

**Technical Job Function**

**Technical Services Job Family**

<b>Level</b>	<b>Function/ Roles</b>	<b>Experience / Education (Minimum Required)</b>	<b>Typical Duties and Responsibilities (Cumulative from level to level in each job family)</b>	<b>Impact/Scope</b>	<b>Supervision</b>
59 E	Technical Specialist IV	Bachelor's degree in area of expertise  8+ years of relevant experience	<ul style="list-style-type: none"> <li>• Collaborates with other department managers across the University on technical issues</li> <li>• Participates in the development of strategic plans within technical area</li> </ul>	<p><b>IMPACT</b> Significant impact on operations, resources, or University's reputation</p> <p><b>SCOPE</b> Responsible for operation, planning and development of a large technical unit</p>	<p><b>RECEIVED:</b> <b>Under Limited Direction:</b> 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><b>GIVEN:</b> <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> <p align="center"><b>AND/OR</b></p> <p><b>Manages</b> 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 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