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 Specialist	Non-exempt
114	41112	Secretary	Non-exempt
115	41113	Administrative Secretary	Non-exempt
115	41121	Desktop Publishing Specialist	Non-exempt
116	41131	Program Assistant	Non-exempt
117	41134	Program Assistant Sr-Contract Training & Grants	Non-exempt
115	41141	Web Editor (Departmental)	Non-exempt
115	41151	Medical Secretary	Non-exempt
118	41161	College Program Specialist	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
118	41217	Coord Student Life Administration	Non-exempt
117	41219	Coord Office Administration-Law	Non-exempt
117	41221	Coord Events	Non-exempt
117	41231	Coord Records Management	Non-exempt
117	41241	Asst to the Dir Music	Non-exempt
117	41243	Asst to Dept Chair Theoretical & Applied Mathematics	Non-exempt
117	41245	Asst to Dept Chair-Psychology	Non-exempt
117	41247	Asst to Dept Chair-Biology	Non-exempt
114	41251	Asst to the Supv College Bookstore	Non-exempt
119	41252	Supv College Bookstore	Exempt
118	41261	Coord Technology Transfer	Non-exempt
117	41271	Departmental Records Specialist	Non-exempt
117	41281	Supv Business Office-WC	Non-exempt
117	41283	Spvr Developmental Programs Support	Non-exempt
117	41285	Coord Continuing Educ & Workforce Development-WC	Non-exempt
117	41287	Coord ZIP Card Office	Non-exempt

1300 Administrative Staff Group

Grade:	Job code:	Job title:	Flsa:
116	41311	Administrative Assistant	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	41321	Coord Athletics Publications	Non-exempt
118	41323	Coord University Park Alliance	Non-exempt
117	41325	Coord Academic Affairs Support-WC	Non-exempt
119	41331	Accounting Specialist Sr	Non-exempt
119	41333	Coord Business & Operations-SC	Non-exempt

2000 Finance Accounting Division

2100 Accounting Group

Grade:	Job code:	Job title:	Flsa:
113	42111	Accounting Clerk I	Non-exempt
115	42112	Accounting Clerk II	Non-exempt
116	42113	Accounting Clerk Sr	Non-exempt
114	42121	Inventory Control Specialist	Non-exempt
114	42131	Payroll Clerk	Non-exempt
117	42132	Payroll Clerk Sr	Non-exempt
117	42133	Payroll Specialist	Non-exempt

118	42134	Payroll Specialist Sr	Non-exempt
120	42135	Asst Mgr Payroll	Exempt
115	42141	Budget Assistant	Non-exempt
118	42144	Budget Coord-Art	Non-exempt
118	42147	Property Accounting Specialist	Non-exempt
118	42149	Budget Coord-Dining Services	Non-exempt

2200 Cash Collection And Disbursement Group

Grade:	Job code:	Job title:	Flsa:
111	42211	Cashier Assistant	Non-exempt
113	42212	Cashier	Non-exempt
115	42213	Cashier Sr	Non-exempt
116	42214	Supv Cashier	Non-exempt
117	42216	Student Account/Cashier Spec	Non-exempt

2300 Purchasing Group

Grade:	Job code:	Job title:	Flsa:
117	42321	Mgr Central Stores	Exempt
117	42341	Asst Buyer	Non-exempt
119	42343	Buyer Sr	Exempt
120	42344	Purchasing Agent	Exempt
117	42346	Coord Purchasing Admin	Non-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	Lead Cold Food Production Worker	Non-exempt
112	42441	Coord Food Services	Non-exempt
114	42451	Cook	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	42531	Business Coord Dining Services	Non-exempt
117	42541	Asst Mgr Dining Services	Exempt
118	42551	Mgr Food Services	Exempt
119	42552	Gen Mgr Food Services	Exempt
119	42561	Executive Chef	Exempt

2600 Printing Services Group

Grade:	Job code:	Job title:	Flsa:
115	42611	Printing Press Operator	Non-exempt
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
117	42651	Coord Pre-Press/Graphics	Non-exempt
118	42661	Coord Print Purchasing	Exempt
115	42671	Printing Office Support Specialist	Non-exempt

| 112 | 42675 | Delivery Worker/Printing Assistant | Non-exempt |

2700 Auxiliary Services Group

Grade:	**Job code:**	**Job title:**	**Flsa:**
115	42711	Coord Parking Facilities	Non-exempt
118	42712	Mgr Parking Field Operations	Exempt
118	42731	Mgr Vending Services	Exempt
117	42740	Asst Retail Mgr	Exempt
118	42741	Retail Manager	Exempt
120	42751	Asst Dir Parking Services	Exempt
118	42761	Mgr Parking Projects	Exempt

Grade:	**Job code:**	**Job title:**	**Flsa:**
114	42811	Telephone Operator	Non-exempt
115	42812	Spvr Telephone	Non-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 Specialist	Non-exempt
114	43114	Information Services Support Specialist	Non-exempt
117	43115	Coord Info Technology Budget Operations	Non-exempt

| 118 | 43121 | Office Automation Specialist | Non-exempt |
| 119 | 43123 | Coord IT Administration | Non-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	Shift Supv Computer Operations	Non-exempt
116	43221	Data Control Technician	Non-exempt
119	43223	Lead Production Control Analyst	Non-exempt
116	43231	Scheduler	Non-exempt
112	43241	Inventory Control Officer	Non-exempt
115	43251	Computer Operations Support Specialist	Non-exempt

3300 Information Services Application Support Group

Grade:	Job code:	Job title:	Flsa:
119	43351	Asst Departmental Systems Administrator	Non-exempt
121	43352	Departmental Systems Administrator	Non-exempt
118	43361	Web Development Specialist-Law	Non-exempt

3400 Information Services Technical Support Group

Grade:	Job code:	Job title:	Flsa:
117	43411	Computer Support Assistant	Non-exempt
118	43431	Data Systems Specialist	Non-exempt
118	43441	Computer Lab Support Specialist	Exempt

| 119 | 43442 | Lead Computer Lab Support Specialist | Exempt |

3500 Telecommunications Group

Grade:	Job code:	Job title:		Flsa:

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
117	43615	Coord Media Support Tech-Law	Non-exempt
118	43631	Electronic Technician	Non-exempt
119	43632	Electronic Technician Sr	Non-exempt
118	43641	Coord GSC Technical Services	Exempt

3700 Library Group

Grade:	Job code:	Job title:	Flsa:
114	43711	Library Assistant	Non-exempt
115	43712	Library Associate	Non-exempt
116	43713	Library Associate Sr	Non-exempt
117	43714	Library Specialist	Non-exempt
117	43716	Library Cataloging Specialist	Non-exempt
116	43722	Archives Associate	Non-exempt
117	43731	Marketing Representative	Non-exempt

3800 Media Services Group

118	43831	Coord Public Address System	Non-exempt
115	43841	AVS Scheduler	Non-exempt
115	43851	Coord Classroom Services	Non-exempt

4000 Business / Administrative Division

4100 Human Resources Group

Grade:	**Job code:**	**Job title:**	**Flsa:**
115	44111	Benefits Assistant	Non-exempt
118	44121	Coord Benefits	Non-exempt
119	44122	Benefits Administrator	Exempt
120	44123	Benefits Administrator Sr	Exempt
115	44131	Employment Services Assistant	Non-exempt
118	44133	Coord Employment Services	Non-exempt
115	44141	Personnel Records Processor	Non-exempt
117	44151	Compensation Specialist	Non-exempt
115	44171	HRIS Assistant	Non-exempt
117	44172	HRIS Specialist	Non-exempt
118	44173	Coord HRIS	Non-exempt
119	44174	HRIS Administrator	Exempt
117	44176	HRIS Specialist-Projects	Non-exempt

4200 Affirmative Action Group

Grade:	**Job code:**	**Job title:**	**Flsa:**
118	44221	Coord EEO Compliance	Exempt
117	44225	EEO/AA Specialist	Non-exempt

4300 Public Relations/Development Group

Grade:	Job code:	Job title:	Flsa:
115	44311	Editorial Assistant	Non-exempt
117	44321	Coord Univ Press Publishing	Non-exempt
118	44323	Coord Univ Press Operations	Non-exempt
117	44331	Publications Specialist	Non-exempt
117	44341	Photographic Lab Technician	Non-exempt
117	44351	Graphic Design Instructional Support	Non-exempt
117	44361	3-D Technician	Non-exempt
117	44371	Coord Gift Processing	Non-exempt

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

5000 Facilities Management Division

5100 Facilities Management Administrative Group

Grade:	Job code:	Job title:	Flsa:
117	45111	Coord PFOC Budget Operations	Exempt
119	45121	Coord Planning & Construction	Exempt
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	45161	Coord General Crafts	Non-exempt
120	45171	Mgr Facilities Projects	Exempt
118	45181	Space Analyst I	Exempt
120	45182	Space Analyst II	Exempt

5200 Maintenance Group

Grade:	Job code:	Job title:	Flsa:
116	45212	Athletics Facilities Maintenance-Worker	Non-exempt
117	45213	Athletics Maintenance Asst Supv	Non-exempt
119	45214	Athletics Maintenance Supv	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
119	45262	Energy Center Maintenance Supt	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 Services	Exempt
120	45343	Mgr Bldg Svcs Grounds & Special Svcs	Non-exempt

5400 Mail Services/Delivery Group

Grade:	Job code:	Job title:	Flsa:
112	45411	Delivery Worker	Non-exempt
117	45412	Asst Mgr Mailing Services	Non-exempt
119	45413	Mgr Mailing Services	Non-exempt
117	45415	Coord Mailing Services	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 E-911 Telecom	Non-exempt

| 117 | 46132 | E-911 Telecom Manager | Non-exempt |

6200 Police Group

Grade:	Job code:	Job title:	Flsa:
115	46211	Coord Police Evidence/Records	Non-exempt
118	46221	Police Officer I	Non-exempt
119	46222	Police Officer II	Non-exempt
120	46223	Police Sergeant	Non-exempt
120	46232	Sergeant/Detective	Non-exempt
122	46261	Captain	Exempt
120	46271	Crime Prevention Associate	Non-exempt

6300 Safety Group

Grade:	Job code:	Job title:	Flsa:
116	46311	Safety Assistant	Non-exempt
118	46312	Safety & Health Inspector	Non-exempt
120	46321	Safety Officer	Exempt
120	46331	Radiation Safety Officer	Exempt
118	46334	Hazardous Materials Specialist	Non-exempt
120	46341	Environmental Compliance Officer	Exempt
120	46351	Environmental & Occupational Health Specialist	Exempt
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	Student Services Counselor	Non-exempt
119	47141	Registered Nurse	Non-exempt
120	47142	Nurse Supv	Exempt
118	47161	Immigration Compliance Specialist	Non-exempt
122	47171	Nurse Practitioner	Non-exempt
118	47181	Residence Life & Housing Specialist	Non-exempt
117	47183	Coord New Student Orientation	Non-exempt
115	47187	Coord Housing Assign & Contracts	Non-exempt

7200 Student Loan Group

Grade:	Job code:	Job title:	Flsa:
116	47211	Student Account Specialist	Non-exempt
117	47212	Student Account Specialist Sr	Non-exempt

7300 Financial Aid Group

Grade:	Job code:	Job title:	Flsa:
116	47311	Student Financial Aid Assistant	Non-exempt
117	47312	Student Financial Aid Counselor	Non-exempt
118	47313	Coord Student Financial Aid Programs	Exempt
119	47314	Mgr Student Financial Aid	Exempt
118	47316	Coord Standards of Satisfactory Academic Progress Opns	Non-exempt

118	47318	Coord Federal Work Study Programs	Non-exempt
118	47320	Coord State Grants & Scholarships	Non-exempt
118	47322	Coord Univ Scholarship Programs	Non-exempt
118	47324	Coord Special Financial Aid Enrollment Programs	Non-exempt

7400 Registrar's Group

Grade:	**Job code:**	**Job title:**	**Flsa:**
114	47411	Examiner Assistant	Non-exempt
115	47412	Examiner Associate	Non-exempt
116	47413	Examiner Sr	Non-exempt
114	47421	Enrollment Services Assistant	Non-exempt
115	47422	Enrollment Services Associate	Non-exempt
116	47423	Sr Enrollment Services Associate	Non-exempt
117	47424	Enrollment Services Counselor	Non-exempt
117	47425	Enrollment Services Specialist	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
117	47523	Coord Student Union Conference Center	Non-exempt
118	47531	Coord Student Publications	Non-exempt
116	47541	Account Coord Student Publications	Non-exempt

117	47543	Coord SRWC Budget Operations	Non-exempt
117	48222	Telecom Technician II	Non-exempt
118	47601	Coord Admissions-WC	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
118	48651	Theatre/Stage Technical Specialist	Non-exempt
119	48661	Mgr Costume Design	Exempt

8700 College/School Program Group

Grade:	Job code:	Job title:	Flsa:
120	48721	Asst Managing Director	Exempt

8800 Research Services Group

Grade:	Job code:	Job title:	Flsa:
118	48811	Coord Grants	Non-exempt
120	48812	Grants Coord Sr	Non-exempt
118	48821	External Funding Information Specialist	Exempt

8900 Academic Services Support Group

Grade:	Job code:	Job title:	Flsa:

111	48911	Laboratory Animal Aide	Non-exempt
117	48921	Learning Resources Lab Assistant	Non-exempt
118	48931	Coord Polymer Training Center	Exempt
116	48941	Test Monitor	Non-exempt
117	48951	Testing Specialist	Non-exempt
113	49100	Grant Office Aide	Non-exempt
115	49102	Grant Administrative Secretary	Non-exempt
116	49110	Grant Administrative Assistant	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 Programmer	Non-exempt
219	T43312	Systems Analyst Programmer	Non-exempt
221	T43313	Sr Systems Analyst Programmer	Exempt
221	T43316	Sr DARS Systems 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
221	T43362	Sr Data Analyst Data Warehousing	Exempt
220	T43371	ETL Programmer	Exempt
220	T43381	BI Custom Applications Programmer	Exempt

3400 Information Services Technical Support Group

217	T43422	Sr Computer Help Desk Specialist	Non-exempt
222	T43431	Coord Instructional Technology Support	Exempt
217	T43451	PC Software Specialist	Non-exempt
219	T43452	Sr PC Software 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
217	T43487	Computer Tech Sr	Non-exempt
220	T43491	Applications Software Upgrade Specialist	Exempt

3500 Network & Telecomm Group

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

220	T43563	Sr Network Engineer	Exempt
221	T43564	Lead Network Engineer	Exempt
216	T43571	Coord Network Services	Non-exempt
219	T43581	Server Systems Developer	Exempt

3800 Media Services Group

218	T43811	Multi-Media Specialist	Non-exempt
219	T43821	Coord vNOC	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	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

60000 Grant Funded Positions

61110 Grant Funded Positions

Grade: Job code: Job title: Flsa:

Effective: August 1, 2009

Certification: _____

                                Ted A. Mallo
                                Secretary
                                Board of Trustees

Prom. under: R.C. 111.15

Rule amp.:   R.C. 124.14 and 3359.03

Statutory Authority: R.C. 3345.31 and 3359.01

Prior Effective Date: 4/15/00, 6/21/01, 8/15/01, 10/24/01, 11/24/01, 5/24/02,
                                10/28/02, 11/23/02, 1/17/03, 2/22/03, 3/20/03, 5/23/03,
                                6/30/03, 1/16/04, 06/11/04, 8/20/04, 9/26/04, 12/2/04,
                                12/13/04, 3/31/05, 5/28/05, 7/3/05, 09/02/05, 10/28/05,
                                1/30/06, 02/06/06, 4/27/06, 12/29/06, 2/19/07, 4/1/07,
                                5/6/07, 7/6/07, 9/3/07, 9/21/07, 11/8/07, 12/31/07, 2/11/08,
                                4/17/08, 5/5/08, 6/13/08, 7/6/08, 8/24/08, 11/2/08, 1/19/09,
                                2/27/09; 4/27/09, 5/30/09