

GENAD JOB FUNCTION GUIDE

Administrator Family

Level	Function/ Roles	Experience & Education (Minimum Required)	Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
59E	Administrator V	<p>Bachelor's degree</p> <p>8+ years of progressive University administrative management</p> <p>Masters degree preferred</p> <p>Supervisory experience</p>	<ul style="list-style-type: none"> • Advises senior management on substantive matters (e.g. building new space for unit/tub) • Designs and implements medium and complex strategic initiatives • Creates and implements substantive department systems, practices, policies and procedures (e.g. new information system for the unit/tub or department) • Accountable for developing a compliance program for departments in order to meet new state and federal regulations, school and University policies and procedures (e.g. human resources programs, independent contractor policies and NIH grant regulations) • Represents senior manager/senior faculty chair on committees and in meetings • Participates in school wide strategic planning 	<p>IMPACT Substantial impact on operations, resources, or University's reputation</p> <p>SCOPE Head of large administrative department/tub or multiple medium sized units</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*