

## Hourly Career Bands & Definitions

The definitions below are used to determine the appropriate Career Band for a position. This is the critical first step in slotting a job and must be completed before moving to the next step. While reading the definitions below, consider the primary purpose (i.e., majority of the time/effort) of the position, its reason for being. All positions are the combinations of many responsibilities; the ability to identify the *primary purpose* is critical to the appropriate placement of the job. It is important to emphasize that this process is designed to gather information *about the job; not performance in the job or the actual qualifications possessed by staff currently in the job or the title. Please note: This is not a traditional hierarchy – bands will overlap significantly and market data will determine the ultimate salary ranges for each band.*

NE 3 & NE 4	NE 5 & NE 6	NE 7 & NE 8	NE 9	NE 10
<ul style="list-style-type: none"> <li>- Entry level position</li> <li>- Provides general support to a department, team or individuals, performing a variety of activities.</li> <li>- Works under direct supervision and follows specific instructions; work is subject to close review.</li> <li>- May have certain specific activities that can be performed according to specific procedures but without direct supervisory oversight.</li> <li>- Applies basic skills to job being performed</li> </ul>	<ul style="list-style-type: none"> <li>- Performs a variety of duties within the department or work unit, following specific policies and procedures.</li> <li>- Acts as support and resource to team members and/or specific area.</li> <li>- May oversee the work of student workers, and may act as a guide to less experienced staff.</li> <li>- Works under general supervision and follows specific to general instruction; work is subject to review.</li> <li>- May have tasks and/or projects that are not under close review.</li> <li>- Decision making is limited to selecting from several pre-determined and pre-approved approaches depending upon circumstances.</li> <li>- Basic to fundamental knowledge in area of responsibility</li> <li><b>- 1+ years of related experience</b></li> </ul>	<ul style="list-style-type: none"> <li>- Applies skills and job knowledge in area of specialization.</li> <li>- Responsible for accomplishing specific job responsibilities, pre-determined work steps in project plans, or established activities within the area, in support of the overall operations of the area.</li> <li>- May oversee the work of student workers, and may act as a guide to less experienced staff.</li> <li>- May work on non-routine tasks or projects.</li> <li>- May act as guide or lead to less experienced staff in similar role.</li> <li>- Works under general or minimal supervision and follows established guidelines regarding workflow, prioritization and work processes.</li> <li>- Problems encountered may be varied, but are generally within predictable parameters.</li> <li>- May provide resolutions based on evaluating and selecting from established practices and standards.</li> <li>- Fundamental to full knowledge and skills in function, as well as understanding of area and related areas.</li> <li>- Vocational or specialized training may be required</li> <li><b>- 3+ years of related experience</b></li> </ul>	<ul style="list-style-type: none"> <li>- Applies full range of specialized skills and job knowledge.</li> <li>- Acts as a support and resource to team members and/or a specific area administrator, team or group of individuals.</li> <li>- Displays a level of critical thinking</li> <li>- Regularly works on tasks that are varied and complex.</li> <li>- Originality and ingenuity are often required to help establish procedures in functional areas.</li> <li>- May act as guide or lead to less experienced staff in similar role.</li> <li>- Problem solving involves reviewing and evaluating generally routine problems and resolutions may involve selecting from established procedures.</li> <li>- Solutions are guided by instructions, standards, and practices.</li> <li>- Full knowledge and skills in area of responsibility required.</li> <li>- Vocational or specialized training may be required</li> <li><b>- 3+ years of related experience</b></li> <li><b>- 3+ years of specific experience</b></li> </ul>	<ul style="list-style-type: none"> <li>- Applies full range of specialized skills and job knowledge.</li> <li>- Acts as a lead to projects or assignments</li> <li>- Displays a level of critical thinking</li> <li>- May act as a lead to less experienced staff in similar role.</li> <li>- Relies on experience and judgment to plan and accomplish assigned tasks.</li> <li>- Regularly works on tasks that are varied and complex.</li> <li>- Problem solving involves reviewing and evaluating problems that are more complex and resolutions may involve selecting from established procedures.</li> <li>- Solutions are guided by instructions, standards, and practices.</li> <li>- May adapt procedure, techniques, tools, materials, and/or equipment to meet specialized needs.</li> <li>- Originality and ingenuity are often required to help establish procedures in functional areas.</li> <li>- Full knowledge and skills in area of responsibility required.</li> <li>- Vocational or specialized training may be required</li> <li><b>- 3+ years of related experience</b></li> <li><b>- 5+ years of specific experience</b></li> </ul>

## Hourly Career Bands

NE 3 & NE 4	NE 5 & NE 6	NE 7 & NE 8	NE 9	NE 10
MIN - \$15.00	MIN - \$15.00	MIN - \$15.00	MIN - \$16.00	MIN - \$18.00
MID - \$16.50	MID - \$18.00	MID - \$19.00	MID - \$21.50	MID - \$23.50
MAX - \$18.00	MAX - \$21.00	MAX - \$23.00	MAX - \$27.00	MAX - \$29.00
<p><b>NE3</b>                      Bean Master                      Cashier (Dining)                      Child Care Provider                      Custodian                      Domain Patroller                      Food Service Worker                      Fowler Center Attendant                      Greenskeeper (Golf)                      Groundskeeper (FM)                      Mechanic's Assistant                      Receiving Worker (Dining)                      Sets &amp; Events Assistant                      Stable Worker</p> <p><b>NE4</b>                      2nd Cook                      Baker                      Dining Lead(s)  <b>Office Assistants (and other related)</b>                      Postal Worker</p>	<p><b>NE5</b>                      1<sup>st</sup> Cook                      Concierge Service Attendant                      Custodial Lead                      Equine Specialist                      Facility Coordinator                      Greenskeeper II (Golf)                      Groundskeeper II (FM)                      Utility Lead (Dining)</p> <p><b>NE6</b>                      Assistant Cashier (Treasurer's Office)                      Business Office Specialist                      Golf Shop Assistant  <b>Office Program Specialists (and other related)</b>                      Postal Worker Lead                      Press Operator Psychology                      Interviewer                      UHS Medical Assistant</p>	<p><b>NE7</b>                      Assistant Custodial Supervisor                      Asst Golf Course Superintendent                      Assistant Stonemason                      Barn Manager                      Domain Ranger                      Dining Logistics Coordinator                      Dining Shift Lead                      Forestry Aide                      General Maintenance Worker                      Golf Course Mechanic                      Groundskeeper III (FM)                      Horse Manager                      Maintenance Mechanic (FM)                      Procurement Coordinator (Dining)                      Senior Cook                      Sets &amp; Events Group Leader</p> <p><b>NE8</b>                      Accounts Payable Manager                      Cashier (Treasurer's Office)                      Classroom &amp; Computer Lab Tech                      Computer Systems Technician                      Computing Helpdesk Coordinator                      Credit Manager                      Dispatcher                      Multimedia Services Technicians  <b>Office Coordinators (and other related)</b>                      Press Operator (Senior)</p>	Database Coordinator (Senior) Dining Assistant Manager Forestry Aide (Senior) Master Gardener Office Coordinator (Senior) Painter Police Officer (uncertified) Sculpture Studio Technician Turfgrass Specialist	Administrative Assistant Assistant Trades Supervisor Carpenter Catering Supervisor Compliance Clerk (Police & Fire) Computer Systems Administrator Custodial Supervisor Technology Lead(s) Electrician Fire Alarm Technician Grounds Supervisor HVAC Technician Lab Coordinator Locksmith Maintenance Mechanic (Senior) Plumber Police: Officers & Investigators Sous Chef Stonemason/Waterproofer