

**Technical Job Function**

**Technical Services Job 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	Technical Specialist I	Bachelor's degree  3+ years of relevant experience	<ul style="list-style-type: none"> <li>• Manages small, specialized technical unit</li> <li>• Designs and/or develops technical systems for use in specific projects</li> <li>• Develops and implements policies and procedures within area of expertise</li> <li>• Manages unit budget</li> <li>• Diagnoses complex problems, analyzes findings and summarizes and reports data</li> <li>• Trains users on specialized and complex equipment, analysis and results</li> </ul>	<p><b>IMPACT</b> Some impact on operations, resources, or University's reputation</p> <p><b>SCOPE</b> Responsible for operation of small, specialized technical unit</p>	<p><b>RECEIVED:</b> <b>Under Limited Direction:</b> 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><b>GIVEN:</b> <b>Individual Contributor</b> Works independently or as part of a team to achieve results.</p> <p align="center"><b>AND/OR</b></p> <p><b>Supervises</b> 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