

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
57 E	Technical Specialist II	Bachelor's degree 5+ years of relevant experience	<ul style="list-style-type: none"> Responsible for daily technical operations Participates in planning, development and budgeting of facility Creates and implements policies and procedures within area of expertise 	<p>IMPACT Some impact on operations, resources, or University's reputation</p> <p>SCOPE Responsible for operation, planning and development of a small to medium sized technical 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: Individual Contributor Works independently or as part of a team to achieve results.</p> <p align="center">AND/OR</p> <p>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