

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
117	42341	Assistant Buyer	Non-Exempt
119	42343	Buyer Senior	Exempt
120	42344	Purchasing Agent	Exempt

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:
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114	43511	Telephone Operator	Non-exempt
115	43512	Telephone Supv	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
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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:
115	46121	Radio Dispatcher	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
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:
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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
<u>120</u>	<u>47161</u>	<u>Immigration Compliance Specialist</u>	<u>Non-exempt</u>

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 <u>Assistant</u> <u>Managing Director</u>	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: February 22, 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, 1/17/03