

**Technical Job Function**

<b>Grade</b>	<b>Engineering</b>	<b>Environmental Health and Safety</b>	<b>Health Physicist</b>	<b>Technical Specialist</b>
55				
56	-Electrical Engineer I -Mechanical Engineer I	-Environmental Health and Safety Officer I -Industrial Hygiene Officer I	-Health Physicist I	-Technical Specialist I
57	-Electrical Engineer II -Mechanical Engineer II	-Environmental Health and Safety Officer II -Industrial Hygiene Officer II	-Health Physicist Manager I	-Technical Specialist II
58		-Environmental Health and Safety Officer III -Environmental Health and Safety Manager I		-Technical Specialist III
59	- Engineer III			-Technical Specialist IV

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**Technical Job Function**

**Engineering 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>
56 E	Electrical Engineer I	Bachelor's degree required; engineering degree preferred  3+ years of relevant experience	<ul style="list-style-type: none"> <li>• Designs, builds, documents and troubleshoots electronic circuitry</li> <li>• Determines design approaches and parameters</li> <li>• Translates general parameters for experiments into original design specifications</li> <li>• Researches and negotiates pricing; selects and purchases all specialized materials considering price, specifications and reliability</li> <li>• Documents own work for reproduction by others</li> <li>• Contributes original design work to scientific publications</li> </ul>	<p><b>IMPACT</b> Some impact on operations, resources, or University's reputation</p> <p><b>SCOPE</b> Provides diverse and comprehensive electronics engineering for a lab, unit or school</p>	<p><b>RECEIVED</b> <b>Under General 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>

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**Engineering Job Family**

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57 E	Electrical Engineer II	<p>Bachelor's degree required; engineering degree preferred</p> <p>5+ years of relevant experience</p> <p>Professional Registration required</p>	<ul style="list-style-type: none"> <li>• Manages research, development and prototyping of electronics</li> <li>• Performs technical research and develops solutions to engineering problems</li> <li>• Provides technical expertise for the patent process</li> <li>• Writes business plans for instruments</li> </ul>	<p><b>IMPACT</b> Some impact on operations, resources, or University's reputation</p> <p><b>SCOPE</b> Provides advanced and complex electronics engineering for a lab, unit or school</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>Individual Contributor</b> Works independently or as part of a team to achieve results.</p>

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56 E	Mechanical Engineer I	Bachelor's degree required; engineering degree preferred  3+ years of relevant experience	<ul style="list-style-type: none"> <li>• Responsible for static, dynamic design and analysis of mechanical systems, equipment and packages</li> <li>• Designs scientific apparatus</li> <li>• Oversees final assembly, testing, optimization and installation of system</li> <li>• Investigates and evaluates current measurements, control techniques and existing technology</li> <li>• Provides technical and field support for own designs</li> </ul>	<p><b>IMPACT</b> Some impact on operations, resources, or University's reputation</p> <p><b>SCOPE</b> Provides comprehensive mechanical engineering for a lab, unit or school</p>	<p><b>RECEIVED: 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: Individual Contributor</b> Works independently or as part of a team to achieve results.</p>

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**Engineering Job Family**

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57 E	Mechanical Engineer II	Bachelor's degree required; engineering degree preferred  5+ years of relevant experience	<ul style="list-style-type: none"> <li>• Manages research, development and prototyping of mechanical devices</li> <li>• Provides technical expertise for patent process</li> <li>• Writes business plans for instruments</li> </ul>	<p><b>IMPACT</b> Some impact on operations, resources, or University's reputation</p> <p><b>SCOPE</b> Provides advanced and complex mechanical engineering for a lab, unit or school</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>Individual Contributor</b> Works independently or as part of a team to achieve results.</p>

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**Engineering Job Family**

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59 E	Engineer III	Bachelor's degree in Engineering  8+ years of relevant experience  Professional Registration required	<ul style="list-style-type: none"> <li>Engineers the planning, design, operation, repair and maintenance of the university's utility infrastructure</li> <li>Responsible for utility distributions systems to ensure system capability, reliability, and safety measures</li> <li>Engineers and oversees the installation and relocation of underground utility infrastructures with minimum impact to the university's community</li> <li>Monitors trends that impact local utility rates and assists in the University's utility metering, accounting and billing activities</li> <li>Performs utility rate analysis, evaluates the cost impact and develops cost control opportunities</li> <li>Communicates with governmental agencies to ensure that the University's interests are served</li> </ul>	<p><b>IMPACT</b> Substantial impact on operations, resources, or University's reputation</p> <p><b>SCOPE</b> Typically manages a university wide utility engineering function</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>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>

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**Technical Job Function**

**Environmental Health and Safety 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>
56 E	Environmental Health and Safety Officer I	Bachelor's degree  3+ years of experience in Environmental Health and Safety	<ul style="list-style-type: none"> <li>• Conducts site investigations; prepares reports and facilitates activities to ensure compliance with environmental health and/or safety regulations and procedures</li> <li>• Consults with clients on field related services for development and implementation of programs</li> <li>• Manages hazardous waste operational services program to ensure attainment of scope, cost, schedule and quality of service</li> <li>• Ensures accurate and timely sampling and reporting to MWRA</li> <li>• Develops metric tracking systems for each campus and ensures that activities meet scope requirements</li> <li>• Maintains metrics, operational inventories/data and generates regular reports for managers and customers</li> <li>• Calibrates, maintains and uses sampling/testing equipment</li> <li>• Responds to emergencies</li> </ul>	<p><b>IMPACT</b> Some impact on operations, resources, or University's reputation</p> <p><b>SCOPE</b> Provides comprehensive environmental and safety advice for a lab, unit or school</p>	<p><b>RECEIVED: 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: Individual Contributor</b> Works independently or as part of a team to achieve results.</p>

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**Environmental Health and Safety Job Family**

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57 E	Environmental Health and Safety Officer II	<p>Bachelor's degree required</p> <p>Masters degree preferred</p> <p>A.S.P. preferred</p> <p>5+ years of experience in multiple areas of Environmental Health and Safety</p>	<ul style="list-style-type: none"> <li>• Implements the University environmental and safety programs</li> <li>• Conducts investigations and analyses of problem areas and develops corrective action plans</li> <li>• Assists departments with the development of Emergency Response contingency plans</li> <li>• Develops and conducts environmental health and/or safety training programs</li> <li>• Consults with clients regarding safe levels and containment of approved substances</li> <li>• Ensures compliance with all ordinances and environmental, occupational health and safety regulations</li> <li>• Prepares compliance reports, summaries and maintains program documentation</li> <li>• Conducts regulatory review, interpretation and summarization of University related issues</li> </ul>	<p><b>IMPACT</b> Some impact on operations, resources, or University's reputation</p> <p><b>SCOPE</b> Provides advanced environmental health and/or safety advice for a lab, unit or school</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>Individual Contributor</b> Works independently or as part of a team to achieve results.</p>

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*Page 8 of 18*

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58 E	Environmental Health and Safety Officer III	Bachelor's degree required  Masters degree preferred  A.S.P. preferred  7+ years of experience in Environmental Health and Safety	<ul style="list-style-type: none"> <li>• Develops program objectives, identifies corrective action strategies and provides periodic status reports to management</li> <li>• Collaborates with faculty and administration in the development and implementation of Emergency Management and Fire Safety programs</li> <li>• Provides technical consultation to engineers and architects performing facility design or renovation</li> <li>• Collaborates with internal/external colleges in development of regulatory standards and University wide Environmental and Safety policies</li> <li>• Leads multidisciplinary investigations</li> <li>• Acts as liaison to local Fire Department and other emergency response agencies</li> <li>• Leads cross-faculty ad-hoc committees</li> </ul>	<p><b>IMPACT</b> Significant impact on operations, resources, or University's reputation</p> <p><b>SCOPE</b> Provides complex environmental and safety advice for a lab, unit or school</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>Individual Contributor</b> Works independently or as part of a team to achieve results.</p>

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58 E	Environmental Health and Safety Manager I	Bachelor's degree  Masters degree preferred  A.S.P. preferred  7+ years of experience in Environmental Health and Safety	<ul style="list-style-type: none"> <li>• Leads the development of environmental health and/or safety compliance management programs</li> <li>• Develops systems and tools to communicate environmental health and safety compliance programs</li> <li>• Negotiates contracts, performs vendor audits and establishes and monitors service quality</li> <li>• Develops standards for environmental health and/or safety programs</li> <li>• Develops and monitors section budget</li> <li>• Collaborates with internal/external colleges in development of regulatory standards and University wide Environmental and Safety policies</li> <li>• Leads cross-faculty ad-hoc committees</li> <li>• Leads multidisciplinary investigations</li> </ul>	<p><b>IMPACT</b> Significant impact on operations, resources, or University's reputation</p> <p><b>SCOPE</b> Typically manages a Safety and/or environmental function within central administration or a central unit within a school</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>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..</p>

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56 E	Industrial Hygiene Officer I	Bachelor's degree  3+ years of experience in Health and Safety	<ul style="list-style-type: none"> <li>• Assists in the development and implementation of health and safety industrial hygiene programs</li> <li>• Evaluates potential exposure to hazardous conditions and provides feasible solutions to control exposures</li> <li>• Liaises with clients regarding site-specific implementation of the University's occupational safety plans</li> <li>• Provides program development and technical support to the School's Environmental Health and Safety Department and their clients</li> <li>• Responds to health and safety concerns and provides emergency response support throughout the University</li> <li>• Triage emergency calls for action by other technical specialists, conducts investigations and may implement corrective actions</li> <li>• Performs site assessments and inspections of machinery and equipment</li> <li>• Provides formal and informal industrial hygiene/safety training and educational programs</li> <li>• Assists in the development and implementation of computer-based systems related to industrial hygiene</li> <li>• Calibrates, maintains and uses sampling/testing equipment</li> </ul>	<p><b>IMPACT</b> Some impact on operations, resources, or University's reputation</p> <p><b>SCOPE</b> Provides comprehensive industrial hygiene work for a lab, unit or school</p>	<p><b>RECEIVED:</b> <b>Under General 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>

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### Environmental Health and Safety Job Family

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57 E	Industrial Hygiene Officer II	<p>Bachelor's degree in environmental science required</p> <p>Master's degree preferred</p> <p>5+ years of experience in Health and Safety with a technical/regulatory background in multiple Environmental Health disciplines</p> <p>Certified Industrial Hygienist certification required</p>	<ul style="list-style-type: none"> <li>• Assists with the development of industrial hygiene and safety programs including written plans, training modules, fact sheets, implementation plans and checklists</li> <li>• Recommends and develops policies and procedures to address all industrial hygiene concerns</li> <li>• Serves as liaison with environmental health administration regulatory agencies.</li> <li>• Develops and delivers formal and informal industrial hygiene/safety training and educational programs</li> <li>• Implements industrial hygiene/safety programs</li> <li>• Develops and implements corrective action plans</li> <li>• Leads hazard investigation and develops integration strategies</li> <li>• Leads multidisciplinary investigations</li> <li>• Collaborates with internal/external colleagues in development of regulatory standards and University wide Environmental Health and Safety policies</li> </ul>	<p><b>IMPACT</b> Some impact on operations, resources, or University's reputation</p> <p><b>SCOPE</b> Provides advanced industrial hygiene work for a lab, unit or school</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>Individual Contributor</b> Works independently or as part of a team to achieve results</p>

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**Health Physicist Job Family**

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56 E	Health Physicist I	<p>Bachelor's degree in health physics or equivalent</p> <p>Master's degree preferred</p> <p>3+ years of experience in radiation protection</p>	<ul style="list-style-type: none"> <li>• Develops and implements laboratory hazard analysis and authorization programs</li> <li>• Establishes technical criteria to ensure safe, compliant and efficient laboratory radioactive material safety program</li> <li>• Responds to radiation concerns and provides emergency response support throughout the University on environmental health and safety issues</li> <li>• Responds to spills and other radiological emergencies</li> <li>• Leads and conducts laboratory audits, makes recommendations on course of action and records program findings and recommendations</li> <li>• Advises on regulations and compliance matters</li> <li>• Develops and delivers comprehensive radioactive training programs for clients and other department staff</li> <li>• Calibrates, maintains and uses radiological test equipment</li> </ul>	<p><b>IMPACT</b> Some impact on operations, resources, or University's reputation</p> <p><b>SCOPE</b> Provides advanced radiation safety for a lab, unit or school</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>Individual Contributor</b> Works independently or as part of a team to achieve results.</p>

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57 E	Health Physicist Manager I	Bachelor's degree in health physics required  Masters preferred  5+ years of experience in radiology science and management  Certification by the American Board of Health Physics	<ul style="list-style-type: none"> <li>• Manages the operational aspects of the radiation program through subordinates</li> <li>• Manages waste disposal and management activities including on-site storage and commercial waste disposal for radioactive and chemical wastes</li> <li>• Develops and implements programs and procedures to assess and promote personnel safety, program quality and effectiveness</li> <li>• Ensures that the radiation program is implemented in compliance with applicable regulations and in accordance with commitments to affiliated institutions</li> <li>• Leads university wide committees on radiation safety issues</li> <li>• Leads radiation protection investigations and hazard assessments</li> </ul>	<p><b>IMPACT</b> Significant impact on operations, resources, or University's reputation</p> <p><b>SCOPE</b> Typically manages the radiation safety function within central administration</p>	<p><b>RECEIVED: 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: 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</p>

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**Technical Job Function**

**Technical Services Job Family**

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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>

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**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>
57 E	Technical Specialist II	Bachelor's degree  5+ years of relevant experience	<ul style="list-style-type: none"> <li>Responsible for daily technical operations</li> <li>Participates in planning, development and budgeting of facility</li> <li>Creates and implements policies and procedures within area of expertise</li> </ul>	<p><b>IMPACT</b> Some impact on operations, resources, or University's reputation</p> <p><b>SCOPE</b> Responsible for operation, planning and development of a small to medium sized 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>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



**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>
58 E	Technical Specialist III	Bachelor's degree in area of expertise  7+ years of relevant experience	<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>  <ul style="list-style-type: none"> <li>Manages through subordinates the repair of equipment, provision of services, project schedules and deadlines and quality control</li> </ul>	<b>IMPACT</b> Significant impact on operations, resources, or University's reputation  <b>SCOPE</b> Responsible for operation, planning and development of a medium to large sized technical unit	<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.  <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. <b>AND/OR</b> <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.

**NOTE:**

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**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>

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