

JOB TITLE CONVENTIONS (Revised February 2017)

Compensation Grade	Previous Tier	RECOMMENDED TITLES	LEVEL DESCRIPTION	EDUCATION & EXPERIENCE REQUIREMENTS
*A	1	Technician Assistant	Jobs provide defined support to assigned area of the college in the administrative or technical areas. Overall, this level has defined responsibilities within an assigned area by following policies, procedures, and processes.	Bachelor's degree in a related field with 0 to 1 year of experience; or equivalent combination of education and experience. Licensing Requirements: Some positions may have legally required licenses.
B	2	Specialist Advisor Associate	Jobs that provide specialized skill sets in an assigned area with limited latitude on application of processes, policies, or procedures. This level also includes jobs that provide high level support for departments, functions, or programs through budget and information tracking, report preparation, and coordination of services. Overall, this level can determine the specific order of assigned tasks or how the tasks will be performed or completed. Depending on the department structure. Some jobs may perform as a lead to less experienced staff. Jobs are often considered para-professional, however, depending on the scope and department structure, some Specialists could be considered entry-level professional positions.	Bachelor's degree in a related field with 1 to 2 years of experience; or equivalent combination of education and experience. Licensing Requirements: Some positions may have legally required licenses.
C	3	Analyst Liaison Representative Senior Associate Senior Specialist	Professional level jobs that typically report to a Manager, Coordinator or Director. Jobs are responsible for applying professional level skills for the assigned function or specialty. This level will apply policies, procedures and processes to assigned tasks with the ability to determine which of the policies, procedures, processes apply to each situation. This level will provide recommendations on how to solve issues, and provide analyses or reports to higher levels to determine the direction taken.	Bachelor's degree in a related field with 2 to 3 years of experience; or equivalent combination of education and experience. Licensing Requirements: Some positions may have legally required licenses.
	4	Coordinator Senior Analyst Project/Program Manager	Professional level jobs that typically report to a Manager or Director. Depending on the department structure, jobs typically perform one of two tasks. Jobs either have supervision over the lower level professional and support jobs, or have professional responsibility in coordinating the activities of a specific program. Jobs may assist in developing policies and procedures however approval is typically required from a higher level job. Depending on the scope of the program, the position may or may not supervise professional level personnel.	Bachelor's degree in a related field with 3 to 4 years of experience which may include some lead worker or supervisory experience; or equivalent combination of education and experience. Licensing Requirements: Some positions may have legally required licenses.
D	5	Manager Assistant Director	Jobs are responsible for developing departments, programs, or functions on a more day by day basis through policy and procedure implementation, recommendation, and compliance. This level is responsible for ensuring that the overall goals and objectives determined at higher levels are met by making specific decisions on how to apply a policy, reviewing analyses, and providing recommendations on changes to the scope of goals of the assigned department, program, or function.	Bachelor's degree in a related field with 4 to 5 years of experience which may include 1 to 2 years of lead or supervisory experience; or equivalent combination of education and experience Licensing Requirements: Some positions may have legally required licenses.
	6	Director	Jobs provide direction to the activities of an assigned department, function, or program. Jobs will develop strategies to accomplish assigned goals, analyze the performance of assigned area, develop and implement department, function, or program specific policies and procedures, and may include developing and monitoring an assigned budget. Overall, this level position is responsible for designing and directing the assigned area. Positions may be responsible for a single department, function, or program, or several small functions.	Bachelor's degree in a related field with 4 to 5 years of experience including 2 to 3 years of supervisory/management experience; or equivalent combination of education and experience. Master's degree is preferred at this level. Licensing Requirements: Some positions may have legally required licenses.
E	7	Executive Director Dean Associate Vice President Sr. Associate Vice President	Jobs are responsible for directing the activities of multiple programs or College-wide functions and supervising Manager, Assistant Director, or Director classes. Jobs will develop the strategic direction of assigned area, interpreting broadly defined goals, developing and managing a budget, and providing managerial direction to staff.	Master's degree in a related field with 4 to 5 years of experience including 2 to 3 years of management experience; or equivalent combination of education and experience. Licensing Requirements: Some positions may have legally required licenses.
EX	8	Vice President	Jobs are responsible for the overall management of College-wide administrative related functions and supervising all levels of staff in assigned areas. Jobs will develop the overall goals, policies, and objectives; determine the strategy for the overall function; and focus on external relations to improve and increase the College's visibility and reputation. Jobs will determine the overall budget and allocate resources to specific departments, programs, and functions.	Master's degree in a related field with 5 to 6 years of experience; including over 4 years of management experience; or equivalent combination of education and experience. Licensing Requirements: Some positions may have legally required licenses.

* Compensation Grade A will also include all overtime eligible Administrative Professional positions.