

3359-25-06 Classified classification plan.

- (A) The university of Akron shall establish, modify, or repeal, by rule, a job classification plan for all positions, offices, and employments in the classified civil service.
- (B) The university of Akron shall assign a classification title to each classification within the classification plan.
- (C) The university of Akron shall assign each classification to a pay range.
- (D) The university of Akron shall assign a numbering system for the classification process.
- (E) The following are the classifications that the university of Akron shall assign all positions within the classified service.

**The University of Akron
Classified Staff Classifications (Series 40000)**

1000 Administrative Support Division

1100 Office Support Group

Grade:	Job code:	Job title:	Flsa:
113	41111	Office Support Spec <u>Specialist</u>	Non-exempt
114	41112	Secretary	Non-exempt
115	41113	Administrative Secretary	Non-exempt
115	41121	Desktop Publishing Spec <u>Specialist</u>	Non-exempt
116	41131	Program Asst <u>Assistant</u>	Non-exempt
115	41141	Web Editor (Departmental)	Non- E exempt
115	41151	Medical Secretary	Non-exempt
118	41161	College Program Spec <u>Specialist</u>	Non-exempt
116	41171	Word Processing Ctr Spec <u>Wayne Center Specialist-WC</u>	Non- E exempt

1200 Office Management Group

Grade:	Job code:	Job title:	Flsa:
117	41211	Coord Word Processing Center	Non-exempt

118	41212	Office Mgr <u>Manager</u>	Non-exempt
117	41221	Coord Events	Non-exempt
117	41231	Coord Records Management	Non-exempt
117	41241	Asst To <u>to the</u> Dir Music	Non-exempt
114	41251	Asst To <u>to the</u> Supv College Bookstore	Non-exempt
119	41252	Supv College Bookstore	Exempt
118	41261	Coord Technology Transfer	Non-exempt
117	41271	Departmental Records Spee <u>Specialist</u>	Non-exempt
<u>117</u>	<u>41281</u>	<u>Supv Business Office-WC</u>	<u>Non-exempt</u>

1300 Administrative Staff Group

Grade:	Job code:	Job title:	Flsa:
116	41311	Administrative Asst <u>Assistant</u>	Non-exempt
118	41312	Administrative Asst <u>Assistant Sr</u>	Non-exempt
119	41313	Sr Exec Administrative Asst <u>Assistant</u>	Non-exempt
118	41321	Coord Athletics <u>Publications</u>	Non-exempt
119	41331	Asst To <u>to the</u> Univ Internal Auditor	Non- Ex empt

2000 Finance Accounting Division

2100 Accounting Group

Grade:	Job code:	Job title:	Flsa:
113	42111	Accounting Clerk <u>1 I</u>	Non-exempt
115	42112	Accounting Clerk <u>2 II</u>	Non-exempt
116	42113	Accounting Clerk Sr	Non-exempt
114	42121	Inventory Control Spee <u>Specialist</u>	Non-exempt
114	42131	Payroll Clerk	Non-exempt

117	42132	Payroll Clerk Sr	Non-exempt
117	42133	Payroll Spec <u>Specialist</u>	Non-exempt
118	42134	Payroll Spec <u>Specialist Sr</u>	Non-exempt
120	42135	Asst Mgr Payroll	Exempt
115	42141	Budget Asst <u>Assistant</u>	Non-exempt

2200 Cash Collection And Disbursement Group

Grade:	Job code:	Job title:	Flsa:
111	42211	Cashier Asst <u>Assistant</u>	Non-exempt
113	42212	Cashier	Non-exempt
115	42213	Cashier Sr	Non-exempt
116	42214	Supervisor <u>Supv</u> Cashier	Non- Ex empt

2300 Purchasing Group

Grade:	Job code:	Job title:	Flsa:
117	42321	Mgr Central Stores	Exempt
118	42331	Mgr Purchasing Support Srvs	Exempt
117	42341	Assistant <u>Asst</u> Buyer	Non- Ex empt
119	42343	Buyer Senior <u>Sr</u>	Exempt
120	42344	Purchasing Agent	Exempt

2400 Food Preparation Group

Grade:	Job code:	Job title:	Flsa:
112	42411	Head Bartender/Server	Non-exempt
112	42421	Head Server	Non-exempt
112	42431	<u>Lead</u> Cold Food Production Supv <u>Worker</u>	Non-exempt
112	42441	Coord Food Srvs <u>Services</u>	Non-exempt
114	42451	Cook	Non-exempt

2500 Dining Services Administrative Group

Grade:	Job code:	Job title:	Flsa:
117	42501	Supv Dining Srvs <u>Services</u>	Non-exempt
117	42511	Chef Dining Srvs <u>Services</u>	Exempt
117	42521	Catering Scheduler	Non-exempt
117	42531	Business Coord Martin Univ Ctr <u>Dining Services</u>	Non-exempt
117	42541	Asst Mgr Martin Univ Ctr <u>Dining Services</u>	Exempt
118	42551	Mgr Food Srvs <u>Services</u>	Exempt
<u>119</u>	<u>42552</u>	<u>Gen Mgr Food Services</u>	<u>Exempt</u>
119	42561	Executive Chef	Exempt

2600 Printing Services Group

Grade:	Job code:	Job title:	Flsa:
115	42611	Printing Press Operator	Non-exempt
118	42621	Supv DocuZip Center	Non-exempt
118	42631	<u>Supv</u> Printing Supv	Non-exempt
119	42641	<u>Mgr</u> Production Mgr	Exempt
117	42651	Coord Pre-Press/Graphics	Non-exempt
118	42661	Coord Print Purchasing	Exempt
115	42671	Printing Office Support Spee <u>Specialist</u>	Non-exempt

2700 Auxiliary Services Group

Grade:	Job code:	Job title:	Flsa:
115	42711	Coord Parking Facilities	Non-exempt
118	42712	Manager <u>Mgr</u> Parking Field Operations	Exempt
116	42721	Asst Dir Hower House	Exempt

118	42731	Mgr Vending Srvs <u>Services</u>	Exempt
118	42741	Retail Mgr <u>Manager</u>	Exempt
120	42751	Assistant Director <u>Asst Dir</u> Parking Services	Exempt
118	42761	Manager <u>Mgr</u> Parking Projects	Exempt

3000 Information Technology Division

3100 Information Services Administrative Group

Grade:	Job code:	Job title:	Flsa:
112	43112	Data Processor	Non-exempt
114	43113	Data Entry Spec <u>Specialist</u>	Non-exempt
114	43114	Info Srvs <u>Information Services</u> Support Spec <u>Specialist</u>	Non-exempt
118	43121	Office Automation Spec <u>Specialist</u>	Non- Ex empt
119	43122	Coord Div Wide CIO Office Srvs	Exempt

3200 Computer Operations Group

Grade:	Job code:	Job title:	Flsa:
115	43211	Computer Operator	Non-exempt
116	43212	Computer Operator Sr	Non-exempt
119	43213	<u>Shift Supv</u> Computer Operations Shift Supv	Non-exempt
116	43221	Data Control Technician	Non-exempt
119	43223	Lead Production Control Anal <u>Analyst</u>	Non-exempt
116	43231	Scheduler	Non-exempt
112	43241	Inventory Control Officer	Non-exempt
115	43251	Computer Oper <u>Operations</u> Support Spec <u>Specialist</u>	Non-exempt

3300 Information Services Application Support Group

Grade:	Job code:	Job title:	Flsa:
119	43351	Asst Departmental Systems Adm <u>Administrator</u>	Non-exempt
121	43352	Departmental Systems Adm <u>Administrator</u>	Non-exempt

3400 Information Services Technical Support Group

Grade:	Job code:	Job title:	Flsa:
117	43411	Computer Support Asst <u>Assistant</u>	Non-exempt
118	43431	Data Systems Spee <u>Specialist</u>	Non-exempt
118	43441	Computer Lab Support Spee <u>Specialist</u>	Exempt
119	43442	<u>Lead</u> Computer Lab Support Spee <u>Specialist</u> Lead	Exempt

3500 Telecommunications Group

Grade:	Job code:	Job title:	Flsa:
114	43511	Telephone Operator	Non-exempt
115	43512	Telephone Supv <u>Supervisor</u>	Non-exempt

3600 Technology Support Group

Grade:	Job code:	Job title:	Flsa:
114	43610	Media Support Assoc Wayne-WC	Non-exempt
115	43611	Audio Visual Technician Wayne	Non-exempt
116 <u>117</u>	43612	Media Support Technician Wayne <u>Coord Media Support Technology-</u> <u>WC</u>	Non-exempt
118	43621	Radio Technician	Non-exempt
118	43631	Electronic Technician	Non-exempt
119	43632	Electronic Technician Sr	Non-exempt

118	43641	Coord GSC Technical Srvs <u>Services</u>	Exempt
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3700 Library Group

Grade:	Job code:	Job title:	Flsa:
114	43711	Library Asst <u>Assistant</u>	Non-exempt
115	43712	Library Assoe- <u>Associate</u>	Non-exempt
116	43713	Library Assoe <u>Associate Sr</u>	Non-exempt
116	43714	Catalog Assoe	Non-exempt
116	43722	Archives Assoe <u>Associate</u>	Non-exempt
117	43731	Marketing Representative	Non- E xempt

3800 Media Services Group

118	43831	<u>Coord</u> Public Address Sys <u>System</u> Coord	Non-exempt
115	43841	AVS Scheduler	Non-exempt
115	43851	<u>Coord</u> Classroom Srvs <u>Services</u> Coord	Non-exempt

4000 Business / Administrative Division

4100 Human Resources Group

Grade:	Job code:	Job title:	Flsa:
115	44111	Benefits Asst <u>Assistant</u>	Non-exempt
116	44112	Benefits Asst Sr	Non-exempt
118	44121	Coord Benefits	Non-exempt
119	44122	Benefits Adm <u>Administrator</u>	Exempt-
115	44131	Employment Srvs <u>Services</u> Asst <u>Assistant</u>	Non-exempt
117	44132	Employment Srvs Spee	Non-exempt
118	44133	Coord Employment Srvs <u>Services</u>	Non- E xempt

115	44141	Personnel Records Processor	Non-exempt
118	44142	Coord Personnel Records	Non-exempt
117	44151	Compensation Spee <u>Specialist</u>	Non-exempt
118	44161	Human Resources Generalist	Exempt
115	44171	HRIS Asst <u>Assistant</u>	Non- Ex empt
117	44172	HRIS Spee <u>Specialist</u>	Non- Ex empt
118	44173	Coord HRIS	Non- Ex empt

4200 Affirmative Action Group

Grade:	Job code:	Job title:	Flsa:
118	44221	<u>Coord</u> EEO Compliance Coord	Exempt

4300 Public Relations/Development Group

Grade:	Job code:	Job title:	Flsa:
115	44311	Editorial Asst <u>Assistant</u>	Non-exempt
117	44321	<u>Coord Univ Press Publishing</u> Publishing Coord Univ Press	Non-exempt
117	44331	Publications Spee <u>Specialist</u>	Non-exempt
117	44341	Photographic Lab Technician	Non-exempt
117	44351	Graphic Design Technician	Non-exempt
117	44361	3-D Technician	Non- Ex empt

5000 Facilities Management Division

5100 Facilities Management Administrative Group

Grade:	Job code:	Job title:	Flsa:
117	45111	Coord PFOC Budget Oper <u>Operations</u>	Exempt
119	45121	Coord Planning & Constr <u>Construction</u>	Exempt

119	45131	Coord Estimator & <u>Coord</u> ADA	Exempt
120	45141	Plant Maintenance Engineer	Non-exempt
118	45151	Asst Facilities <u>Manager-WC Mgr-</u> Wayne	Non-exempt
120	45152	Facilities <u>Manager-WC Mgr-</u> Wayne	Exempt
120	45161	Coord General Crafts	Non-exempt
120	45171	Mgr Facilities Projects	Exempt
118	45181	Space Analyst I	Exempt
120	45182	Space Analyst II	Exempt
120	45191	Campus Planner	Exempt

5200 Maintenance Group

Grade:	Job code:	Job title:	Flsa:
116	45212	Athletics Facilities <u>Maintenance</u> Maint Worker	Non-exempt
117	45221	Building Maintenance Asst Supt	Non-exempt
119	45222	Building Maintenance Supt	Non-exempt
114	45231	Facilities Maintenance Worker- Wayne <u>WC</u>	Non-exempt
116	45232	Facilities Maintenance Worker Sr- Wayne <u>WC</u>	Non-exempt
119	45241	Equipment Maintenance Supt	Non-exempt
119	45252	Energy Management Supt	Non- Ex empt
119	45262	Energy Center <u>Maintenance Supt</u> Superintendent	Non- Ex empt

5300 Grounds/Custodial Group

Grade:	Job code:	Job title:	Flsa:
117	45321	Grounds Supt	Non-exempt
117	45331	Custodial Supt	Non-exempt
118	45341	Mgr Contract Custodial Srvs	Exempt

Services

5400 Mail Services/Delivery Group

Grade:	Job code:	Job title:	Flsa:
112	45411	Delivery Worker	Non-exempt
117	45412	Asst Mgr Mailing Srvs <u>Services</u>	Non-exempt
119	45413	Mgr Mail Srvs <u>Mailing Services</u>	Non-exempt

5500 Storekeeper Group

Grade:	Job code:	Job title:	Flsa:
115	45511	Storekeeper	Non-exempt
116	45512	Storekeeper Sr	Non-exempt
116	45521	Chemical Storekeeper	Non-exempt
117	45522	Coord Chemical Stores	Non-exempt

6000 Public Safety Division

6100 Radio Operator/Dispatcher Group

Grade:	Job code:	Job title:	Flsa:
115	46121	Radio Dispatcher	Non-exempt
116	46131	Police <u>E-911</u> Telecom	Non- E exempt
117	46132	E-911 Telecom Mgr <u>Manager</u>	Non- E exempt

6200 Police Group

Grade:	Job code:	Job title:	Flsa:
115	46211	Coord Police Evidence/Records	Non-exempt
118	46221	Patrol Officer I	Non-exempt
119	46222	Patrol Officer II	Non-exempt
120	46223	Patrol Sergeant	Non-exempt

118	46231	Patrol Officer/Detective	Non-exempt
120	46232	Sergeant/Detective	Non-exempt
120	46241	Criminal Investigation Supv	Non-exempt
119	46251	Training Officer Supv	Exempt
122	46261	Captain	Exempt
120	46271	Crime Prevention Associate	Non-Exempt

6300 Safety Group

Grade:	Job code:	Job title:	Flsa:
116	46311	Safety Asst <u>Assistant</u>	Non-exempt
118	46312	Safety And <u>&</u> Health Inspector	Non-exempt
120	46321	Safety Officer	Exempt
120	46331	Radiation Safety Officer	Exempt
120	46341	Envir <u>Environmental</u> Compliance Officer	Exempt
120	46351	Envir <u>Environmental</u> & Occup <u>Occupational</u> Health Spee <u>Specialist</u>	Exempt
120	46361	Coord Safety & Health Comm <u>Communications</u>	Exempt
120	46371	Coord Emergency Management	Exempt

7000 Student Services Division

7100 Student Services Administrative Group

Grade:	Job code:	Job title:	Flsa:
117	47111	Stu Svcs <u>Student Services</u> Counselor	Non-exempt
119	47141	Registered Nurse	Non-exempt
120	47142	Nurse Supv	Exempt
119	47151	Coord Stu Affairs & Commencement	Non-exempt

120-118	47161	Immigration Compliance Specialist	Non-exempt
<u>122</u>	<u>47171</u>	<u>Nurse Practitioner</u>	<u>Non-exempt</u>

7200 Student Loan Group

Grade:	Job code:	Job title:	Flsa:
116	47211	Stu <u>Student Loan Spee Specialist</u>	Non-exempt
117	47212	Stu <u>Student Loan Spee Specialist</u> Sr	Non-exempt

7300 Financial Aid Group

Grade:	Job code:	Job title:	Flsa:
116	47311	Stu <u>Student Financial Aid Asst Assistant</u>	Non-exempt
117	47312	Stu <u>Student Financial Aid Counselor</u>	Non-exempt
118	47313	Coord Stu <u>Student Financial Aid Prog Programs</u>	Exempt
119	47314	Mgr Stu <u>Student Financial Aid</u>	Exempt

7400 Registrar's Group

Grade:	Job code:	Job title:	Flsa:
114	47411	Examiner Asst <u>Assistant</u>	Non-exempt
115	47412	Examiner Assoc <u>Associate</u>	Non-exempt
116	47413	Examiner Sr	Non-exempt
114	47421	Enrollment Srvs Asst <u>Services Assistant</u>	Non- E exempt
115	47422	Enrollment Srvs Assoc <u>Services Associate</u>	Non- E exempt
116	47423	Sr Enrollment Srvs Assoc <u>Services Associate</u>	Non- E exempt
117	47424	Enrollment Srvs <u>Services Counselor</u>	Non- E exempt

117	47425	Enrollment Srvs <u>Spee Services</u> <u>Specialist</u>	Non- Ex empt
119	47426	<u>Mgr Enrollment Srvs</u> Mgr <u>Services</u>	Exempt

7500 Student Activities Group

Grade:	Job code:	Job title:	Flsa:
116	47511	Mgr GSC Building Evening Oper	Non-exempt
118 <u>117</u>	47521	Coord GSC Events Srvs <u>Services</u>	Non-Ex empt
118	47531	Coord Sta <u>Student Publications</u>	Non-exempt
116	47541	Account Coord Sta <u>Student Publications</u>	Non-exempt

8000 Academic Services Division

8600 Arts/Special Events Group

Grade:	Job code:	Job title:	Flsa:
117	48631	Stage Mgr <u>Manager</u>	Exempt
117 <u>118</u>	48641	<u>Supv Costume Spee Shop</u>	Non-exempt
118	48651	Theatre/Stage Technical Spee <u>Specialist</u>	Non-exempt
118 <u>119</u>	48661	<u>Mgr Costume Designer Design</u>	Exempt
115	48671	Asst To The <u>to the</u> Costume Designer	Non-exempt

8700 College/School Program Group

Grade:	Job code:	Job title:	Flsa:
118 <u>120</u>	48721	Assistant <u>Asst</u> Managing Director	Exempt

8800 Research Services Group

Grade:	Job code:	Job title:	Flsa:
118	48811	<u>Coord</u> Grants Coord	Non-exempt

118	48821	External Funding Info Spec <u>Information Specialist</u>	Exempt
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8900 Academic Services Support Group

Grade:	Job code:	Job title:	Flsa:
111	48911	Laboratory Animal Aide	Non-exempt
117	48921	Learning Resources Lab Asst <u>Assistant</u>	Non-exempt
118	48931	Coord Polymer Training Ctr <u>Center</u>	Exempt
116	48941	Test Monitor	Non-exempt
117	48951	Testing Spec <u>Specialist</u>	Non-exempt

3000 Information Technology Division "At Risk" Technical Positions

3300 Information Services Application Systems Group

Grade:	Job code:	Job title:	Flsa:
217	T43311	Systems Prog <u>Programmer</u>	Non-exempt
219	T43312	Systems Analyst Prog <u>Programmer</u>	Non-exempt
221	T43313	Sr Systems Analyst Prog <u>Programmer</u>	Exempt
221	T43316	<u>Sr DARS Sr Sys Systems Analyst</u> <u>Anal Prog Programmer</u>	Exempt
217	T43331	Web Developer	Non-exempt
219	T43332	Sr Web Developer	Non-exempt
217	T43333	Web Graphics Designer	Non-exempt
220	T43361	Data Whse Warehouse DBA & Cust <u>Customer Appl Applications Dev</u> <u>Developer</u>	Exempt
<u>221</u>	<u>T43362</u>	<u>Sr Data Analyst Data Warehousing</u>	<u>Exempt</u>
220	T43371	ETL Prog <u>Programmer</u>	Exempt

220	T43381	BI Custom Applications Prog <u>Programmer</u>	Exempt
219	T43392	Network Analyst 2	Non-exempt

3400 Information Services Technical Support Group

217	T43422	Sr Computer Help Desk Spee <u>Specialist</u>	Non-exempt
<u>222</u>	<u>T43431</u>	<u>Coord Instructional Technology</u> <u>Support</u>	<u>Exempt</u>
217	T43451	PC Software Spee - <u>Specialist</u>	Non-exempt
219	T43452	Sr PC Software Spee <u>Specialist</u>	Non-exempt
220	T43461	Enterprise Systems Prog <u>Programmer</u>	Exempt
221	T43462	Sr Enterprise Systems Prog <u>Programmer</u>	Exempt
219	T43471	Applications Systems Analyst	Non-exempt
221	T43472	Sr Applications Systems Anal <u>Analyst</u>	Exempt
217	T43481	Technology Support Analyst	Non-exempt
219	T43482	Sr Technology Support Anaylst	Non-exempt
220	T43491	Apple <u>Applications Software</u> <u>Upgrade Spee Specialist</u>	Exempt

3500 Network & Telecomm Group

216	T43521	Telecom Technician 4 I	Non-exempt
217	T43522	Telecom Technician 2 II	Non-exempt
218	T43523	Telecom Network Administrator	Non-exempt
218	T43524	Telecom Engineer	Exempt
219	T43541	Systems Administrator	Exempt
221	T43542	Sr Systems Administrator	Exempt
219	T43551	LAN Administrator	Non-exempt

221	T43552	Sr LAN Administrator	Non-exempt
219	T43562	Network Engineer	Exempt
220	T43563	Sr Network Engineer	Exempt
221	T43564	Lead Network Engineer	Exempt
216	T43571	Coord Network Srvs <u>Services</u>	Non-exempt
219	T43581	Server Systems Developer	Exempt

3800 Media Services Group

218	T43811	Multi-Media Spee <u>Specialist</u>	Non-exempt
219	T43821	<u>Coord vNOC</u> Coord vNoe	Non-exempt
216	T43852	<u>Coord Distance Edue Education</u> Facilities Coord	Non-exempt
219	T43853	Sr <u>Coord Distance Edue Education</u> Fae <u>Facilities</u> Coord	Exempt
218	T43861	Graphics Instruct <u>Instructional</u> Designer	Non-exempt
218	T43862	Instructional Designer	Non-exempt
220	T43863	Sr Instructional Designer	Exempt
220	T43871	Curriculum Designer	Exempt

3900 Inst Planning, Anly, Reporting & Data

219	T43911	MIS Analyst	Non-exempt
220	T43912	Sr MIS Analyst	Exempt
219	T43921	Database Administrator	Exempt
221	T43922	Sr Database Administrator	Exempt
220	T43951	Video Network Engineer	Exempt

60000 Grant Funded Positions

61110 Grant Funded Positions

Grade:	Job code:	Job title:	Flsa:
115	61113	Grant Administrative Secretary	Non-exempt