



JOB FAMILY CONCEPT

This family consists of four levels of administrative professional work. Levels are distinguished based on complexity, level of supervision received, and the level of autonomy. This job family is distinguished from other professional job families by the requirement of professional education and experience in a non-specific degree program. Positions in this family may support the administration of research activities however, professional preparation in research or science is not required and conducting research is not the primary function of the position. This family is distinguished from the Administrative Generalist and Specialist job families by the requirement for specialized education and experience to perform the essential functions of the job and by having the primary focus on the delivery of professional services. It is distinguished from the Administrative Management job family by the absence of the primary responsibility for managing a unit or other unit supervisors. The Administrative Professional job family addresses responsibility for the following functions:

- Project management
- Compliance
- Program creation
- Research integrity
- Grant development
- Training
- Analysis
- Project development
- Facilities planning and management
- Contract administration
- Program oversight and technical assistance

Administrative Professional positions provide professional services for a variety of areas, including but not limited to:

- Academic programs
- Research
- University business/administrative operations

TYPICAL FUNCTIONS

The typical functions listed are typical examples of work performed by positions in this job classification. Not all functions assigned to every position are included, nor is it expected that all positions will be assigned every typical function.

- Establish and maintain procedures and controls to carry out program activities
- Develop and communicate new policies that are compliant with agencies and committees' regulations



- Monitor program activities and ensure compliance with applicable rules, regulations, policies, processes, and procedures
- Ensure ethical issues are communicated, negotiated, followed, resolved and documented
- Interpret laws, rules, regulations, policies and procedures
- Develop and maintain databases
- Provide consultation services in area of expertise
- Administer program
- Conduct orientations
- Design and deliver training in area of subject expertise using industry accepted best practices
- Develop ideas for grants and write proposals
- Identify areas for additional funding and processes for improvement
- Identify and act on potential new opportunities
- Conduct research
- Analyze data from research
- Manage research process
- Advise project staff on a variety of issues
- Create and submit federal reports
- Manage projects
- Create reports and presentations for dissemination
- Create marketing materials for conferences
- Conduct inspections and provide recommendations for compliance and improvement
- Review projects to determine compliance and intervene if project is non-complaint
- Prepare notifications of non-compliance
- Keep abreast of regulatory changes and communicate to necessary stakeholders
- Analyze needs of department, projects and programs and develop new programs
- Participate in planning processes as they relate to program
- Work with and establish relationships with internal and external constituencies
- Communicate program progress/findings with external entities
- Negotiate agreements with internal and external entities
- Administer and monitor complex contracts and programs, while ensuring compliance with applicable regulations
- Develop and maintain relationships with industry partners



LEVELS AND COMPETENCIES

The primary distinction between levels is reflected in the Level Descriptors. As levels progress, scope, complexity and degree of independence increase. Higher levels may perform duties of lower levels. Education and experience are stated at the minimum threshold for the level. Additional education or experience may be desirable for some positions.

Level 1

PCLS: 01241

Grade 79

Exempt

Descriptors

Work is performed under administrative supervision and is limited in complexity* OR scope*. Collect, analyze, interpret and solve complex* problems and data. Perform project management and program integrity and compliance. Conduct training sessions. Create reports, presentations, and responses to requests for information. Ensure compliance with applicable laws, regulations, policies and procedures; advise management of potential problems and findings when violations exist; institute procedures to correct violations; and serve as a liaison between internal and external entities, and the unit. Assist with the grant process and grant management. Lead** or supervise** student employees and graduate students.

Knowledge, Skills, and Abilities

Knowledge of subject area. Knowledge of applicable laws, regulations, policies and procedures. Knowledge of research methodology. Knowledge of database programs. Knowledge of proper laboratory procedures and safety. Knowledge of grants and federal reporting agency requirements. Basic knowledge of budgets and the granting process. Strong analytical skills. Persuasion skills. Advanced computer skills. Ability to collect, analyze and interpret data. Ability to create comprehensive reports. Ability to understand and solve complex* problems. Ability to communicate effectively both orally and in writing. Ability to create and conduct training or orientation sessions. Ability to recognize areas of non-compliance. Ability to lead** or supervise** student employees and graduate assistants.

Education and Experience

Bachelor's degree in related field and two years relevant experience, or an equivalent combination of training and experience. Master's degree preferred.

Level 2

PCLS: 01242

Grade 80

Exempt

Descriptors

Work is performed under general direction and is moderate in complexity* OR scope*. Develop projections. Recommend policy changes. Analyze trends and advise management on planning based on trends, industry best practices and research. Assist management in day to day administrative operations. Assess methods to improve effectiveness and efficiency of programs. Negotiate agreements and oversee projects. Analyze, forecast and advise management on budget. Develop and review proposals. Serve as lead** and/or intermediary during the audit



process. Collect, analyze, interpret and solve complex* problems and data. Conduct training sessions and maintain database of training participants to ensure compliance. Create reports, presentations, and responses to requests for information. Ensure compliance with applicable laws, regulations, policies and procedures; advise management of potential problems and findings when violations exist; institute procedures to correct violations; and serve as a liaison between internal and external entities, and the unit. May lead** employees or contractors on a project. This level is distinguished from lower levels by the authority to work on more complex* programs and projects, the ability to assess program effectiveness, the responsibility to advise management and lead** staff.

Knowledge, Skills, and Abilities

Same as level one, plus: Advanced knowledge of research methodology. Moderate knowledge of subject area. Knowledge of management methodologies. Knowledge of the planning process. Working knowledge of contract law. Knowledge of contract administration. Problem solving and negotiation skills. Strong organizational skills. Ability to coordinate conflicting issues of diverse units. Ability to develop and maintain effective working relationships. Ability to develop and modify policies and procedures. Ability to work independently. Advanced ability to collect, analyze and interpret data. Ability to write, negotiate, conclude, and administer complex* agreements. Ability to lead** staff.

Education and Experience

Bachelor's degree in related field and five years relevant experience, or an equivalent combination of training and experience. Master's degree preferred.

Level 3

PCLS: 01243

Grade 81

Exempt

Descriptors

Work is performed under long-range administrative direction and is large in complexity* OR scope*. Act as consultant in subject area. Evaluate requests and make decisions in subject area and commit *department* to major obligations; make recommendations to general counsel and executive management; create and implement complex* strategies and plans. Evaluate and identify potential opportunities and partners, and negotiate, monitor and administer complex agreements. Ensure university community is aware of obligations as they relate to area of expertise and coordinate training and information sessions where appropriate. Lead** employees or consultants as necessary. Collect, analyze, interpret and solve complex problems and data. Create reports, presentations, and responses to requests for information. Ensure compliance with applicable laws, regulations, policies and procedures; advise management of potential problems and findings when violations exist; institute procedures to correct violations; and serve as a liaison between internal and external entities, and the University. May write grants to secure funding. This level is distinguished from lower levels by having advanced knowledge in subject area, authority to identify opportunities and commit the department to major expenditures.



Knowledge, Skills, and Abilities

Same as level two, plus: Expert ability to collect, analyze and interpret data. Advanced knowledge of subject area. Leadership skills. Advanced knowledge of research methodology. Ability to identify opportunities. Ability to negotiate, monitor and administer complex* agreements. Ability to conceptualize and create programs. Ability to evaluate information, and make sound recommendations.

Education and Experience

Master's degree in related field and five years relevant experience, or an equivalent combination of training and experience.

Level 4

PCLS: 01244

Grade 82

Exempt

Descriptors

Work is performed under long-range administrative direction and is large in complexity* AND scope*. Serve as subject matter expert. Positions at this level have the authority to create and implement the most complex* strategies, plans and commitments that may impact the MAU. Make recommendations to executive management and ensure university community is aware of obligations. Ensure program integrity and compliance that is the most complex*. Research technologies to develop and implement appropriate solutions to problems. Identify financial needs and write grants to secure funding. Evaluate and identify potential opportunities and partners, and negotiate, monitor and administer complex agreements. Ensure integrity of program and compliance with applicable laws, regulations, policies and procedures; advise management of potential problems and findings when violations exist; institute procedures to correct violations. Create reports, presentations, training sessions and respond to requests for information. Supervise** staff. Serve as a liaison between internal and external entities, and the University. This level is distinguished from other levels by having expert knowledge, ability and authority to develop and commit the MAU to programs, write grants, and supervision** of staff.

Knowledge, Skills, and Abilities

Same as level three, plus: Expert knowledge of subject area. Expert knowledge of research methodology. Advanced leadership skills. Expert ability to collect, analyze and interpret data. Ability to research technologies and implement solutions. Ability to conceptualize and develop programs. Ability to develop complex* strategies. Ability to supervise** staff.

Education and Experience

Master's degree in related field and seven years relevant experience, or an equivalent combination of training and experience. PhD preferred.



- * **Complexity:** Refers to the higher level interpretation of and diversity of rules and regulations (e.g. Federal, State and University policies and regulations, state statutes and laws, funding sources, and contracts). Complexity increases as the application, interpretation, and frequency of working with these rules and regulations increases. Complex positions typically work with external constituencies, multiple departments, faculty and campuses. Complexity increases as positions more frequently work with these entities.
- * **Scope:** Refers to the impact that a unit/department has on the university or those it impacts, or the size of the organization. Scope also refers to the impact of recommendations or decisions a position has on policies and programs.
- ** **Lead:** Provide day-to-day guidance, training and direction for staff in addition to other duties. Regularly assign and review work. Is fluent in assigned area of responsibility.
- ** **Supervise:** Hire, train, evaluate performance and initiate corrective action.

[July 2009 revisions included formatting document for consistency.]