321	Safety Officer	Exempt
120	46331	Radiation Safety Officer	Exempt
120	46341	Envir Compliance Officer	Exempt
120	46351	Envir & Occup Health Spec	Exempt
120	46361	Coord Safety & Health Comm	Exempt

7000 Student Services Division

7100 Student Services Administrative Group

Grade:	Job code:	Job title:	Flsa:
117	47111	Stu Srvs Counselor	Non-exempt
119	47141	Registered Nurse	Non-exempt
120	47142	Nurse Supv	Exempt
119	47151	Coord Stu Affairs & Commencement	Non-exempt

7200 Student Loan Group

Grade:	Job code:	Job title:	Flsa:
116	47211	Stu Loan Spec	Non-exempt
117	47212	Stu Loan Spec Sr	Non-exempt

7300 Financial Aid Group

Grade:	Job code:	Job title:	Flsa:
116	47311	Stu Financial Aid Asst	Non-exempt
117	47312	Stu Financial Aid Counselor	Non-exempt
118	47313	Coord Stu Financial Aid Prog	Exempt
119	47314	Mgr Stu Financial Aid	Exempt

7400 Registrar's Group

Grade:	Job code:	Job title:	Flsa:
114	47411	Examiner Asst	Non-exempt
115	47412	Examiner Assoc	Non-exempt
116	47413	Examiner Sr	Non-exempt
114	47421	Enrollment Srvs Asst	Non-Exempt
115	47422	Enrollment Srvs Assoc	Non-Exempt
116	47423	Sr Enrollment Srvs Assoc	Non-Exempt

117	47424	Enrollment Srvs Counselor	Non-Exempt
117	47425	Enrollment Srvs Spec	Non-Exempt
119	47426	Enrollment Srvs Mgr	Exempt

7500 Student Activities Group

Grade:	Job code:	Job title:	Flsa:
116	47511	Mgr GSC Building Evening Oper	Non-exempt
118	47521	Coord GSC Events Srvs	Exempt
118	47531	Coord Stu Publications	Non-exempt
116	47541	Account Coord Stu Publications	Non-exempt

8000 Academic Services Division

8600 Arts/Special Events Group

Grade:	Job code:	Job title:	Flsa:
117	48631	Stage Mgr	Exempt
117	48641	Costume Spec	Non-exempt
118	48651	Theatre/Stage Technical Spec	Non-exempt
118	48661	Costume Designer	Exempt
115	48671	Asst To The Costume Designer	Non-exempt

8700 College/School Program Group

Grade:	Job code:	Job title:	Flsa:
118	48721	Patron Srvs Mgr	Exempt

8800 Research Services Group

Grade:	Job code:	Job title:	Flsa:
118	48811	Grants Coord	Non-exempt
118	48821	External Funding Info Spec	Exempt

8900 Academic Services Support Group

Grade:	Job code:	Job title:	Flsa:
111	48911	Laboratory Animal Aide	Non-exempt
117	48921	Learning Resources Lab Asst	Non-exempt
118	48931	Coord Polymer Training Ctr	Exempt
116	48941	Test Monitor	Non-exempt
117	48951	Testing Spec	Non-exempt

3000 Information Technology Division "At Risk" Technical Positions

3300 Information Services Application Systems Group

Grade:	Job code:	Job title:	Flsa:
217	T43311	Systems Prog	Non-exempt
219	T43312	Systems Analyst Prog	Non-exempt
221	T43313	Sr Systems Analyst Prog	Exempt
221	T43316	DARS Sr Sys Anly Prog	Exempt
217	T43331	Web Developer	Non-exempt
219	T43332	Sr Web Developer	Non-exempt
217	T43333	Web Graphics Designer	Non-exempt
220	T43361	Data Whse DBA & Cust Appl Dev	Exempt
220	T43371	ETL Prog	Exempt
220	T43381	BI Custom Applications Prog	Exempt
219	T43392	Network Analyst 2	Non-exempt

3400 Information Services Technical Support Group

217	T43422	Sr Computer Help Desk Spec	Non-exempt
217	T43451	PC Software Spec	Non-exempt
219	T43452	Sr PC Software Spec	Non-exempt

220	T43461	Enterprise Systems Prog	Exempt
221	T43462	Sr Enterprise Systems Prog	Exempt
219	T43471	Applications Systems Analyst	Non-exempt
221	T43472	Sr Applications Systems Anly	Exempt
217	T43481	Technology Support Analyst	Non-exempt
219	T43482	Sr Technology Support Anaylst	Non-exempt
220	T43491	Applic Software Upgrade Spec	Exempt

3500 Network & Telecomm Group

216	T43521	Telecom Technician 1	Non-exempt
217	T43522	Telecom Technician 2	Non-exempt
218	T43523	Telecom Network Administrator	Non-exempt
218	T43524	Telecom Engineer	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
221	T43564	Lead Network Engineer	Exempt
220	T43563	Sr Network Engineer	Exempt
216	T43571	Coord Network Srvs	Non-exempt
219	T43581	Server Systems Developer	Exempt

3800 Media Services Group

218	T43811	Multi-Media Spec	Non-exempt
219	T43821	vNoc Coord	Non-exempt
216	T43852	Distance Educ Facilities Coord	Non-exempt
219	T43853	Sr Distance Educ Fac Coord	Exempt

218	T43861	Graphics Instruct Designer	Non-exempt
218	T43862	Instructional Designer	Non-exempt
220	T43863	Sr Instructional Designer	Exempt
220	T43871	Curriculum Designer	Exempt

3900 Inst Planning, Anly, Reporting & Data

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

Effective: January 17, 2003

Certification: _____

Ted A. Mallo

Secretary

Board of Trustees

Prom. under: ORC Chapter 119

Rule amp.: ORC Sections 124.14 and 3359.03

Statutory Authority: ORC Sections 3345.31, 3359.01, and 119.03

Prior Effective Date: 4/15/00, 6/21/01, 8/15/01, 10/24/01, 11/23/01, 5/24/02, 10/28/02, 11/23/02