

INFORMATION TECHNOLOGY JOB FUNCTION

Information Technology Job Function Table of Contents

IT Training Job Family

<i>Title</i>	<i>Grade</i>
IT Training Professional I	56
IT Training Professional II	57
IT Training Management I	57
IT Training Management II	58
IT Training Management III	59

User Support Job Family

<i>Title</i>	<i>Grade</i>
User Support I	56
User Support II	57
User Support Management I	57
User Support Management II	58
User Support Management III	59

Network Engineer Job Family

<i>Title</i>	<i>Grade</i>
Network Administrator I	56
Network Administrator II	57
Network Administrator III	58
Network Manager I	58
Network Manager II	59

NOTE:

- 1) Individual positions will typically have most, but not necessarily all, of the Duties & Responsibilities listed
- 2) Grade Recommendations based on comparative review/analysis of internal positions and external market data.
- 3) E = exempt, N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion

INFORMATION TECHNOLOGY JOB FUNCTION

Information Technology Job Function Table of Contents

Systems Management Job Family

<i>Title</i>	<i>Grade</i>
Systems Administrator I	56
Systems Administrator II	57
Systems Manager I	57
Systems Administrator III	58
Systems Manager II	58
Systems Manager III	59

Applications Programming Job Family

<i>Title</i>	<i>Grade</i>
Applications Programmer I	55N
Applications Programmer II	56
Applications Programmer III	57

Applications Development Job Family

<i>Title</i>	<i>Grade</i>
Applications Programmer Analyst I	56
Applications Programmer Analyst II	57
Applications Programmer Analyst III	58
Applications Programming Analyst Management I	59

Web Administrator Job Family

<i>Title</i>	<i>Grade</i>
Web Administrator I	56
Web Administrator II	57
Web Administrator Management I	57
Web Administrator Management II	58

NOTE:

- 1) *Individual positions will typically have most, but not necessarily all, of the Duties & Responsibilities listed*
- 2) *Grade Recommendations based on comparative review/analysis of internal positions and external market data.*
- 3) *E = exempt, N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion*

INFORMATION TECHNOLOGY JOB FUNCTION

**Information Technology Job Function
Table of Contents**

Web Development Job Family

<i>Title</i>	<i>Grade</i>
Web Development I	56
Web Development II	57
Web Development Management I	58

Digital Imaging & New Media Development Job Family

<i>Title</i>	<i>Grade</i>
Digital Imaging and New Media Development Officer I	56
Digital Imaging and New Media Development Officer II	57
Digital Imaging and New Media Development Officer III	58
Digital Imaging and New Media Management I	59

Business Analyst Job Family

<i>Title</i>	<i>Grade</i>
Business Analyst I	56
Business Analyst II	57
Business Analyst III	58
Business Analyst IV	59
Business Analyst Management I	59

Database Administrator Job Family

<i>Title</i>	<i>Grade</i>
Database Administrator II	56
Database Administrator III	57
Database Administrator IV	58
Database Administrator V	59

NOTE:

- 1) *Individual positions will typically have most, but not necessarily all, of the Duties & Responsibilities listed*
- 2) *Grade Recommendations based on comparative review/analysis of internal positions and external market data.*
- 3) *E = exempt, N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion*

INFORMATION TECHNOLOGY JOB FUNCTION

**Information Technology Job Function
Table of Contents**

Data Warehousing Job Family

<i>Title</i>	<i>Grade</i>
Data Warehousing I	57
Data Warehousing II	58
Data Warehousing III	59

Project Management Job Family

<i>Title</i>	<i>Grade</i>
IT Project Manager I	57
IT Project Manager II	58
IT Project Manager III	59

- NOTE:**
- 1) *Individual positions will typically have most, but not necessarily all, of the Duties & Responsibilities listed*
 - 2) *Grade Recommendations based on comparative review/analysis of internal positions and external market data.*
 - 3) *E = exempt, N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion*

INFORMATION TECHNOLOGY JOB FUNCTION

Grade	IT Training	User Support	Network Engineer	Systems Management	Applications Programming	Applications Development
55					-Applications Programmer I	
56	-IT Training Professional I	-User Support I	-Network Administrator I	-Systems Administrator I	-Applications Programmer II	-Applications Programmer Analyst I
57	-IT Training Professional II -IT Training Management I	-User Support II -User Support Management I	-Network Administrator II	-Systems Administrator II -Systems Manager I	-Applications Programmer III	-Applications Programmer Analyst II
58	-IT Training Management II	-User Support Management II	-Network Administrator III -Network Manager I	-Systems Administrator III -Systems Manager II		-Applications Programmer Analyst III
59	-IT Training Management III	-User Support Management III	-Network Manager II	-Systems Manager III		-Applications Programming Analyst Management I

- NOTE:**
- 1) Individual positions will typically have most, but not necessarily all, of the Duties & Responsibilities listed
 - 2) Grade Recommendations based on comparative review/analysis of internal positions and external market data.
 - 3) E = exempt, N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion

INFORMATION TECHNOLOGY JOB FUNCTION

IT Job Function Table Continued

Grade	Web Administrator	Web Development	Digital Imaging & New Media Development	Business Analyst	Database Administrator	Data Warehousing	Project Management
55							
56	-Web Administrator I	-Web Development I	-Digital Imaging and New Media Development Officer I	-Business Analyst I	-Database Administrator II		
57	-Web Administrator II -Web Administrator Management I	-Web Development II	-Digital Imaging and New Media Development Officer II	-Business Analyst II	-Database Administrator III	-Data Warehousing I	-IT Project Manager I
58	-Web Administrator Management II	-Web Development Management I	-Digital Imaging and New Media Development Officer III	-Business Analyst III	-Database Administrator IV	-Data Warehousing II	-IT Project Manager II
59			-Digital Imaging and New Media Management I	-Business Analyst IV -Business Analyst Management I	-Database Administrator V	-Data Warehousing III	-IT Project Manager III

- NOTE:**
- 1) Individual positions will typically have most, but not necessarily all, of the Duties & Responsibilities listed
 - 2) Grade Recommendations based on comparative review/analysis of internal positions and external market data.
 - 3) E = exempt, N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion

INFORMATION TECHNOLOGY JOB FUNCTION

IT Training Family

Level	Function/ Roles	Experience/ Education (Minimum Required)	Typical Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
56E* or 56N	IT Training Professional I	Bachelor's degree 3+ years of experience in instructional design, curriculum development, assessment and project management skills Thorough knowledge of windows/NT and desktop applications	<ul style="list-style-type: none"> • Applies knowledge of technical training to assignments of moderate complexity • Regularly determines project deadlines within department • Designs training presentations • Conducts employee training events • Researches alternative outside training programs 	<p>IMPACT Moderate impact on operations, resources, or University's reputation</p> <p>SCOPE Provides IT training for unit or school</p>	<p>RECEIVED Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.</p> <p>GIVEN Individual Contributor: Works independently or as part of a team to achieve results.</p>

**Exemption status is determined by FLSA testing*

- NOTE:**
- 1) Individual positions will typically have most, but not necessarily all, of the Duties & Responsibilities listed
 - 2) Grade Recommendations based on comparative review/analysis of internal positions and external market data.
 - 3) E = exempt, N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion

INFORMATION TECHNOLOGY JOB FUNCTION

IT Training Family

Level	Function/ Roles	Experience/ Education (Minimum Required)	Typical Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
57 E	IT Training Professional II	Bachelor's degree in computer science 5+ years of experience in instructional design, curriculum development, assessment and project management skills	<ul style="list-style-type: none"> • Determines project deadlines and objectives with management • Assesses company training needs and develops training materials and custom curriculum • Applies advanced knowledge of technical training and has extensive knowledge of other related disciplines/processes • Recommends new solutions to problems 	<p>IMPACT Moderate impact on operations, resources, or University's reputation</p> <p>SCOPE Provides advanced IT training for a unit or school</p>	<p>RECEIVED Under Limited Direction: Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally reviewed upon completion.</p> <p>GIVEN Individual Contributor: Works independently or as part of a team to achieve results.</p>

NOTE:

- 1) Individual positions will typically have most, but not necessarily all, of the Duties & Responsibilities listed
- 2) Grade Recommendations based on comparative review/analysis of internal positions and external market data.
- 3) E = exempt, N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion

INFORMATION TECHNOLOGY JOB FUNCTION

IT Training Family

Level	Function/ Roles	Experience/ Education (Minimum Required)	Typical Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
57 E	IT Training Management I	Bachelor's degree in computer science 5+ years of experience in instructional design, curriculum development, assessment and project management skills	<ul style="list-style-type: none"> • Oversees all IT training programs • Conducts needs assessment and develops training programs • Collaborates with developers and programmers to correct and prevent system problems. • Remains current in new developments and technology • Solicits feedback regarding strategy and tactics • Develops train the trainer programs • Provide expertise, consulting and guidance to staff members 	<p>IMPACT Moderate impact on operations, resources, or University's reputation</p> <p>SCOPE Manages an IT Training unit within a school/unit</p>	<p>RECEIVED Under Limited Direction: Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally reviewed upon completion.</p> <p>GIVEN Supervises: Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions.</p> <p align="center">AND/OR</p> <p>Manages: Manages people and policies, allocates personnel and resources for given projects, full hire/fire authority, has primary responsibility for performance management and career development of employees, sets policy/standards within an area.</p>

NOTE:

- 1) Individual positions will typically have most, but not necessarily all, of the Duties & Responsibilities listed
- 2) Grade Recommendations based on comparative review/analysis of internal positions and external market data.
- 3) E = exempt, N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion

INFORMATION TECHNOLOGY JOB FUNCTION

IT Training Family

Level	Function/ Roles	Experience/ Education (Minimum Required)	Typical Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
58 E	IT Training Management II	Bachelor's degree in computer science Master's degree preferred 7+ years of experience in instructional design, curriculum development, assessment and project management skills	<ul style="list-style-type: none"> • Manages the development and delivery of end-user training and documentation • Manages operational and strategic activities of training and support team • Identifies training needs, designs and develops appropriate training courses and materials • Assesses effectiveness of training programs and develops improvements to training courses and materials • Builds strategic alliances for major project, function or department results • Prepares reports for upper management to highlight progress, issues etc. • Pursues opportunities for new services 	<p>IMPACT Significant impact on operations, resources, or University's reputation</p> <p>SCOPE Manages a medium sized IT Training unit within a school/unit</p>	<p>RECEIVED Under Limited Direction: Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally reviewed upon completion.</p> <p>GIVEN Manages: Manages people and policies, allocates personnel and resources for given projects, full hire/fire authority, has primary responsibility for performance management and career development of employees, sets policy/standards within an area.</p>

- NOTE:**
- 1) Individual positions will typically have most, but not necessarily all, of the Duties & Responsibilities listed
 - 2) Grade Recommendations based on comparative review/analysis of internal positions and external market data.
 - 3) E = exempt, N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion

INFORMATION TECHNOLOGY JOB FUNCTION

IT Training Family

Level	Function/ Roles	Experience/ Education (Minimum Required)	Typical Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
59 E	IT Training Management III	Bachelor's degree in computer science Master's degree preferred 8+ years of experience in instructional design, curriculum development, assessment and project management skills	<i>The Duties and Responsibilities at this level are similar to those at the prior level. This level varies based on the other measures listed.</i>	IMPACT Significant impact on operations, resources, or University's reputation SCOPE Manages a large IT Training unit within a school/unit	RECEIVED Under Limited Direction: Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally reviewed upon completion. GIVEN Manages: Manages people and policies, allocates personnel and resources for given projects, full hire/fire authority, has primary responsibility for performance management and career development of employees, sets policy/standards within an area.

- NOTE:**
- 1) Individual positions will typically have most, but not necessarily all, of the Duties & Responsibilities listed
 - 2) Grade Recommendations based on comparative review/analysis of internal positions and external market data.
 - 3) E = exempt, N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion

INFORMATION TECHNOLOGY JOB FUNCTION

User Support Family

Level	Function/ Roles	Experience/ Education (Minimum Required)	Typical Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
56E* or 56N	User Support I	Bachelor's degree preferred 3+ years of IT experience Thorough knowledge of windows/NT and desktop applications	<ul style="list-style-type: none"> • Analyzes and solves complex customer problems, up to and including third tier, involving multiple applications and/or platforms or database interactions and without manuals or guidelines to follow and without review. Generally problems are not solved in a short time frame. • Recommends and implements policies and procedures to make technical services more efficient • Regularly determines project deadlines within department • Recommends IT solutions for business needs • Works directly with business units to determine needs and solutions • Customizes desktop and network software • Provides support on specialized software using manuals and/or vendor for assistance • Researches alternative outside training programs • Conducts employee training events • Monitors and troubleshoots performance of servers • Installs and upgrades personal computers for each of the business units within Tub 	<p>IMPACT Moderate impact on operations, resources, or University's reputation</p> <p>SCOPE Provides IT support for unit or school</p>	<p>RECEIVED Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.</p> <p>GIVEN Individual Contributor: Works independently or as part of a team to achieve results.</p>

**Exemption status is determined by FLSA testing*

NOTE:

- 1) *Individual positions will typically have most, but not necessarily all, of the Duties & Responsibilities listed*
- 2) *Grade Recommendations based on comparative review/analysis of internal positions and external market data.*
- 3) *E = exempt, N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion*

INFORMATION TECHNOLOGY JOB FUNCTION

User Support Family

Level	Function/ Roles	Experience/ Education (Minimum Required)	Typical Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
57 E* or 57N	User Support II	Bachelor's degree in computer science preferred 5+ years of IT experience Advanced knowledge of windows/NT and desktop applications	<ul style="list-style-type: none"> • Develops solutions to complex problems where analysis of situations or data requires an in-depth evaluation of multiple factors across multiple platforms • Participates in defining standards and modeling for desktop applications • Effectively challenges current processes and develops novel approaches • Determines project deadlines and objectives with management • Represents unit on University-wide technology committees • Provides support of complex applications and special projects • Acts as principle liaison with out-sourced service providers • Implements projects in support of computer systems • Supports and trains users on hardware systems and software applications • Advises and makes recommendations on equipment purchases • Provides statistics for measuring technical services 	<p>IMPACT Moderate impact on operations, resources, or University's reputation</p> <p>SCOPE Provides advanced IT work for a unit or school</p>	<p>RECEIVED Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.</p> <p>GIVEN Individual Contributor: Works independently or as part of a team to achieve results.</p>

**Exemption status is determined by FLSA testing*

NOTE:

- 1) *Individual positions will typically have most, but not necessarily all, of the Duties & Responsibilities listed*
- 2) *Grade Recommendations based on comparative review/analysis of internal positions and external market data.*
- 3) *E = exempt, N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion*

INFORMATION TECHNOLOGY JOB FUNCTION

User Support Family

Level	Function/ Roles	Experience/ Education (Minimum Required)	Typical Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
57 E	User Support Management I	Bachelor's degree in computer science 5+ years of IT experience Advanced knowledge of windows/NT and desktop applications	<ul style="list-style-type: none"> • Manages the planning and implementation of large IT projects that have significant impact on the management of the business • Manages assigned help desk and desktop support specialists • Directs and prioritizes response to all customer calls, alarms and emergency notifications • Advises, teaches and provides guidance and support in the use and selection of appropriate information technologies • Ensures high-speed response to correct system problems and takes action to prevent reoccurrence • Ensures that security procedures are implemented and enforced • Negotiates the desktop and laptop lease agreements • Manages the department budget • Provide expertise, consulting and guidance to staff members 	<p>IMPACT Moderate impact on operations, resources, or University's reputation</p> <p>SCOPE Typically manages IT Support function within a small tub or as part of a larger unit</p>	<p>RECEIVED Under Limited Direction: Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally reviewed upon completion.</p> <p>GIVEN Supervises: Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions. AND/OR Manages: Manages people and policies, allocates personnel and resources for given projects, full hire/fire authority, has primary responsibility for performance management and career development of employees, sets policy/standards within an area.</p>

- NOTE:**
- 1) Individual positions will typically have most, but not necessarily all, of the Duties & Responsibilities listed
 - 2) Grade Recommendations based on comparative review/analysis of internal positions and external market data.
 - 3) E = exempt, N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion

INFORMATION TECHNOLOGY JOB FUNCTION

User Support Family

Level	Function/ Roles	Experience/ Education (Minimum Required)	Typical Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
58 E	User Support Management II	Bachelor's degree in computer science Master's degree preferred 7+ years of IT experience Advanced knowledge of IT applications	<ul style="list-style-type: none"> • Establishes and implements PC policies, procedures and standards and ensures their conformance with information systems goals and procedures • Studies and projects PC resource requirements including personnel software, equipment and facilities and makes recommendations to management • Responsible for systems integration and installation • Key contributor to IT strategy development • Prepares reports for upper management to highlight progress, issues etc. • Manages operational and strategic activities of support team • Manages the development and delivery of end-user training and documentation 	<p>IMPACT Significant impact on operations, resources, or University's reputation</p> <p>SCOPE Typically manages IT Support function within a medium tub</p>	<p>RECEIVED Under Limited Direction: Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally reviewed upon completion.</p> <p>GIVEN Manages: Manages people and policies, allocates personnel and resources for given projects, full hire/fire authority, has primary responsibility for performance management and career development of employees, sets policy/standards within an area.</p>

- NOTE:**
- 1) Individual positions will typically have most, but not necessarily all, of the Duties & Responsibilities listed
 - 2) Grade Recommendations based on comparative review/analysis of internal positions and external market data.
 - 3) E = exempt, N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion

INFORMATION TECHNOLOGY JOB FUNCTION

User Support Family

Level	Function/ Roles	Experience/ Education (Minimum Required)	Typical Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
59 E	User Support Management III	<p>Bachelor's degree in computer science</p> <p>Master's degree preferred</p> <p>8+ years of IT experience; including some in management</p> <p>Advanced knowledge of IT applications</p>	<ul style="list-style-type: none"> • Builds strategic alliances for major project, function or department results • Negotiates and influences within and beyond the project, function or department • Pursues opportunities for new services 	<p>IMPACT Significant impact on operations, resources, or University's reputation</p> <p>SCOPE Typically manages IT Support function within a large tub</p>	<p>RECEIVED Under Limited Direction: Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally reviewed upon completion.</p> <p>GIVEN Manages: Manages people and policies, allocates personnel and resources for given projects, full hire/fire authority, has primary responsibility for performance management and career development of employees, sets policy/standards within an area.</p>

- NOTE:**
- 1) Individual positions will typically have most, but not necessarily all, of the Duties & Responsibilities listed
 - 2) Grade Recommendations based on comparative review/analysis of internal positions and external market data.
 - 3) E = exempt, N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion

INFORMATION TECHNOLOGY JOB FUNCTION

Network Engineer Family

Level	Function/ Roles	Experience/ Education (Minimum Required)	Typical Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
56E* or 56N	Network Administrator I	Bachelor's degree preferred 3+ years of IT experience Thorough knowledge of networks	<ul style="list-style-type: none"> • Provides assessment of network application needs • Provides network modeling and simulation consulting to further clarify client needs • Engineers router-based high-speed technology network transports to deliver application functionality • Evaluates and implements networking technologies • Participates in the development of technical and security standards, interface applications, and network problem resolutions • Serves as adviser, analyzing departmental needs and evaluating alternative solutions • Recommends to senior management network hardware and software upgrades • Monitors network traffic and make necessary recommendations for additional resources or hardware • Participates in network planning, engineering, and architecture • Manages all network hardware and software components inventory and documentation • Manages the firewall and monitors security 	<p>IMPACT Moderate impact on operations, resources, or University's reputation</p> <p>SCOPE Provides network administration for a unit or school</p>	<p>RECEIVED Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.</p> <p>GIVEN Individual Contributor: Works independently or as part of a team to achieve results.</p>

**Exemption status is determined by FLSA testing*

NOTE:

- 1) *Individual positions will typically have most, but not necessarily all, of the Duties & Responsibilities listed*
- 2) *Grade Recommendations based on comparative review/analysis of internal positions and external market data.*
- 3) *E = exempt, N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion*

INFORMATION TECHNOLOGY JOB FUNCTION

Network Engineer Family

Level	Function/ Roles	Experience/ Education (Minimum Required)	Typical Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
57 E	Network Administrator II	Bachelor's degree in computer science 5+ years of IT experience including 3+ in Networks Advanced knowledge of networks	<ul style="list-style-type: none"> • Designs and evaluates the network infrastructure, traffic flows, network diagnostics and emergency procedures for multi-protocol network • Plans, evaluates and implements future network, server, and desktop products, initiatives, upgrades and extensions • Makes recommendations for new and/or additional resources or hardware • Key contributor in network planning, engineering and architecture for complex systems • Key technical contributor to the development of technical standards, security protocols and firewall planning • Analyzes and makes recommendations on technical standards and interface applications • Serves as adviser, analyzing departmental needs and evaluating solutions at an advanced level • Recommends network upgrades to senior management as a part of the strategic plan to optimize technical efficiencies and to solve critical network problems • Participates in various complex projects to continually improve/upgrade network infrastructure 	<p>IMPACT Moderate impact on operations, resources, or University's reputation</p> <p>SCOPE Provides comprehensive network administration for a unit or school</p>	<p>RECEIVED Under Limited Direction: Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally reviewed upon completion.</p> <p>GIVEN Individual Contributor: Works independently or as part of a team to achieve results.</p>

- NOTE:**
- 1) Individual positions will typically have most, but not necessarily all, of the Duties & Responsibilities listed
 - 2) Grade Recommendations based on comparative review/analysis of internal positions and external market data.
 - 3) E = exempt, N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion

INFORMATION TECHNOLOGY JOB FUNCTION

Network Engineer Family

Level	Function/ Roles	Experience/ Education (Minimum Required)	Typical Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
58E	Network Administrator III	Bachelor's degree in computer science Master's degree preferred 7+ years of IT experience including 5+ in Networks Advanced knowledge of networks	<i>The Duties and Responsibilities at this level are similar to those at the prior level. This level varies based on the other measures listed plus the addition of the following:</i> <ul style="list-style-type: none"> • Identifies and evaluates new projects • Responsible for standardization of operating procedures • Provides technical leadership for network projects 	IMPACT Moderate impact on operations, resources, or University's reputation SCOPE Provides specialized network administration for complex projects	RECEIVED Under Limited Direction: Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally reviewed upon completion. GIVEN Individual Contributor: Works independently or as part of a team to achieve results.

- NOTE:**
- 1) Individual positions will typically have most, but not necessarily all, of the Duties & Responsibilities listed
 - 2) Grade Recommendations based on comparative review/analysis of internal positions and external market data.
 - 3) E = exempt, N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion

INFORMATION TECHNOLOGY JOB FUNCTION

Network Engineer Family

Level	Function/ Roles	Experience/ Education (Minimum Required)	Typical Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
58 E	Network Manager I	Bachelor's degree in computer science Master's degree preferred 7+ years of IT experience including 5+ in Networks Advanced knowledge of networks	<ul style="list-style-type: none"> • Manages unit and project(s) budget(s) • Supervises and directs network administrators • Manages network projects • Key contributor in network planning, engineering and architecture for complex systems • Analyzes and makes recommendations on technical standards and interface applications • Serves as adviser, analyzing departmental needs and evaluating solutions at an advanced level • Recommends network upgrades to senior management as a part of the strategic plan to optimize technical efficiencies and to solve critical network problems • Plans, evaluates and implements future network, server, and desktop initiatives, upgrades and extensions • Identifies and evaluates new projects • Responsible for standardization of operating procedures 	<p>IMPACT Moderate impact on operations, resources, or University's reputation</p> <p>SCOPE Typically manages network function within a small unit or school</p>	<p>RECEIVED Under Limited Direction: Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally reviewed upon completion.</p> <p>GIVEN Manages: Manages people and policies, allocates personnel and resources for given projects, full hire/fire authority, has primary responsibility for performance management and career development of employees, sets policy/standards within an area.</p>

- NOTE:**
- 1) Individual positions will typically have most, but not necessarily all, of the Duties & Responsibilities listed
 - 2) Grade Recommendations based on comparative review/analysis of internal positions and external market data.
 - 3) E = exempt, N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion

INFORMATION TECHNOLOGY JOB FUNCTION

Network Engineer Family

Level	Function/ Roles	Experience/ Education (Minimum Required)	Typical Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
59 E	Network Manager II	Bachelor's degree in computer science Master's degree preferred 8+ years of IT experience including 6+ in Networks Advanced knowledge of networks	<ul style="list-style-type: none"> • Provides highly skilled technical expertise in network planning, engineering and architecture for complex systems • Resolves highly complex network problems • Develops network strategy • Acts as a lead in the design and implementation of new infrastructure systems • Responsible for implementation, support and development of network installation of unit • Serves as project lead in the deployment of infrastructure upgrades, and new service planning and rollout • Configure, maintain and upgrade network operating system and hardware 	<p>IMPACT Significant impact on operations, resources, or University's reputation</p> <p>SCOPE Typically manages network function within a medium unit or school</p>	<p>RECEIVED Under Limited Direction: Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally reviewed upon completion.</p> <p>GIVEN Manages: Manages people and policies, allocates personnel and resources for given projects, full hire/fire authority, has primary responsibility for performance management and career development of employees, sets policy/standards within an area.</p>

- NOTE:**
- 1) Individual positions will typically have most, but not necessarily all, of the Duties & Responsibilities listed
 - 2) Grade Recommendations based on comparative review/analysis of internal positions and external market data.
 - 3) E = exempt, N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion

INFORMATION TECHNOLOGY JOB FUNCTION

Systems Management Family

Level	Function/ Roles	Experience/ Education (Minimum Required)	Typical Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
56E* or 56N	Systems Administrator I	Bachelor's degree preferred 3+ years of IT experience Thorough knowledge of operating systems	<ul style="list-style-type: none"> • Manages the system including monitoring capacity, recommending upgrades, efficiency measures, scripting solutions to problems and creating security, system and user protocols • Analyzes systems and is involved in the administration of systems and management of servers running Windows NT and NetWare operating systems • Facilitates system backups of all server and network data repositories • Resolves complex, up to and including, third tier system problems • Programs complex, non-standard system interfaces and configurations using own code • Documents system administration processes and procedures • Researches, plans and recommends future server initiatives, upgrades and expansions • Researches, recommends and makes equipment purchases for clients • Participates in system security and disaster recovery • Participates in setup, configuration, tuning and troubleshooting of servers • Performs routine servicing, maintains logs, backup schedules, and tape archive libraries • Installs upgrades and patches of operating systems and applications software • Participates in administration of systems monitoring and remote software distribution systems 	<p>IMPACT Moderate impact on operations, resources, or University's reputation</p> <p>SCOPE Provides comprehensive systems management for a midrange environment or complex departmental integrated system</p>	<p>RECEIVED Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.</p> <p>GIVEN Individual Contributor: Works independently or as part of a team to achieve results.</p>

**Exemption status is determined by FLSA testing*

NOTE:

- 1) *Individual positions will typically have most, but not necessarily all, of the Duties & Responsibilities listed*
- 2) *Grade Recommendations based on comparative review/analysis of internal positions and external market data.*
- 3) *E = exempt, N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion*

INFORMATION TECHNOLOGY JOB FUNCTION

Systems Management Family

Level	Function/ Roles	Experience/ Education (Minimum Required)	Typical Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
57 E	Systems Administrator II	Bachelor's degree in computer science 5+ years of IT experience including 3+ in systems Advanced knowledge of operating systems	<ul style="list-style-type: none"> • Defines, implements and manages operating system policies and procedures, and lead systems planning • Compiles and analyzes system operations and makes recommendations for greater efficiency • Formulates/defines specifications for complex operating software • Designs and implements customization of system environment to meet client needs and improve the overall performance of the system • Works with system vendors to identify and correct hardware and software problems of the highest level • Ensures integrity, accuracy, access and security of all system hardware, operating system • Key contributor in the creation and design of the disaster recovery plan 	<p>IMPACT Moderate impact on operations, resources, or University's reputation</p> <p>SCOPE Provides advanced systems management for medium sized systems of a moderately complex nature</p>	<p>RECEIVED Under Limited Direction: Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally reviewed upon completion.</p> <p>GIVEN Individual Contributor: Works independently or as part of a team to achieve results.</p>

- NOTE:**
- 1) Individual positions will typically have most, but not necessarily all, of the Duties & Responsibilities listed
 - 2) Grade Recommendations based on comparative review/analysis of internal positions and external market data.
 - 3) E = exempt, N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion

INFORMATION TECHNOLOGY JOB FUNCTION

Systems Management Family

Level	Function/ Roles	Experience/ Education (Minimum Required)	Typical Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
57 E	Systems Manager I	Bachelor's degree in computer science 5+ years of IT experience including 3+ in systems Advanced knowledge of operating systems	<ul style="list-style-type: none"> Ensures long-term requirements of systems operations and administration are included in overall information systems planning for the organization Ensures security of systems Key contributor in the creation and design of the disaster recovery plan and other strategic initiatives Develops, maintains and manages budget Supervises and directs systems administrators Defines, implements and manages operating system policies and procedures, and lead systems planning Compiles and analyzes system operations and makes recommendations for greater efficiency Formulates/defines specifications for complex operating software Designs and implements customization of system environment to meet client needs and improve the overall performance of the system Works with system vendors to identify and correct hardware and software problems of the highest level Ensures integrity, accuracy, access and security of all system hardware, operating system Key contributor in the creation and design of the disaster recovery plan 	<p>IMPACT Moderate impact on operations, resources, or University's reputation</p> <p>SCOPE Typically manages operating systems function within a small unit or school</p>	<p>RECEIVED Under Limited Direction: Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally reviewed upon completion.</p> <p>GIVEN Manages: Manages people and policies, allocates personnel and resources for given projects, full hire/fire authority, has primary responsibility for performance management and career development of employees, sets policy/standards within an area.</p>

- NOTE:**
- Individual positions will typically have most, but not necessarily all, of the Duties & Responsibilities listed
 - Grade Recommendations based on comparative review/analysis of internal positions and external market data.
 - E = exempt, N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion

INFORMATION TECHNOLOGY JOB FUNCTION

Systems Management Family

Level	Function/ Roles	Experience/ Education (Minimum Required)	Typical Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
58 E	Systems Administrator III	Bachelor's degree in computer science Master's degree preferred 7+ years of experience Advanced knowledge of operating systems	<ul style="list-style-type: none"> Responsible for strategic IT and systems operational planning and design of infrastructure Responsible for applications dealing with the overall operating system, such as sophisticated file maintenance routines, large telecommunications networks, computer accounting or advanced mathematical/scientific software Makes recommendations to senior management on large purchases including servers, groups of computers or new custom applications Manages the operation of all servers and ensures client/server integration for all business groups Ensures integrity, accuracy, access and security of all system hardware, operating system 	<p>IMPACT Significant impact on operations, resources, or University's reputation</p> <p>SCOPE Typically works with large complex systems in a department/unit/school/University</p>	<p>RECEIVED Under Limited Direction: Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally reviewed upon completion.</p> <p>GIVEN Individual Contributor: Works independently or as part of a team to achieve results.</p>

- NOTE:**
- 1) Individual positions will typically have most, but not necessarily all, of the Duties & Responsibilities listed
 - 2) Grade Recommendations based on comparative review/analysis of internal positions and external market data.
 - 3) E = exempt, N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion

INFORMATION TECHNOLOGY JOB FUNCTION

Systems Management Family

Level	Function/ Roles	Experience/ Education (Minimum Required)	Typical Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
58E	Systems Manager II	Bachelor's degree in computer science Master's degree preferred 7+ years of experience Advanced knowledge of operating systems	<ul style="list-style-type: none"> • Through subordinates, provides systems management and support (e.g., manage the system setup and configurations, pricing, and recovery) • Manages system administrators and production staff; works collaboratively with software developers • Develops, maintains and manages budget • Ensures security of systems • Responsible for strategic IT and systems operational planning and design of infrastructure • Makes recommendations to senior management on large purchases including servers, groups of computers or new custom applications • Manages the operation of all servers and ensures client/server integration for all business groups • Responsible for applications dealing with the overall operating system, such as sophisticated file maintenance routines, large telecommunications networks, computer accounting or advanced mathematical/scientific software 	<p>IMPACT Significant impact on operations, resources, or University's reputation</p> <p>SCOPE Typically manages large and complex operating systems function within a medium unit or school</p>	<p>RECEIVED Under Limited Direction: Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally reviewed upon completion.</p> <p>GIVEN Manages: Manages people and policies, allocates personnel and resources for given projects, full hire/fire authority, has primary responsibility for performance management and career development of employees, sets policy/standards within an area.</p>

- NOTE:**
- 1) Individual positions will typically have most, but not necessarily all, of the Duties & Responsibilities listed
 - 2) Grade Recommendations based on comparative review/analysis of internal positions and external market data.
 - 3) E = exempt, N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion

INFORMATION TECHNOLOGY JOB FUNCTION

Systems Management Family

Level	Function/ Roles	Experience/ Education (Minimum Required)	Typical Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
59E	Systems Manager III	Bachelor's degree in computer science Master's degree preferred 8+ years of experience Advanced knowledge of operating systems	<i>The Duties and Responsibilities at this level are similar to those at the prior level. This level varies based on the other measures listed plus the addition of the following:</i> <ul style="list-style-type: none"> Responsible for high-level applications dealing with the overall operating system Through subordinates, provides systems management and support (e.g., manage the system setup and configurations, pricing, and recovery) 	IMPACT Significant impact on operations, resources, or University's reputation SCOPE Typically manages a large and complex operating systems function within a large unit or school	RECEIVED Under Limited Direction: Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally reviewed upon completion. GIVEN Manages: Manages people and policies, allocates personnel and resources for given projects, full hire/fire authority, has primary responsibility for performance management and career development of employees, sets policy/standards within an area.

- NOTE:**
- 1) Individual positions will typically have most, but not necessarily all, of the Duties & Responsibilities listed
 - 2) Grade Recommendations based on comparative review/analysis of internal positions and external market data.
 - 3) E = exempt, N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion

INFORMATION TECHNOLOGY JOB FUNCTION

Applications Programming Family

Level	Function/ Roles	Experience/ Education (Minimum Required)	Non Exempt Duties and Responsibilities	Impact/Scope	Supervision
55 N	Applications Programmer I	Bachelor's degree in computer science 2+ years of experience Experience with applications programming	<ul style="list-style-type: none"> Codes, tests, debugs and documents applications programs from specifications Modifies programs to address needs or bugs in the software; interfaces with applications analyst Does not work directly with users on functional specifications and needs analysis 	<p>IMPACT Some impact on operations, resources, or University's reputation</p> <p>SCOPE Programs on applications projects of small-to-moderate size and complexity</p>	<p>RECEIVED Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.</p> <p>GIVEN Individual Contributor: Works independently or as part of a team to achieve results.</p>

- NOTE:**
- 1) Individual positions will typically have most, but not necessarily all, of the Duties & Responsibilities listed
 - 2) Grade Recommendations based on comparative review/analysis of internal positions and external market data.
 - 3) E = exempt, N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion

INFORMATION TECHNOLOGY JOB FUNCTION

Applications Programming Family

Level	Function/ Roles	Experience/ Education (Minimum Required)	Typical Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
56 E	Applications Programmer II	Bachelor's degree in computer science 3+ years of IT experience Thorough knowledge of applications programming	<ul style="list-style-type: none"> Independently designs and programs original applications from own code Independently modifies programs to address new business needs or bugs in the software; interfaces with systems programmer and applications analyst Formulates/defines specifications for complex operating software programming applications or modifies/maintains complex applications Does not work directly with users on functional specifications and needs analysis 	<p>IMPACT Moderate impact on operations, resources, or University's reputation</p> <p>SCOPE Programs on applications projects of medium-to-large size and complexity</p>	<p>RECEIVED Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.</p> <p>GIVEN Individual Contributor: Works independently or as part of a team to achieve results.</p>

- NOTE:**
- 1) Individual positions will typically have most, but not necessarily all, of the Duties & Responsibilities listed
 - 2) Grade Recommendations based on comparative review/analysis of internal positions and external market data.
 - 3) E = exempt, N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion

INFORMATION TECHNOLOGY JOB FUNCTION

Applications Programming Family

Level	Function/ Roles	Experience/ Education (Minimum Required)	Typical Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
57 E	Applications Programmer III	Bachelor's degree in computer science 5+ years of experience Advanced knowledge of applications programming	<ul style="list-style-type: none"> Independently designs and programs complex and multifaceted original applications for business administration, scientific support or instructional support Designs, codes, tests, debugs and documents high-level programs Devises or modifies procedures to solve complex problems, taking into account computer equipment capacity and limitations, operating time and form of desired results Does not work directly with users on functional specifications and needs analysis 	<p>IMPACT Moderate impact on operations, resources, or University's reputation</p> <p>SCOPE Programs on applications projects of large-to-very large size and complexity</p>	<p>RECEIVED Under Limited Direction: Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally reviewed upon completion.</p> <p>GIVEN Individual Contributor: Works independently or as part of a team to achieve results.</p>

- NOTE:**
- 1) Individual positions will typically have most, but not necessarily all, of the Duties & Responsibilities listed
 - 2) Grade Recommendations based on comparative review/analysis of internal positions and external market data.
 - 3) E = exempt, N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion

INFORMATION TECHNOLOGY JOB FUNCTION

Applications Development Family

Level	Function/ Roles	Experience/ Education (Minimum Required)	Typical Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
56 E	Applications Programmer Analyst I	Bachelor's degree in computer science 3+ years of IT experience Thorough knowledge of applications development	<ul style="list-style-type: none"> • Interfaces with clients to define user objectives, business needs and scope via research, activity lists, interviews and/or written communications • Develops and modifies, programs, tests, debugs and documents programs from own code • Designs and evaluates test data and generates reports and tables of statistical results • Provides programming support • Works directly with users on functional specifications and needs analysis 	<p>IMPACT Moderate impact on operations, resources, or University's reputation</p> <p>SCOPE Provides comprehensive applications development for projects of medium-to-large size and complexity</p>	<p>RECEIVED Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.</p> <p>GIVEN Individual Contributor: Works independently or as part of a team to achieve results.</p>

- NOTE:**
- 1) *Individual positions will typically have most, but not necessarily all, of the Duties & Responsibilities listed*
 - 2) *Grade Recommendations based on comparative review/analysis of internal positions and external market data.*
 - 3) *E = exempt, N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion*

INFORMATION TECHNOLOGY JOB FUNCTION

Applications Development Family

Level	Function/ Roles	Experience/ Education (Minimum Required)	Typical Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
57 E	Applications Programmer Analyst II	Bachelor's degree in computer science 5+ years of IT experience with 2 – 4 years in applications development Advanced knowledge of applications development	<ul style="list-style-type: none"> • Involved in user needs analysis, product evaluation, selection, customization, testing, implementation and support • Independently designs and programs complex and multifaceted original applications for business administration, scientific support or instructional support • Conceptualizes, designs, codes, tests, debugs and documents high-level programs • Formulates and defines system scope • Responsible for all phases of application development cycle • Prepares detailed specifications from which programs will be written • Provides project management support for some software development projects 	<p>IMPACT Moderate impact on operations, resources, or University's reputation</p> <p>SCOPE Provides advanced applications development for projects of large-to-very large size and complexity</p>	<p>RECEIVED Under Limited Direction: Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally reviewed upon completion.</p> <p>GIVEN Individual Contributor: Works independently or as part of a team to achieve results.</p>

NOTE:

- 1) Individual positions will typically have most, but not necessarily all, of the Duties & Responsibilities listed
- 2) Grade Recommendations based on comparative review/analysis of internal positions and external market data.
- 3) E = exempt, N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion

INFORMATION TECHNOLOGY JOB FUNCTION

Applications Development Family

Level	Function/ Roles	Experience/ Education (Minimum Required)	Typical Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
58 E	Applications Programmer Analyst III	Bachelor's degree in computer science Master's degree preferred 7+ years of IT experience with 5+ years in applications development Advanced knowledge of applications development	<ul style="list-style-type: none"> • Key contributor on innovative technology development team responsible for analyzing current application/data model, identifying, developing and communicating technical solutions for a high level complex application • Defines system requirements, conducts gap analysis, identifies feasible alternative solutions that meet project development standards as well as project milestones and deadlines, and assists in the scope of modifications • Designs detailed technical specifications, development, testing, deployment and support of high level complex applications • Responsible for project leadership, project planning, design and implementation of major applications development efforts on multiple phases of projects 	<p>IMPACT Significant impact on operations, resources, or University's reputation</p> <p>SCOPE Provides advanced applications development for major and highly complex projects</p>	<p>RECEIVED Under Limited Direction: Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally reviewed upon completion.</p> <p>GIVEN Individual Contributor: Works independently or as part of a team to achieve results.</p>

- NOTE:**
- 1) Individual positions will typically have most, but not necessarily all, of the Duties & Responsibilities listed
 - 2) Grade Recommendations based on comparative review/analysis of internal positions and external market data.
 - 3) E = exempt, N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion

INFORMATION TECHNOLOGY JOB FUNCTION

Applications Development Family

Level	Function/ Roles	Experience/ Education (Minimum Required)	Typical Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
59 E	Applications Programming Analyst Management I	<p>Bachelor's degree in computer science</p> <p>Master's degree preferred</p> <p>8+ years of IT experience with 3+ years managing</p> <p>Advanced knowledge of IT applications</p>	<ul style="list-style-type: none"> • Implements large-scale projects or systems, including developing and delivering communication plan • Guides major project costs, timetables, resources and technologies • Participates in long-term strategic policy decisions for department • Consults with other departments on the designing and implementation new business processes to streamline operations • Manages departmental budget 	<p>IMPACT Significant impact on operations, resources, or University's reputation</p> <p>SCOPE Manages IT function within a unit or within the IT function of a school or a major project</p>	<p>RECEIVED Under Limited Direction: Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally reviewed upon completion.</p> <p>GIVEN Manages: Manages people and policies, allocates personnel and resources for given projects, full hire/fire authority, has primary responsibility for performance management and career development of employees, sets policy/standards within an area.</p>

- NOTE:**
- 1) Individual positions will typically have most, but not necessarily all, of the Duties & Responsibilities listed
 - 2) Grade Recommendations based on comparative review/analysis of internal positions and external market data.
 - 3) E = exempt, N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion

INFORMATION TECHNOLOGY JOB FUNCTION

Web Administrator Family

Level	Function/ Roles	Experience/ Education (Minimum Required)	Typical Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
56E* or 56N	Web Administrator I	Bachelor's degree in computer science 3+ years of experience Thorough knowledge of Web Administration	<ul style="list-style-type: none"> • Formulates/defines scope and objectives to develop or modify moderately complex web projects • Defines user objectives via research, interviews activity lists and/or written communications • Enhances site navigation and architecture • Updates and creates new web pages and manages all aspects of web site, including customization, problem resolution and license management • Runs utilization reports and distributes to business owners • Registers sites with search engines, restricting access via password, domain name and IP address 	<p>IMPACT Moderate impact on operations, resources, or University's reputation</p> <p>SCOPE Works on web administration projects of a medium size and complexity or segments of larger systems</p>	<p>RECEIVED Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.</p> <p>GIVEN Individual Contributor: Works independently or as part of a team to achieve results.</p>

**Exemption status is determined by FLSA testing*

- NOTE:**
- 1) Individual positions will typically have most, but not necessarily all, of the Duties & Responsibilities listed
 - 2) Grade Recommendations based on comparative review/analysis of internal positions and external market data.
 - 3) E = exempt, N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion

INFORMATION TECHNOLOGY JOB FUNCTION

Web Administrator Family

Level	Function/ Roles	Experience/ Education (Minimum Required)	Typical Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
57 E	Web Administrator II	Bachelor's degree in computer science 5+ years of experience Advanced knowledge of web administration and architecture	<ul style="list-style-type: none"> • Conceptualizes, designs, creates and builds infrastructure for interactive web sites with marketing and optimizing the business or public relations image in mind using programming languages including Java and Pearl vs. mark up tools such as HTML • Involved in user needs analysis, product evaluation, selection, customization, testing, implementation and support • Provides leadership for web development projects • Manages all aspects of web site including customization, problem resolution and performance management • Represents school/unit on University wide web committees 	<p>IMPACT Moderate impact on operations, resources, or University's reputation</p> <p>SCOPE Works on web administration projects of a large size and complexity or segments of larger systems</p>	<p>RECEIVED Under Limited Direction: Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally reviewed upon completion.</p> <p>GIVEN Individual Contributor: Works independently or as part of a team to achieve results.</p>

- NOTE:**
- 1) Individual positions will typically have most, but not necessarily all, of the Duties & Responsibilities listed
 - 2) Grade Recommendations based on comparative review/analysis of internal positions and external market data.
 - 3) E = exempt, N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion

INFORMATION TECHNOLOGY JOB FUNCTION

Web Administrator Family

Level	Function/ Roles	Experience/ Education (Minimum Required)	Typical Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
57 E	Web Administrator Management I	Bachelor's degree in computer science 5+ years of experience Advanced knowledge of web administration and architecture	<ul style="list-style-type: none"> • Provides leadership for web development projects, including web team • Advises on emerging trends • Tracks team progress and reviews status with key users • Conceptualizes, designs, creates and builds infrastructure for interactive web sites with marketing and optimizing the business or public relations image in mind using programming languages including Java and Pearl vs. mark up tools such as HTML • Involved in user needs analysis, product evaluation, selection, customization, testing, implementation and support • Manages all aspects of web site including customization, problem resolution and performance management 	<p>IMPACT Moderate impact on operations, resources, or University's reputation</p> <p>SCOPE Typically manages the web administration function within a unit</p>	<p>RECEIVED Under Limited Direction: Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally reviewed upon completion.</p> <p>GIVEN Manages: Manages people and policies, allocates personnel and resources for given projects, full hire/fire authority, has primary responsibility for performance management and career development of employees, sets policy/standards within an area.</p>

- NOTE:**
- 1) Individual positions will typically have most, but not necessarily all, of the Duties & Responsibilities listed
 - 2) Grade Recommendations based on comparative review/analysis of internal positions and external market data.
 - 3) E = exempt, N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion

INFORMATION TECHNOLOGY JOB FUNCTION

Web Administrator Family

Level	Function/ Roles	Experience/ Education (Minimum Required)	Typical Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
58 E	Web Administrator Management II	Bachelor's degree in computer science Master's degree preferred 7+ years of experience Advanced knowledge of web administration and architecture	<ul style="list-style-type: none"> Responsible for project leadership, project planning, design and implementation of major projects Implements project design, program, code and testing, ensuring standards and procedures are followed Provides technical expertise in construction of web application infrastructure Supervises web team and provides technical assistance as required 	<p>IMPACT Significant impact on operations, resources, or University's reputation</p> <p>SCOPE Typically manages the web administration function within the IT function of a school/large unit</p>	<p>RECEIVED Under Limited Direction: Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally reviewed upon completion.</p> <p>GIVEN Manages: Manages people and policies, allocates personnel and resources for given projects, full hire/fire authority, has primary responsibility for performance management and career development of employees, sets policy/standards within an area.</p>

- NOTE:**
- 1) Individual positions will typically have most, but not necessarily all, of the Duties & Responsibilities listed
 - 2) Grade Recommendations based on comparative review/analysis of internal positions and external market data.
 - 3) E = exempt, N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion

INFORMATION TECHNOLOGY JOB FUNCTION

Web Development Family

Level	Function/ Roles	Experience/ Education (Minimum Required)	Typical Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
56 E	Web Development I	Bachelor's degree in computer science 3+ years of IT experience Thorough knowledge of web development	<ul style="list-style-type: none"> Independently design, develop, test, debug, documents and supports interactive web sites and to implement and support third-party web-bases applications (Java, Pearl) Interfaces with clients to define user objectives, business needs and scope via research, activity lists, interviews and/or written communications Involved in user needs analysis, product evaluation, selection, customization, testing, implementation and support Works directly with users on functional specifications and needs analysis 	<p>IMPACT Moderate impact on operations, resources, or University's reputation</p> <p>SCOPE Works on web development projects of a medium size and complexity or segments of larger systems</p>	<p>RECEIVED Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.</p> <p>GIVEN Individual Contributor: Works independently or as part of a team to achieve results.</p>

- NOTE:**
- 1) Individual positions will typically have most, but not necessarily all, of the Duties & Responsibilities listed
 - 2) Grade Recommendations based on comparative review/analysis of internal positions and external market data.
 - 3) E = exempt, N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion

INFORMATION TECHNOLOGY JOB FUNCTION

Web Development Family

Level	Function/ Roles	Experience/ Education (Minimum Required)	Typical Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
57 E	Web Development II	<p>Bachelor's degree in computer science</p> <p>5+ years of IT experience with 2 – 4 years in web development</p> <p>Advanced knowledge of web development, including navigation and site-design</p>	<ul style="list-style-type: none"> • Manages all aspects of web site including customization, problem resolution and performance management • Works with graphic designers and other members of as project team to develop the site concept, interface design and architecture of the website keeping strategic planning and budgeting processes and creative vision of the organization in mind • Responsible for all phases of web application development cycle, including interface implementation • Integrates web applications with backend databases 	<p>IMPACT Moderate impact on operations, resources, or University's reputation</p> <p>SCOPE Works on web development projects of a large size and complexity or segments of larger systems</p>	<p>RECEIVED Under Limited Direction: Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally reviewed upon completion.</p> <p>GIVEN Individual Contributor: Works independently or as part of a team to achieve results.</p>

- NOTE:**
- 1) Individual positions will typically have most, but not necessarily all, of the Duties & Responsibilities listed
 - 2) Grade Recommendations based on comparative review/analysis of internal positions and external market data.
 - 3) E = exempt, N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion

INFORMATION TECHNOLOGY JOB FUNCTION

Web Development Family

Level	Function/ Roles	Experience/ Education (Minimum Required)	Typical Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
58 E	Web Development Management I	Bachelor's degree in computer science Master's degree preferred 7+ years of experience Supervisory experience Advanced knowledge of IT web development	<ul style="list-style-type: none"> Establishes and maintains overall creative vision for design, content, and the administration of key web sites and programs Sets the strategic direction and oversees all content production and programming for one or more large programs/projects Responsible for project leadership, project planning, design and implementation of major applications development efforts Provides technical expertise in construction of web application infrastructure Implements project design, program, code and testing, ensuring standards and procedures are followed Supervises web administrator and programmers 	<p>IMPACT Significant impact on operations, resources, or University's reputation</p> <p>SCOPE Typically manages the web development function within a unit or within the IT function of a school</p>	<p>RECEIVED Under Limited Direction: Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally reviewed upon completion.</p> <p>GIVEN Manages: Manages people and policies, allocates personnel and resources for given projects, full hire/fire authority, has primary responsibility for performance management and career development of employees, sets policy/standards within an area.</p>

- NOTE:**
- 1) Individual positions will typically have most, but not necessarily all, of the Duties & Responsibilities listed
 - 2) Grade Recommendations based on comparative review/analysis of internal positions and external market data.
 - 3) E = exempt, N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion

INFORMATION TECHNOLOGY JOB FUNCTION

Digital Imaging and New Media Development Family

Level	Function/ Roles	Experience/ Education (Minimum Required)	Typical Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
56 E	Digital Imaging and New Media Development Officer I	Bachelor's degree in computer science 3+ years of experience Thorough knowledge of multiple media development (content-creation/production and specialized media equipment)	<ul style="list-style-type: none"> Responsible for providing production, instruction and consulting services to various clients in the application of new and emerging digital media technologies Performs graphic design, multimedia authoring, site oriented web development, advanced publishing and two/three dimensional animation and visualization Stays current with industry trends and emerging technologies 	<p>IMPACT Moderate impact on operations, resources, or University's reputation</p> <p>SCOPE Assigned to small projects or to phases of larger projects</p>	<p>RECEIVED Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.</p> <p>GIVEN Individual Contributor: Works independently or as part of a team to achieve results.</p>

- NOTE:**
- 1) Individual positions will typically have most, but not necessarily all, of the Duties & Responsibilities listed
 - 2) Grade Recommendations based on comparative review/analysis of internal positions and external market data.
 - 3) E = exempt, N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion

INFORMATION TECHNOLOGY JOB FUNCTION

Digital Imaging and New Media Development Family

Level	Function/ Roles	Experience/ Education (Minimum Required)	Typical Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
57 E	Digital Imaging and New Media Development Officer II	Bachelor's degree in computer science 5+ years of experience Advanced knowledge of multiple media development	<ul style="list-style-type: none"> • Contributes to projects related to graphic design, multimedia authoring, site-oriented web development, advanced publishing and two/three dimensional animation and visualization • Works with complex visualization and imaging techniques • Serves as a technical resource • Assists in developing and executing project plan and budget 	<p>IMPACT Moderate impact on operations, resources, or University's reputation</p> <p>SCOPE Responsible for several components of a project or a complex component of a project</p>	<p>RECEIVED Under Limited Direction: Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally reviewed upon completion.</p> <p>GIVEN Individual Contributor: Works independently or as part of a team to achieve results.</p>

- NOTE:**
- 1) Individual positions will typically have most, but not necessarily all, of the Duties & Responsibilities listed
 - 2) Grade Recommendations based on comparative review/analysis of internal positions and external market data.
 - 3) E = exempt, N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion

INFORMATION TECHNOLOGY JOB FUNCTION

Digital Imaging and New Media Development Family

Level	Function/ Roles	Experience/ Education (Minimum Required)	Typical Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
58 E	Digital Imaging and New Media Development Officer III	<p>Bachelor's degree in computer science</p> <p>Master's degree preferred</p> <p>7+ years of experience in multimedia technologies</p> <p>Advanced knowledge of multiple media development and one or more content subject areas</p>	<ul style="list-style-type: none"> • Collaborates with faculty, researchers and clients to create alternative digital media and visualization techniques and deploy advanced technologies • Acts as a liaison with other institutions, vendors and organizations • Consults on multiple projects around cutting edge multimedia and visualization projects • Provides technical direction and subject matter expertise through project management 	<p>IMPACT Significant impact on operations, resources, or University's reputation</p> <p>SCOPE System responsibility on complex components or complex projects</p>	<p>RECEIVED Under Limited Direction: Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally reviewed upon completion.</p> <p>GIVEN Individual Contributor: Works independently or as part of a team to achieve results.</p> <p>Team Leader: Provides direction for entire project or a project team</p>

- NOTE:**
- 1) Individual positions will typically have most, but not necessarily all, of the Duties & Responsibilities listed
 - 2) Grade Recommendations based on comparative review/analysis of internal positions and external market data.
 - 3) E = exempt, N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion

INFORMATION TECHNOLOGY JOB FUNCTION

Digital Imaging and New Media Development Family

Level	Function/ Roles	Experience/ Education (Minimum Required)	Typical Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
59 E	Digital Imaging and New Media Management I	<p>Bachelor's degree in computer science</p> <p>Master's degree preferred</p> <p>8+ years of experience in multimedia technologies</p> <p>Advanced knowledge of multiple media development and one or more content subject areas</p>	<ul style="list-style-type: none"> • Responsible for broad oversight of instruction media and technology applications • Consults with other departments on the designing and implementation new business processes to streamline operations • Participates in long-term strategic policy decisions for department • Plans/manages integration and implementation of new technology • Provides technical consulting on high degree of multimedia and/or visualization specialization • Guides major project costs, timetables, communications, resources and technologies • Manages budget 	<p>IMPACT Significant impact on operations, resources, or University's reputation</p> <p>SCOPE System-wide/cross functional team management for multiple complex projects</p>	<p>RECEIVED Under Limited Direction: Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally reviewed upon completion.</p> <p>GIVEN Manages: Manages people and policies, allocates personnel and resources for given projects, full hire/fire authority, has primary responsibility for performance management and career development of employees, sets policy/standards within an area.</p>

- NOTE:**
- 1) Individual positions will typically have most, but not necessarily all, of the Duties & Responsibilities listed
 - 2) Grade Recommendations based on comparative review/analysis of internal positions and external market data.
 - 3) E = exempt, N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion

INFORMATION TECHNOLOGY JOB FUNCTION

Business Analyst Family

Level	Function/ Roles	Experience/ Education (Minimum Required)	Typical Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
56 E	Business Analyst I	Bachelor's degree in computer science 3+ years of IT experience Thorough knowledge of business analysis	<ul style="list-style-type: none"> • Works in some phases of systems analysis and considers the business implications of the application of technology to current business environment • Analyzes business and user needs, documents requirements and revises existing system logic difficulties • Defines user objectives, business needs and scope via research, activity lists, interviews and/or written communications • Develops or modifies moderately complex information systems • Designs and evaluates test data and generates reports and tables of statistical results 	<p>IMPACT Moderate impact on operations, resources, or University's reputation</p> <p>SCOPE Provides comprehensive business analysis for a unit or school</p>	<p>RECEIVED Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.</p> <p>GIVEN Individual Contributor: Works independently or as part of a team to achieve results.</p>

- NOTE:**
- 1) Individual positions will typically have most, but not necessarily all, of the Duties & Responsibilities listed
 - 2) Grade Recommendations based on comparative review/analysis of internal positions and external market data.
 - 3) E = exempt, N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion

INFORMATION TECHNOLOGY JOB FUNCTION

Business Analyst Family

Level	Function/ Roles	Experience/ Education (Minimum Required)	Typical Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
57 E	Business Analyst II	<p>Bachelor's degree in computer science</p> <p>5+ years of IT experience with 2 – 4 years in business analysis</p> <p>Advanced knowledge of business analysis and functional subject matter expertise</p>	<ul style="list-style-type: none"> • Works at a high technical level of most phases of systems analysis while considering the business implications of the application technology to the current and future business environment • Conceptualizes, designs and documents programs • Devises and/or modifies procedures to solve complex technical problems considering computer equipment capacity and limitations, operating time, and form of desired results • Delivers independent business analysis contributions on complex applications projects for business/administration, scientific support or instructional support • Performs user needs analysis, product evaluation, selection, customization, testing, implementation and support 	<p>IMPACT Moderate impact on operations, resources, or University's reputation</p> <p>SCOPE Provides advanced business analysis for a unit or school</p>	<p>RECEIVED Under Limited Direction: Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally reviewed upon completion.</p> <p>GIVEN Individual Contributor: Works independently or as part of a team to achieve results.</p>

- NOTE:**
- 1) Individual positions will typically have most, but not necessarily all, of the Duties & Responsibilities listed
 - 2) Grade Recommendations based on comparative review/analysis of internal positions and external market data.
 - 3) E = exempt, N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion

INFORMATION TECHNOLOGY JOB FUNCTION

Business Analyst Family

Level	Function/ Roles	Experience/ Education (Minimum Required)	Typical Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
58 E	Business Analyst III	<p>Bachelor's degree in computer science</p> <p>Master's degree preferred</p> <p>7+ years of IT experience with 5+ years in business analysis</p> <p>Advanced knowledge of applications development and functional subject matter expertise</p>	<ul style="list-style-type: none"> • Works at a full technical level on most phases of systems analysis and considers the business implications of the application of technology to the current and future business environment • Responsible for project and team leadership and planning • Designs and implements major applications development efforts on multiple phases of projects • Defines system requirements, conducts gap analysis, identifies feasible alternative solutions that meet project development standards as well as project milestones and deadlines, and assists in the scope of modifications • Devises and/or modifies procedures to solve highly complex technical problems related to computer equipment capacity and limitations, operating time, and form of desired results • Key contributor on innovative technology development team responsible for analyzing, identifying, developing and communicating technical solutions for a high level complex application • Acts as team leader for projects with moderate budgets or of a short to intermediate duration 	<p>IMPACT Significant impact on operations, resources, or University's reputation</p> <p>SCOPE Provides advanced business analysis and planning for a unit or school</p>	<p>RECEIVED Under Limited Direction: Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally reviewed upon completion.</p> <p>GIVEN Individual Contributor: Works independently or as part of a team to achieve results.</p>

- NOTE:**
- 1) *Individual positions will typically have most, but not necessarily all, of the Duties & Responsibilities listed*
 - 2) *Grade Recommendations based on comparative review/analysis of internal positions and external market data.*
 - 3) *E = exempt, N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion*

INFORMATION TECHNOLOGY JOB FUNCTION

Business Analyst Family

Level	Function/ Roles	Experience/ Education (Minimum Required)	Typical Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision Received
59 E	Business Analyst IV	<p>Bachelor's degree in computer science</p> <p>Master's degree preferred</p> <p>8+ years of experience</p> <p>Advanced knowledge of applications development and functional subject matter expertise</p>	<ul style="list-style-type: none"> Responsible for project leadership, project planning, design and implementation of major applications development efforts on multiple phases of complex projects and systems integration Participates in long-term strategic policy decisions Designs detailed technical specifications, development, testing, deployment and support of high level complex applications Devises and/or modifies procedures to solve the most complex technical problems related to computer equipment capacity and limitations, operating time, and form of desired results Formulates system scope and objectives relative to the organizations business plan and industry requirements Key contributor to innovative technology development team responsible for analyzing current application/data model Identifies, develops and communicates technical solutions for the highest level complex application 	<p>IMPACT Significant impact on operations, resources, or University's reputation</p> <p>SCOPE Provides advanced business analysis and planning for a unit or school</p>	<p>RECEIVED Under Limited Direction: Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally reviewed upon completion.</p> <p>GIVEN Individual Contributor: Works independently or as part of a team to achieve results.</p>

- NOTE:**
- 1) Individual positions will typically have most, but not necessarily all, of the Duties & Responsibilities listed
 - 2) Grade Recommendations based on comparative review/analysis of internal positions and external market data.
 - 3) E = exempt, N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion

INFORMATION TECHNOLOGY JOB FUNCTION

Business Analyst Family

Level	Function/ Roles	Experience/ Education (Minimum Required)	Typical Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
59E	Business Analyst Management I	<p>Bachelor's degree in computer science</p> <p>Master's degree preferred</p> <p>8+ years of experience</p> <p>Advanced knowledge of applications development and functional subject matter expertise</p> <p>Supervisory experience</p>	<ul style="list-style-type: none"> Oversees the management and implementation of large-scale projects or systems Responsible for long-term strategic policy decisions for department Manages project costs, timetables, resources and technologies Responsible for developing and delivering communication plans Consults with other departments on the design and implementation of new business processes to streamline operations Manages department budget 	<p>IMPACT Significant impact on operations, resources, or University's reputation</p> <p>SCOPE Typically manages data analysis function within a unit or within the IT function of a school or a major project</p>	<p>RECEIVED Under Limited Direction: Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally reviewed upon completion.</p> <p>GIVEN Manages: Manages people and policies, allocates personnel and resources for given projects, full hire/fire authority, has primary responsibility for performance management and career development of employees, sets policy/standards within an area.</p>

- NOTE:**
- 1) Individual positions will typically have most, but not necessarily all, of the Duties & Responsibilities listed
 - 2) Grade Recommendations based on comparative review/analysis of internal positions and external market data.
 - 3) E = exempt, N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion

INFORMATION TECHNOLOGY JOB FUNCTION

Database Administrator Family

Level	Function/ Roles	Experience/ Education (Minimum Required)	Typical Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
56 E	Database Administrator II	Bachelor's degree in computer science 3+ years of experience Experience with relational databases	<ul style="list-style-type: none"> • Creates, designs, develops, implements and maintains database applications from client needs assessment • Analyzes informational needs and determines data elements, relationships, and attributes, proposed manipulation, data flow and storage requirements and data output and reporting capabilities • Develops web-based interfaces to databases • Defines data structure configuration options to accommodate database production storage, maintenance and accessibility • Tests designed applications utilizing database management software or general programming software • Installs, implements and supports systems within the user base • Creates backup security standards for database systems 	<p>IMPACT Moderate impact on operations, resources, or University's reputation</p> <p>SCOPE Provides comprehensive relational database experience for a unit or school</p>	<p>RECEIVED Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.</p> <p>GIVEN Individual Contributor: Works independently or as part of a team to achieve results.</p>

- NOTE:**
- 1) Individual positions will typically have most, but not necessarily all, of the Duties & Responsibilities listed
 - 2) Grade Recommendations based on comparative review/analysis of internal positions and external market data.
 - 3) E = exempt, N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion

INFORMATION TECHNOLOGY JOB FUNCTION

Database Administrator Family

Level	Function/ Roles	Experience/ Education (Minimum Required)	Typical Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
57 E	Database Administrator III	Bachelor's degree in computer science 5+ years of experience Knowledge of relational databases	<ul style="list-style-type: none"> Creates, designs, develops, implements and maintains complex databases with respect to access methods, access time, security, device allocation, validation checks, reorganization and statistical methods Responsible for maintenance and use of database dictionaries Manages and maintains unit-wide database systems and develops high level interfaces to databases Writes high level complex queries from a relational database establishing links between tables and fields often between systems and analyzes results Writes programmatic procedures needed to maintain data integrity and usability Responsible for quality control and auditing of databases to ensure accurate and appropriate use of data Works with clients with database selection, process definition, data normalization, data flow and proper data usage Advises on strategic planning for database deployment and integration issues 	<p>IMPACT Moderate impact on operations, resources, or University's reputation</p> <p>SCOPE Provides advanced relational databases for a unit or school</p>	<p>RECEIVED Under Limited Direction: Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally reviewed upon completion.</p> <p>GIVEN Individual Contributor: Works independently or as part of a team to achieve results.</p>

- NOTE:**
- 1) Individual positions will typically have most, but not necessarily all, of the Duties & Responsibilities listed
 - 2) Grade Recommendations based on comparative review/analysis of internal positions and external market data.
 - 3) E = exempt, N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion

INFORMATION TECHNOLOGY JOB FUNCTION

Database Administrator Family

Level	Function/ Roles	Experience/ Education (Minimum Required)	Typical Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
58 E	Database Administrator IV	Bachelor's degree in computer science Master's degree preferred 7+ years of experience Advanced level of database administration	<ul style="list-style-type: none"> • Designs, implements and maintains highly complex databases with respect to access methods, access time, device allocation, validation checks, organization, protection and security, documentation, guidelines and statistical methods • Maintains database dictionaries • Insures integration of systems • Evaluates and documents project results • Established schedules and coordinates database modifications and monitoring • Provides high-level analysis and report development for use in analyzing internal and external data • Chairs committees on database integrity, integration and/or policy development • Participates in long-term strategic policy decision making 	<p>IMPACT Significant impact on operations, resources, or University's reputation</p> <p>SCOPE Provides high level database administration for school-wide systems</p>	<p>RECEIVED Under Limited Direction: Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally reviewed upon completion.</p> <p>GIVEN Individual Contributor: Works independently or as part of a team to achieve results.</p>

- NOTE:**
- 1) Individual positions will typically have most, but not necessarily all, of the Duties & Responsibilities listed
 - 2) Grade Recommendations based on comparative review/analysis of internal positions and external market data.
 - 3) E = exempt, N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion

INFORMATION TECHNOLOGY JOB FUNCTION

Database Administrator Family

Level	Function/ Roles	Experience/ Education (Minimum Required)	Typical Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
59 E	Database Administrator V	<p>Bachelor's degree in computer science</p> <p>Master's degree preferred</p> <p>8+ years of experience</p> <p>Advanced level of database administration on complex databases</p>	<ul style="list-style-type: none"> • Responsible for all activities related to the administration of computerized databases • Responsible for long-term strategic policy decisions for department • Projects long-range requirements for database administration in conjunction with other managers in the information system function as well as business function managers • Provides project leadership and personnel guidance • Recommends and develops system architecture specifications • Facilitates application development and client problem resolution • Prepares activity and progress reports regarding database management section • Analyzes and informs management and other technical groups on database market trends • Manages budget 	<p>IMPACT Significant impact on operations, resources, or University's reputation</p> <p>SCOPE Provides top level database administration for University wide systems</p>	<p>RECEIVED Under Limited Direction: Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally reviewed upon completion.</p> <p>GIVEN Individual Contributor: Works independently or as part of a team to achieve results.</p> <p>Team Leadership</p>

- NOTE:**
- 1) Individual positions will typically have most, but not necessarily all, of the Duties & Responsibilities listed
 - 2) Grade Recommendations based on comparative review/analysis of internal positions and external market data.
 - 3) E = exempt, N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion

INFORMATION TECHNOLOGY JOB FUNCTION

Data Warehousing Family

Level	Function/ Roles	Experience/ Education (Minimum Required)	Typical Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
57 E	Data Warehousing I	<p>Bachelor’s degree in computer science</p> <p>5+ years of data warehousing and architecture experience</p> <p>Advanced knowledge of data warehousing</p>	<ul style="list-style-type: none"> • Assists in the design, development, maintenance and support of a data warehouse system • Focuses on data modeling and database design • Responsible for database optimization, recovery/load strategy and implementation • Troubleshoots advanced data warehouse problems and recommends appropriate action • Codes and documents scripts and stored procedures • Prepares/implements data verification and testing methods • Evaluates existing subject areas stored in the data warehouse • Provides technical expertise and direction in developing and supporting system level programs, interfacing with customers on requirements • Performs business analysis, data acquisition/access analysis and design 	<p>IMPACT Moderate impact on operations, resources, or University’s reputation</p> <p>SCOPE May take on several components of a project or a complex component of a project</p>	<p>RECEIVED Under Limited Direction: Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally reviewed upon completion.</p> <p>GIVEN Individual Contributor: Works independently or as part of a team to achieve results.</p>

- NOTE:**
- 1) Individual positions will typically have most, but not necessarily all, of the Duties & Responsibilities listed
 - 2) Grade Recommendations based on comparative review/analysis of internal positions and external market data.
 - 3) E = exempt, N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion

INFORMATION TECHNOLOGY JOB FUNCTION

Data Warehousing Family

Level	Function/ Roles	Experience/ Education (Minimum Required)	Typical Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
58 E	Data Warehousing II	<p>Bachelor’s degree in computer science</p> <p>Master’s degree preferred</p> <p>7+ years of data warehousing and architecture experience</p> <p>Advanced knowledge of data warehousing</p>	<ul style="list-style-type: none"> Responsible for overall data warehouse design and construction, ensuring optimization of data access, integration, and utilization Conducts research into new data warehouse applications, determines viability for adoption, and proposes new projects Responsible for the product support and maintenance of the data warehouse Incorporates existing subject areas into an enterprise model Creates new or enhanced components of the data warehouse 	<p>IMPACT Significant impact on operations, resources, or University’s reputation</p> <p>SCOPE Responsible for complex components of system or complex projects</p>	<p>RECEIVED Under Limited Direction: Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally reviewed upon completion.</p> <p>GIVEN Individual Contributor: Works independently or as part of a team to achieve results.</p>

- NOTE:**
- 1) Individual positions will typically have most, but not necessarily all, of the Duties & Responsibilities listed
 - 2) Grade Recommendations based on comparative review/analysis of internal positions and external market data.
 - 3) E = exempt, N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion

INFORMATION TECHNOLOGY JOB FUNCTION

Data Warehousing Family

Level	Function/ Roles	Experience/ Education (Minimum Required)	Typical Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
59 E	Data Warehousing III	<p>Bachelor's degree in computer science</p> <p>Master's degree preferred</p> <p>8+ years of data warehousing and architecture experience</p> <p>Advanced communication, technical and project management skills</p>	<ul style="list-style-type: none"> • Responsible for the development, maintenance and support of data warehouse system • Plans/manages integration and management of new projects • Leads the data warehouse team in development and enhancements of the data warehouse user interface • Monitors status of assignments and reviews work for completion/quality • Works with data architect on technical issues and system architecture definition • Creates new standards and procedures related to end user and interface development, including user requirements 	<p>IMPACT Significant impact on operations, resources, or University's reputation</p> <p>SCOPE System-wide responsibility on complex components or complex projects</p>	<p>RECEIVED Under Limited Direction: Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally reviewed upon completion.</p> <p>GIVEN Individual Contributor: Works independently or as part of a team to achieve results.</p>

NOTE:

- 1) Individual positions will typically have most, but not necessarily all, of the Duties & Responsibilities listed
- 2) Grade Recommendations based on comparative review/analysis of internal positions and external market data.
- 3) E = exempt, N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion

INFORMATION TECHNOLOGY JOB FUNCTION

Project Management Family

Level	Function/ Roles	Experience/ Education (Minimum Required)	Typical Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
57 E	IT Project Manager I	<p>Bachelor’s degree in computer science</p> <p>5+ years of business analyst experience implementing applications</p> <p>Advanced knowledge of IT project management</p>	<ul style="list-style-type: none"> Assesses project needs and prepares project proposals and detailed project work plans Identifies resources needed, timeline and project team and is responsible for meeting deadlines and deliverables Analyzes and evaluates existing or proposed project elements Responsible for project design, implementation and management Runs project meetings and provides technical and analytical guidance to project team Communicates effectively with clients, business analysts and technical staff Ensures adherence to quality standards 	<p>IMPACT Moderate impact on operations, resources, or University’s reputation</p> <p>SCOPE Provides project management for small complex project or manages sections of a large complex project for unit or school</p>	<p>RECEIVED Under Limited Direction: Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally reviewed upon completion.</p> <p>GIVEN Supervises: Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions.</p>

- NOTE:**
- 1) Individual positions will typically have most, but not necessarily all, of the Duties & Responsibilities listed
 - 2) Grade Recommendations based on comparative review/analysis of internal positions and external market data.
 - 3) E = exempt, N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion

INFORMATION TECHNOLOGY JOB FUNCTION

Project Management Family

Level	Function/ Roles	Experience/ Education (Minimum Required)	Typical Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
58 E	IT Project Manager II	<p>Bachelor’s degree in computer science</p> <p>Master’s degree preferred</p> <p>7+ years of experience</p> <p>Advanced knowledge of IT project management</p>	<ul style="list-style-type: none"> • Designs project plan and decides on project management strategy considering different design methodologies, assesses tradeoffs • Responsible for assembling team, assigning individual responsibilities, identifying appropriate resources needed, and developing schedule to ensure timely completion of project • Communicates with senior management regarding status of specific projects • Reassigns resources to ensure project completion and appropriate work flows 	<p>IMPACT Significant impact on operations, resources, or University’s reputation</p> <p>SCOPE Provides project management for medium sized complex project(s) or manages large sections of a large complex project for unit or school</p>	<p>RECEIVED Under Limited Direction: Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally reviewed upon completion.</p> <p>GIVEN Manages: Manages people and policies, allocates personnel and resources for given projects, full hire/fire authority, has primary responsibility for performance management and career development of employees, sets policy/standards within an area.</p>

- NOTE:**
- 1) Individual positions will typically have most, but not necessarily all, of the Duties & Responsibilities listed
 - 2) Grade Recommendations based on comparative review/analysis of internal positions and external market data.
 - 3) E = exempt, N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion

INFORMATION TECHNOLOGY JOB FUNCTION

Project Management Family

Level	Function/ Roles	Experience/ Education (Minimum Required)	Typical Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
59 E	IT Project Manager III	<p>Bachelor's degree in computer science</p> <p>Master's degree preferred</p> <p>8+ years of experience</p> <p>Advanced communication, technical, and IT project management skills</p>	<ul style="list-style-type: none"> • Responsible for all aspects of project development and implementation • Defines project scope and objectives • Guides project costs, timetables, resources and technologies • Manages the integration of vendor tasks and tracks and reviews vendor deliverables • Provides technical and analytical guidance to project team • Responsible for developing and delivering communication plan • Recommends and takes action to direct the analysis and solutions of problems 	<p>IMPACT Significant impact on operations, resources, or University's reputation</p> <p>SCOPE Provides project management for large sized complex project(s) for unit or school</p>	<p>RECEIVED Under Limited Direction: Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally reviewed upon completion.</p> <p>GIVEN Manages: Manages people and policies, allocates personnel and resources for given projects, full hire/fire authority, has primary responsibility for performance management and career development of employees, sets policy/standards within an area.</p>

NOTE:

- 1) Individual positions will typically have most, but not necessarily all, of the Duties & Responsibilities listed
- 2) Grade Recommendations based on comparative review/analysis of internal positions and external market data.
- 3) E = exempt, N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion