

Appendix D

Sample Community And Technical Colleges Exempt Staff Positions

CHIEF EXECUTIVE OFFICER OF A SYSTEM OR DISTRICT (PRESIDENT OR CHANCELLOR): Directs all affairs and operations of a higher education system or district. Each subordinate campus has its own President or Provost, administrative offices and independent programs.

CHIEF EXECUTIVE OFFICER OF A SINGLE INSTITUTION (PRESIDENT/CHANCELLOR): Directs all affairs and operations of a higher education institution or of a campus within a system.

EXECUTIVE VICE PRESIDENT/VICE CHANCELLOR: Responsible for all or most functions and operations of an institution under the direction of the Chief Executive Officer.

CHIEF ACADEMIC AFFAIRS OFFICER AND PROVOST: Directs the academic program of the institution. Overall responsibilities typically include academic planning, teaching, research, extensions and coordination of interdepartmental affairs (e.g. Admissions, Registrar, and library activities).

ASSOCIATE PROVOST: (Previously, Associate Chief Academic Affairs Officer). Responsible for one or several broad-based areas within Academic Affairs under the direction of the CAO or another Provost. Only report individuals that do not serve as a Chief Functional Officer.

DIRECTOR, LIBRARY SERVICES: Provides strategic leadership for all functions of the library in collaboration with other academic units and in support of the mission of the College/University; serves as primary advocate for the library. At some institutions, position may be referred to as Chief Librarian or have the title of Dean. Degree requirement: ALA Accredited Masters.

REFERENCE LIBRARIAN: Senior person responsible for facilitating access to information by students, faculty, and staff and for developing a collection of reference resources in all formats (including electronic format).

DIRECTOR OF INSTITUTIONAL RESEARCH: Conducts research and studies on the institution, including design of studies, data collection, analysis and reporting.

DIRECTOR, LEARNING RESOURCES CENTER: Directs all activities of the institution's Learning Resources Center for students.

DIRECTOR, INTERNATIONAL EDUCATION: Directs all activities of the institution's international education programs. Responsibilities typically include international study, English study, international visitors, visa certification, education abroad, and international student admission functions.

DIRECTOR, INTERNATIONAL STUDIES EDUCATION: Coordinates academic studies conducted outside the United States, advises students and faculty on international study and travel and promotes campus activities of an international nature.

DIRECTOR, ACADEMIC COMPUTING: Directs the institution's academic/research computing activities and labs for faculty, staff and students.

DIRECTOR, SPONSORED RESEARCH AND PROGRAMS: Directs administrative activities for externally funded grants and contracts, including funding source identification, institutional review, and sign-off of proposals. Also negotiates contracts; and develops research policy.

DEAN, BUSINESS

DEAN, CONTINUING EDUCATION

DEAN, EXTERNAL DEGREE PROGRAMS

DEAN, HEALTH-RELATED PROFESSIONS

DEAN, HUMANITIES

DEAN, OCCUPATIONAL STUDIES/VOCATIONAL EDUCATION/TECHNOLOGY

DEAN, SCIENCES

DEAN, SOCIAL SCIENCES

DEAN, SPECIAL PROGRAMS

DEAN, LIBERAL ARTS AND SCIENCES: Position serves as principal administrator of the humanities, sciences, and social science divisions.

DEAN, WORKFORCE EDUCATION: Position responsible for workforce training and re-training programs.

DEAN, BASIC SKILLS/ABE: Position serves as principal administrator of the basic skills/adult basic education division.

DIRECTOR, CONTINUING EDUCATION: Directs all activities of the institution's continuing education operation, including both on- and off-campus programs. Report Dean, Continuing Education in 216.0.

DIRECTOR, DISTANCE LEARNING: Develops and promotes distance learning initiatives. Plans, schedules, and coordinates compressed video programs. Plans and develops Internet courses and provides faculty and staff training for distance teaching.

CHIEF BUSINESS OFFICER: Responsible for the combined functions of administrative and financial affairs. Overall responsibilities typically include accounting, purchasing, physical plant and property management, human resources, food services, auxiliary enterprises, investments and related business matters.

CHIEF FINANCIAL OFFICER: Responsible for the direction of financial affairs. Overall responsibilities typically include investments, accounting and budgets. Report Comptroller in 313.0, not here.

CHIEF BUDGET OFFICER: Responsible for current budgetary operations. May also be responsible for long-range planning in the absence of a planning officer.

CHIEF PLANNING AND BUDGET OFFICER: Combines the major duties and responsibilities of Chief Planning Officer and Chief Budget Officer.

CHIEF HUMAN RESOURCES OFFICER: Responsible for administering institutional human resource policies and practices for staff and/or faculty. Overall responsibilities typically include personnel records, benefits, staff employment, wage and salary administration and (where applicable) labor relations.

ASSOCIATE DIRECTOR, HUMAN RESOURCES: Responsible for one or several areas of human resources. Reports to the CHRO.

DIRECTOR/MANAGER, EMPLOYEE BENEFITS: Responsible for implementing staff and/or faculty benefits, such as medical, dental, long-term disability, retirement, and accidental death benefits.

DIRECTOR/MANAGER, TRAINING AND DEVELOPMENT: Directs and coordinates employee training which may include in-house training for management and faculty as well as staff.

DIRECTOR, HUMAN RESOURCES AND AFFIRMATIVE ACTION: Position combines the major duties and responsibilities defined in the Chief Human Resources Officer and Director, Affirmative Action/Equal Employment.

CHIEF INFORMATION OFFICER (CIO): Directs the institution's major academic and administrative computing activities, as well as voice and data communications. May also be called the Chief Technology Officer.

DEPUTY CHIEF INFORMATION OFFICER: The explicit second-in-command in many large campus IT organizations, often with responsibilities for day-to-day management of technical operations (e.g. COO). Previously called Associate Director, Information Systems.

DIRECTOR, ADMINISTRATIVE COMPUTING: Directs the institution's administrative computing activities.

PROGRAMMER ANALYST: Designs data retrieval and management systems to meet user needs. Conducts feasibility studies, evaluates costs, analyzes user needs, designs in-house data processing systems or subsystems, programs the systems or subsystems, develops testing criteria, and establishes documentation to support the new systems. This is not an entry-level position.

PROGRAMMER ANALYST, SUPERVISOR: Supervises a unit of Programmer Analysts and/or Senior Programmer Analysts in the design of data retrieval and management systems to meet user needs. Conducts feasibility studies, evaluates costs, analyzes user needs, designs in-house data processing systems or subsystems, programs the systems or subsystems, develops testing criteria, and establishes documentation to support the new systems.

DATABASE ADMINISTRATOR (MAINFRAME): Maintains effective and efficient operation of a mainframe computer database. Ensures database runs properly, keeps database current, makes access readily available and timely, and formulates and designs new database applications. Makes decisions regarding procedures for set up of, access to, and operation of database. Refers decisions relating to major policy changes or the purchase of new software to the supervisor.

LOCAL AREA NETWORK SPECIALIST: Responsible for the operations of mini-computers or multiple smaller servers with terminals. Maintains effective and efficient operations of a Local Area computer communications Network (LAN). Ensures that the LAN runs smoothly and properly, maintains network security, makes access for authorized users readily available and timely, and designs new LAN applications. Makes decisions regarding procedures for set up of, access to, and operation of LAN. Refers decisions relating to major policy changes or the purchase of new hardware or software to the supervisor.

HELP DESK MANAGER: Responsible for development and implementation of technical support processes and procedures, evaluation and recommendation of Help Desk tools, development of Help Desk scripts, creation and publication of Help Desk materials and documentation, and design and implementation of reports to measure performance of Help Desk staff. May provide advice and assistance regarding PC- or network related problems.

WEB MASTER: Responsible for development and maintenance of the institution's Web site and creation and management of the site's content. Also responsible for selection and implementation of Web tools and resolution of performance issues such as speed of access. Monitors Web site use and trends.

EMAIL ADMINISTRATOR: Responsible for setup, administration, and security of email server(s) and software. Works closely with Network Administrator to determine appropriate firewall settings to ensure secure email transmissions externally. Also responsible for setting appropriate email policy within the organization.

NETWORK ADMINISTRATOR: Responsible for network connectivity, setup, and maintenance. Also responsible for remote VPN connections, network security (firewall protection), as well as WI-FI connectivity.

SYSTEMS ADMINISTRATOR: Installs, configures, monitors and maintains systems, including email and web servers. Monitors data integrity and system security.

SYSTEMS ANALYST: Assists in the design and development of systems projects. Evaluates existing systems processes, software, and hardware configurations on a specified basis to determine effectiveness and identify changes and/or improvements to be made. May also be involved in systems documentation and training.

CHIEF PHYSICAL PLANT/FACILITIES OFFICER: Responsible for the construction, rehabilitation, and maintenance of physical plant facilities. Overall responsibilities typically include new construction and remodeling, grounds and building maintenance, power plant operation and parking.

MANAGER, LANDSCAPE AND GROUNDS: Responsible for administration of the institution's landscape and grounds programs. Reevaluates and redesigns existing landscaping.

MANAGER, CUSTODIAL SERVICES: Responsible for the management of institutional custodial services.

CHIEF ACCOUNTING OFFICER/COMPTROLLER: Directs accounting, payroll, cashiering, and related functions. Also may be responsible for office services, such as mail and telephone services.

DIRECTOR/MANAGER, PAYROLL: Supervises the operation of the institution's payroll system.

DIRECTOR, ACCOUNTING: Responsible for the daily operation of the institution's budgetary accounting system.

DIRECTOR, PURCHASING/MATERIALS MANAGEMENT: Directs central purchasing operations for the institution. Functions typically include preparation of specifications, contracting, bidding, receiving and stores, and approval of invoices.

DIRECTOR, BOOKSTORE: Directs the operation of the campus bookstore, usually under the direction of the Chief Business Officer. Functions typically include purchase and sale of new and used books, supplies and equipment, advertising, employment and supervision of sales staff, maintenance of sales and inventory records.

DIRECTOR, CAMPUS SECURITY/SAFETY: Manages campus police and patrol units; directs campus vehicle traffic and parking; organizes security programs and training as needed.

CHIEF DEVELOPMENT OFFICER: Responsible for institutional development programs. Overall responsibilities typically include institutional fundraising, public relations and alumni relations.

CHIEF PUBLIC RELATIONS OFFICER: Responsible for communications/public relations programs. Overall responsibilities typically include public relations, news media relations, legislative relations, alumni relations and information office services.

CHIEF DEVELOPMENT AND PUBLIC RELATIONS OFFICER: Position combines the major duties and responsibilities of both a Chief Development and Chief Public Relations Officer.

ANNUAL GIVING OFFICER: Under supervision of the Director, Annual Giving, assists in the administration and implementation of annual giving programs. Develops, oversees, and evaluates assigned area of the campaign; researches, visits, cultivates, solicits, and thanks prospective donors to annual fund; monitors content and substance of mailings to constituents and analyzes past responses; coordinates staff reunion development committees. May supervise support staff and/or a group of volunteers.

MAJOR GIFT OFFICERS: Responsible for the identification, cultivation and solicitation of alumnae, parents, and friends of the institution capable of making gifts of \$50,000 or more.

TRAINING SPECIALIST: Responsible for the design, modeling, testing, delivery, and evaluation of training programs of a highly technical or sophisticated nature and coordination of organizational and career consultation services.

EMPLOYEE RELATIONS ANALYST, SENIOR: Responsible for the development, implementation, and administration of employee relations programs and policies. Advises and assists staff and/or faculty regarding human resource policies and procedures, such as grievance and disciplinary action.

PERSONNEL ANALYST: Performs a variety of analytical activities in personnel administration. Administers policies and programs covering several or all of the following: recruiting, compensation, benefits, training, employee and/or labor relations, safety, and personnel research.

PERSONNEL ANALYST, SENIOR: Performs activities in various areas of personnel. May be expert in a particular field. Screens resumes and applications and may interview applicants. Counsels employees concerning work-related problems; maintains records for EEO/AAP reporting requirements. May write position descriptions, benefits brochures, and/or employee handbooks. Conducts research and analyzes data on assigned projects. May assist in the formulation of staffing plans and personnel policies and procedures.

BENEFITS SPECIALIST: Counsels employees regarding routine benefits programs, including pre-retirement planning, insurance programs, death benefits, and workers' compensation. Publicizes benefits programs; conducts individual orientation sessions and group benefits reviews. Maintains benefits records and prepares necessary documents for implementing coverage.

BENEFITS UNIT SUPERVISOR: Supervises the development, implementation, and maintenance of benefits programs, including vacation, holiday, time off, sick pay, unemployment, service awards, group health/medical/dental coverage, and life insurance. Ensures programs are current with regard to trends, practices, and costs. May supervise workers' compensation. May negotiate coverage, services, and costs with carriers.

LABOR RELATIONS ANALYST, SENIOR: Responsible for the development, implementation, and administration of labor relations programs and policies. Assists with collective bargaining contract negotiations, grievances, and arbitration. Prepares final contracts for review and approval.

EMPLOYMENT UNIT SUPERVISOR: Supervises the personnel staffing and planning functions. Ensures staffing requirements are met in accordance with governmental requirements. Oversees recruiters and employment analysts in staffing activities. May search for and identify candidates for highly specialized and difficult-to-attract positions. Maintains workforce planning system and provides guidance to management on union matters and/or affirmative action plans.

BUDGET ANALYST: Provides analytical support for routine budget projects. Advises administration and staff regarding available options and budgetary implications. Assists in preparation of operational budgets for departments; reviews expenditures to ensure conformance with budgetary provisions. Compiles data and prepares reports.

DIRECTOR, COMMUNITY SERVICES: Directs or coordinates the conduct of special (usually non-credit) educational, cultural, and recreational services to the community.

DIRECTOR, INFORMATION OFFICE: Responsible for providing information about the institution to students, faculty, and the public. Functions typically include news media relations; preparation or review of news releases and photographs; and preparation and distribution of newsletters, magazines, and other publications.

CHIEF STUDENT AFFAIRS/LIFE OFFICER: Responsible for the direction of student services and student life programs. Overall responsibilities typically include student conduct, counseling and testing, career development and placement, student housing, student union, campus/student activity, minority student support program, residence life and related functions.

CHIEF ADMISSIONS OFFICER: Responsible for the admission of undergraduates. May also be responsible for recruitment and selection and for the admission of graduate and professional students or for scholarship administration or similar functions.

DIRECTOR, ADMISSIONS AND REGISTRAR: Combines the major duties and responsibilities of the admissions director and registrar.

REGISTRAR: Responsible for student registrations and records. Specific responsibilities typically include registration, classroom scheduling, maintenance of student records, graduation clearance, and related matters.

DIRECTOR, ADMISSIONS AND FINANCIAL AID: Combines the major duties and responsibilities of the admissions director and financial aid director.

DIRECTOR, STUDENT FINANCIAL AID: Directs the administration of all forms of student aid. Functions typically include assistance in the application for loans or scholarships; administration of private, state, or federal loan programs; awarding of scholarships and fellowships; and maintenance of appropriate records.

ASSOCIATE DIRECTOR, STUDENT FINANCIAL AID: Responsible for one or several areas student financial aid. Reports to the director of financial aid.

DIRECTOR, FOOD/DINING SERVICES: Administers all institutional food services, whether directly managed and operated or catered.

DIRECTOR, STUDENT HOUSING: Manages student housing operations. Responsible for the direction of all residence hall operations for students. Also may administer off-campus housing programs. If housing (room and board) is provided and is reported as taxable income, add its value to the reported salary data for this position. Report 12-month, fulltime equivalent salary.

DIRECTOR, FOREIGN STUDENTS: Recruits and advises foreign students and coordinates academic studies for foreign students on campus.

DIRECTOR, STUDENT ACTIVITIES: Responsible for coordinating all campus student activities including special events, student organizations, publications, and student government activities.

DIRECTOR, CAREER DEVELOPMENT AND PLACEMENT: Directs the operation of a student placement office to provide job placement and counseling services to undergraduates, graduates, and alumni. Also may be responsible for placement of students in part-time jobs or jobs outside the institution.

DIRECTOR, STUDENT COUNSELING: Directs the provision of counseling and testing services for students. Report to Director, Academic Advising as Director, Academic Advising.

DIRECTOR, ATHLETICS: Directs intramural and intercollegiate athletic programs for men and women. Functions typically include scheduling and contracting for athletic events, employment and direction of athletic coaches, publicity, ticket sales, and equipment and facilities maintenance.

DIRECTOR, MINORITY AFFAIRS: Responsible for the direction of counseling programs, cultural affairs, and remedial and support programs. Also invites minority speakers to campus. In addition, may be responsible for minority housing and intercultural centers.

EARLY CHILDHOOD PROGRAM MANAGER: Position responsible for program management (including fiscal, facility, and human resources) of an early childhood education program.

ACADEMIC ADVISOR: Advises undergraduate students in the construction of schedules and core curriculum, major, and elective requirements. Assists in registration and drop/add, approved AP credit, and approves transfer credit to satisfy curriculum requirements.

ACADEMIC ADVISOR/COUNSELOR: Advises students concerning an appropriate academic schedule, choice of major, number of hours that may be taken, probation, and/or suspension. Contact may be on individual or group basis or be made by correspondence. No supervisory responsibilities. Exclude instructional faculty.

STUDENT CAREER COUNSELOR: Advises and counsels students concerning employment opportunities and careers. Encourages employers to recruit campus graduates. Conducts individual and group sessions to inform students of services, policies, and procedures and to provide assistance in resume preparation and interviewing techniques. Serves as liaison between employers and students; administers and coordinates activities associated with the campus interview program. Coordinates production of job opportunities bulletin and refers students to prospective employers. Exclude instructional faculty.

ADMISSIONS REPRESENTATIVE-HIGH SCHOOL RELATIONS: Recruits freshmen and transfer students from high schools and community colleges. Makes presentations to student groups. Counsels students and parents regarding the admissions process.

COUNSELING PSYCHOLOGIST: Provides psychological and counseling services of a remedial, preventive, and developmental nature through direct and indirect (consultation) contacts with students, faculty, and staff (individually and in groups).

COUNSELOR: Provides professional counseling to students on academic, financial, and personal matters. Provides individual and group therapy and counseling. Responsible for vocational testing and assessment, program development and evaluation, and outreach activities. Consults with academic departments and student affairs organizations.

COOPERATIVE PROGRAM COORDINATOR: Coordinates and administers a cooperative education program. Serves as the college or university representative on off-campus visits for the solicitation of cooperative jobs and scholarships from local and national firms and organizations. Interprets policies

and procedures of cooperative programs for students and industry, interviews student applicants, and matches job/company to student.

FINANCIAL AID COUNSELOR: Provides personal and financial aid application counseling to students and parents. Assists in the administration of the financial aid program. Makes decisions to award funds to students eligible for scholarships, grants, and college work-study. Responsible for auditing and reconciling financial aid accounts and packaging financial aid awards.

EXECUTIVE ASSISTANT TO THE CHIEF EXECUTIVE OFFICER: Position responsible for providing confidential administrative assistance to the chief executive officer of a district or campus.

DIRECTOR, BUSINESS DEVELOPMENT: Position responsible for securing contracted training with businesses, agencies, and organizations.

PUBLIC INFORMATION SPECIALIST: Writes brochures and articles for publication. Prepares and disseminates information to the internal college and university community as well as to local and state media. Promotes and publicizes institutional activities and programs.

GRAPHIC DESIGNER: Creates original designs and executes the artwork for publications. Conceptualizes design layout of finished art for reproduction and coordinates final production of finished product with printing department.

WRITER: Writes brochures and articles for publication and/or technical/scientific material for manuals or journals. May assist in the writing aspects of proposal preparation and provide other technical assistance in manuscript writing.

CONTRACT AND GRANT SPECIALIST: Responsible for the coordination of pre-award and/or post-award activities relating to grant and contract proposals. Pre-award activities include assisting departmental faculty in the development, preparation, and submission of grant and contract proposals. Also ensures that all applications meet agency and university guidelines and published timetables and deadlines. Post-award activities include establishment of accounts in the financial accounting system, re-budgeting of funds, and marking of changes to the award or expenditures.

EVALUATOR: Responsible for the review, analysis, assessment, and processing of information, records and transcripts for determining academic credit and eligibility for degrees and specialized program designations.

ADMINISTRATIVE SPECIALIST: Performs a variety of professional and administrative duties in support of the day-to-day operations of a function,

program, and/or department; assists in program planning and development; interprets, monitors, and analyzes information regarding operating policies and procedures; administers budgets; and coordinates academic and/or staff personnel matters. Resolves problems that have a significant impact on the overall goals of the department. Excludes nonexempt employees and departmental business officers.

DAY CARE CENTER TEACHER: Responsible for providing day care classroom activities, including curriculum preparation. Interacts with parents and faculty to review curriculum and activities. Meets state license requirements.

DAY CARE SITE DIRECTOR: Responsible for the direction and supervision of day care center activities. Performs a variety of professional and administrative duties, including program administration and management of budgets, facilities, personnel, and special projects for a single site. Coordinates the childcare support services program with day care center teachers and other staff. Must meet state license requirements.

COORDINATOR, DISABILITY SERVICES: Plans, directs, and oversees the administration of all programs and services ensuring compliance with ADA and provides leadership and consultation in promoting access and equity for persons with disabilities.

COORDINATOR CONSTRUCTION PROJECTS: Coordinates projects involving major renovations and/or alterations to campus buildings. Serves as liaison among physical plant shops, campus departments, and external contractors for coordinating and scheduling construction projects (excludes new construction). Visits work site to determine necessary resources. Inspects projects to ensure compliance with specifications and standards.

STUDENT ACTIVITIES OFFICER: Under supervision of the office of Dean of Students, assists in the organization of student activities, which may include social events, Greek programs, student government/committees, newspaper, clubs, and organizations.

CONFERENCE/ WORKSHOP EDUCATION COORDINATOR (CONTINUING EDUCATION): Coordinates activities involved in provision of conference and workshop services. Assists in the selection or design of workshops to be presented. Develops preliminary program budget. Coordinates registration process, including fee collection and payment of honorarium and conference expenses. Secures appropriate conference setting and arranges for auxiliary services, including lodging, meals, and transportation.

CONTINUING\ EDUCATION SPECIALIST: Responsible for planning and developing continuing education programs. Coordinates and manages the

planning, design, and development of university level credit and non-credit courses. May include planning and development of workshops, certificate programs, seminars, and special events.

LABORATORY TECHNICIAN IV: With supervision from a designated supervisor provides high-level technical laboratory assistance. Manages and performs experiments, orders equipment and supplies, assigns and reviews work of technical support staff in routine procedures, prepares support materials, and assists in the plan and design of protocols and experiments. May supervise technical staff and students.

Source: John Boesenberg, Deputy Executive Director, Human Resources, Washington State Board For Community And Technical Colleges, 10/31/2011

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