3359-25-07 Unclassified 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 unclassified civil service.

(B) The university of Akron shall assign a classification title to each classification within the unclassified 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 unclassified service.

The University of Akron
Unclassified Staff Classifications (Series 20000)

2000 Finance / Accounting Division

2100 Accounting Group

Grade:	**Job code:**	**Job title:**	**Flsa:**
118	22102	Inventory Accountant	Exempt
120	22105	Accountant	Exempt
120	22106	Budget Analyst	Exempt
119	22107	Budget Administrator Sr	Exempt
122	22108	Mgr Payroll	Exempt
123	22110	Assoc Controller	Exempt
126	22111	Assoc VP/Controller	Exempt
122	22112	Asst Controller	Exempt
124	22114	Dir Off Res Anly & Budget	Exempt

121	22115	Accountant Sr	Exempt
122	22118	Position Management Analyst Sr	Exempt
123	22119		

120	22206	Asst Dir Stu Accounts/Bursar	Exempt

2300 Purchasing Group

Grade:	**Job code:**	**Job title:**	**Flsa:**
121	22301	Asst Dir Purchasing	Exempt
122	22302	University Enterprise Risk Mgr	Exempt
123	22304	Assoc Dir Purchasing	Exempt
125	22305	Dir Purchasing	Exempt
117	22306	Department Asst Buyer	Non-exempt

2500 Dining Services Administrative Group

Grade:	**Job code:**	**Job title:**	**Flsa:**
120	22502	Asst Dir Univ Dining Srvs	Exempt
124	22504	Dir Dining Services & Admin	Exempt
119	22505	Mgr Crystal Room Oper	Exempt
119	22506	General Manager C-Stores	Exempt
119	22507	General Manager-Retail	Exempt
118	22508	Chef Dining Services Sr	Exempt
120	22509	Executive Chef	Exempt
122	22511	Assoc Dir Dining Srvs/Admin	Exempt

2700 Auxiliary Services Group

Grade:	**Job code:**	**Job title:**	**Flsa:**
123	22701	Dir Parking & Transportation Srvs	Exempt
123	22702	Dir Materials Handling	Exempt
126	22703	Assoc VP Auxiliary Enterprises	Exempt
122	22705	Dir PFOC Business Oper	Exempt

Grade:	Job code:	Job title:	Flsa:
119	24301	Public Relations Rep	Exempt
118	24302	Mgr Editorial Services	Exempt
120	24304	Dir Hower House	Exempt
118	24306	Asst Dir Alumni	Exempt
118	24307	Graphic Designer	Exempt
119	24308	Advertising Mgr	Exempt
122	24310	General Mgr WZIP	Exempt
122	24311	Mgr Publications	Exempt
122	24312	Dir Development	Exempt
122	24313	Dir Development-Wayne College	Exempt
124	24314	Dir Major Gifts	Exempt
124	24315	Exec Dir Dev Gift & Estate Pln	Exempt
120	24319	Asst Dir Development	Exempt
123	24320	Asst to VP/CIO Proj Support	Exempt
888	24322	Dir University Press	Exempt
123	24324	Creative Director	Exempt
119	24326	Senior Writer	Exempt
122	24328	Mgr Governmental Communications	Exempt
122	24329	Dir Alumni Relations & Stu Engmt	Exempt
124	24331	Sr Dir Intergrated Comm	Exempt
121	24332	Mgr Sys Tech Dev Srvs	Exempt
122	24333	Dir Dev Annual Giving	Exempt
122	24335	Dir Development Ctr Gift & Estate Planning	Exempt
122	24337	Dir Development – Research	Exempt
120	24338	Asst Dir Development – Research	Exempt

121	24340	Mgr Alumni & Devel Comm	Exempt
123	24342	Dir Media Relations	Exempt
119	24343	Coord Print Mfg & Digital Prod	Exempt
119	24344	Editorial & Design Coord	Exempt
122	24345	Dir Development-Fund Raising	Exempt
122	24346	Dir Development – Major Gifts	Exempt
119	24347	Comm Officer-COE	Exempt
120	24348	Dir Alumni & Annual Fund Ext Progs	Exempt
120	24349	Dir Marketing & Comm	Exempt
120	24350	Mgr Cont Ed & Outreach	Exempt
119	24352	Digital Marketing & Comm Spec	Exempt
119	24353	Social Media Specialist	Exempt
120	24354	Assoc 6 72.84 20	

5000 Facilities Management Division

5100 Facilities Management Administrative Group

Grade:	Job code:	Job title:	Flsa:
121	25103	Mechanical Engineer	Exempt
121	25104	Electrical Engineer	Exempt
122	25105	Dir Camp Plng & Space Utl	Exempt
120	25106	Coord Site Design & Landscaping	Exempt
122	25107	Dir Bldg Gnds & Spec Srv	Exempt
122	25108	Dir Maintenance & Operations	Exempt
124	25110	Dir Capital Planning & Fac Mgmt	Exempt
123	25111	Dir Physical Facilities Admin	Exempt
124	25114	Dir Arch Design	Exempt
120	25115	Dir Energy Operations	

119	27122	Coord Intl Admin & Rec	Exempt
119	27123	Coord Intl Acad & Co-Curr Prog	Exempt
119	27124	Intl Stu & Schol Srvs Advisor	Exempt
117	27125	Coord Acad Spac Sched	Non-exempt
999	27130	Asst Provost Online Learning	Exempt

7300 Financial Aid Group

Grade:	**Job code:**	**Job title:**	**Flsa:**
120	27301	Coord Grad Stu Fin Aid	Exempt
119	27302	Asst Dir Stu Financial Aid	Exempt
120	27303	Assoc Dir Stu Financial Aid	Exempt
122	27304	Sr Assoc Dir Stu Fin Aid-Adm	Exempt
125	27305	Exec Dir Stu Fin Aid	Exempt
122	27307	Assoc Dir Student Services Center	Exempt
122	27309	Sr Mgr Tech & Compliance	Exempt
119	27310	Asst Dir Stu Fin Aid Pell Grant	Exempt
119	27311	Asst Dir Stu Fin Aid Wrk Study	Exempt

7400 Registrar’s Office

Grade:	**Job code:**	**Job title:**	**Flsa:**
120	27403	Asst University Registrar	Exempt
125	27405	University Registrar	Exempt
122	27406	Assoc Univ Registrar-Oper	Exempt
118	27407	Coord Veterans Services	Exempt
121	27408	Sr Asst Registrar	Exempt
121	27409	Bus Systems Analyst-Registrar	Exempt

7500 Student Activities Group

121	27709	Assoc Dir Career Center	Exempt
121	27710	Psychologist	Exempt
121	27711	Asst Dir CT&C Ctr-Training	Exempt
122	27712	Assoc Dir CT&C Ctr-Training	Exempt
121	27713	Assoc Dir Testing	Exempt
123	27714	Sr Assoc Dir CT & C Center	Exempt
123	27715	Dir Academic Advisement	Exempt
125	27716	Dir CT& C Center	Exempt
119	27718	Coord Residence Life	Exempt
122	27719	Assoc Athl Dir Student Athlete Academic Services	Exempt
119	27720	Acad Adviser-AAP	Exempt
119	27721	Acad Adv & Coord CP-Wayne	Exempt
124	27724	Dir Career Advantage Network	Exempt
119	27725	Recruiter/Advisor-Nursing	Exempt
119	27728		

118	27746	Coord Employer Relations	Exempt
120	27747	Sr Asst Dir Career Services	Exempt
122	27748	Assoc Dir Acad Advisement Ctr	Exempt
120	27749	Coord Acad Advisor-Engineering	Exempt
119	27750	Retention Specialist	Exempt
120	27751	Retention Coord	Exempt
122	27752	Coord Social Work-Lakewood	Exempt
120	27753	Psychologist Asst	Non-exempt

7800 Athletic Administrative Group re W4590.28 Tm [(E)-3(x)-14(3 Tf 12 -0 0 12 185.52 528/P <</

118	27821	Coord Athletics Field House Operations	Exempt
124	27823	Sr Assoc Athletic Dir External Relations	Exempt
120	27824	Dir Marketing & Promotions	Exempt
117	27825	Asst Dir Ticket Operations	Exempt
119	27826	Asst Dir New Media	Exempt
120	27828	Asst Dir Sports Medicine	Exempt
118	27829	Coord Acad Supp Srvs Stu-Athl	Exempt
120	27831	Dir Z-Fund	Exempt
118	27832	Asst Dir Compliance	Exempt
119	27834	Athletics Business Manager	Exempt
122	27838	Assoc Athl Dir Development	Exempt

8000 Academic Services Division

8100 College/School Administrative Group

Grade:	**Job code:**	**Job title:**	**Flsa:**
119	28105	Coord Career	

123	28120	Exec Dir Student Initiatives	Exempt
120	28121	Dir Academic Support, A&S	Exempt
120	28122	Fiscal Administrator	Exempt
122	28123	Asst Dean Law Adm & Stu Affairs	Exempt
122	28124	Asst To VP/Fo Cap Pln & Fac Mgt	Exempt
122	28125	Asst To VP For Res & Dean, Grad Sch	Exempt
121	28129	Asst to Dean Opns & Strat Initiatives	Exempt
122	28130	Asst to Dean PSPE	Exempt
122	28133	Asst to the Dean Summit College	Exempt
888	28134	Dir Medina County Univ Center	Exempt
119	28135	Coord Workforce Dev & Cont Educ	Exempt
121	28137	Dir Instruction & Program Development	Exempt
120	28138		

123	28331	Dir Careers & Adv Office-BCAS	Exempt
120	28335	Asst Dir Acad Succ Prog	Exempt
120	28340	Assoc Dir Multicultural Center	Exempt

8400 College/School Student Lab Group

Grade:	**Job code:**	**Job title:**	**Flsa:**
118	28401	Coord Biology Laboratory	Exempt
117	28402	Laboratory Technician	Non-exempt
119	28403	Supv Chemical Laboratories	Exempt
121	28404	Dir Technology-CBA	Exempt
120	28405	Coord Learning Res Ctr-Nursing	Exempt
120	28406	Clinical Supv	Exempt
121	28407		

Grade: Job code:

121	28610	Asst Managing Dir	Exempt

8700 College/School Program Group

Grade:	**Job code:**	**Job title:**	**Flsa:**
118	28702	Coord Academic Prog	Exempt
121	28705	Dir Nutrition Center	Exempt
120	28707	Dir Polymer Training Ctr	Exempt
120	28708	Coord Clinic Individual & Family Counseling	Exempt
123	28709	Dir Clin Indv & Fam Couns	Exempt
121	28711	Dir Wkfc Dev-Coll Health Profs	Exempt
120	28716	Coord Developmental Prog	Exempt
122	28717	Dir Student Academic Success	Exempt
120	28718	Asst Dir Undergraduate Prog	Exempt
120	28723	Asst to the Dean-Education	Exempt
122	28725	Dir Nurse Anesthesia Track	Exempt
123	28727	Sr Dir Bus Oper & Fin – Wayne	Exempt
120	28730	Mgr Student Affairs-Art	Exempt
118	28731	Coord External Programs-PAH	Exempt
119	28733	Educational Specialist-AAP	Exempt
118	28734	Asst Dir A&S Career Prog	Exempt
120	28735	Coord Acad Achievement Prog	Exempt
118	28736	Counselor Academic Achievement Prog	Exempt
119	28737	Coord Upward Bound Prog	Exempt
120	28738	Mgr Internships Bliss Inst	Exempt
120	28739	Mgr Mkt & Events Bliss Inst	Exempt
123	28740	Dir Academic Achievement Prog	Exempt

121	28742	Dir Cont Educ & WRKFC Dev-Wayne	Exempt
122	28743	Dir UA Adult Focus	Exempt
122	28746	Dir Training Center Fire & Hazardous Materials	Exempt
120	28747	Fire Trng & Projs Coord	Non-exempt
120	28748	Dir Women In Engr Prog	Exempt
119	28751	Account Executive-Sales	Exempt
118	28752	Asst Dir Polymer Training Ctr	Exempt
121	28753	Dir New Business Clinic	Exempt
122	28754	Dir Undergraduate Programs	Exempt
123	28756	Dir Student Serv & Tech	Exempt
122	28758	Dir Audiology & Speech Center	Exempt
119	28760	IBSR Administrator	Exempt
121	28762	Mgr Strategic Initiatives OAA	Exempt
120	28763	Coord Writing Lab	Exempt
119	28770	Educational Specialist-PT	Non-exempt
120	28771	Asst Dir UA Adult Focus	Exempt
119	28772	Coord Educational Talent Search	Exempt
888	28773	Distance Education Coord-44 321.2401 Tm	

999	29105	VP Talent Devel & HR	Exempt
999	29106	Dir Athletics	Exempt
999	29110	VP Information Technology	Exempt
999	29113	VP & Chief of Staff	Exempt
999	29117	Business Practitioner	Exempt
999	29118	Assoc Provost Talent Dev	Exempt
999	29120	Coord Stu Org Fin Spec-Temp	Exempt

9200 Athletic Group

Grade:	**Job code:**	**Job title:**	**Flsa:**
999	29201	Asst Track Coach	Exempt
999	29202	Assoc Head Football Coach	Exempt
999	29203	Asst Baseball Coach	Exempt
999	29204	Asst Cheerleading Coach	Exempt
999	29205	Asst Golf Coach	Exempt
999	29207	Asst Football Coach	Exempt
999	29208	Asst Head Football Coach	Exempt
999	29209	Asst Men’s Basketball Coach	Exempt
999	29210	Asst Men’s Soccer Coach	Exempt
999	29211	Asst Softball Coach	Exempt

999	29222	Strength & Cond Coach-FB	Exempt
999	29223	Head Volleyball Coach	Exempt
999	29224	Head Women’s Basketball Coach	Exempt
999	29225	Head Women’s Softball Coach	Exempt
999	29226	Head Women’s Swimming Coach	Exempt
999	29227	Head Women’s Tennis Coach	Exempt
999	29229	Asst Football Coach, Def Coord	Exempt
999	29231	Asst Volleyball Coach	Exempt
999	29233	Head Softball Coach	Exempt
999	29234	Head Men’s Basketball Coach	Exempt
999	29235	Dance Team Coach	Exempt
999	29236	Asst Women’s Soccer Coach	Exempt
999	29237	Asst Women’s Swim Coach	Exempt
999	29238		

999	29262	Coord Golf Events	Exempt
999	29264	Asst Swim/Head Diving Coach	Exempt
999	29265	Women's Basketball Coach, ORCC	Exempt
999	29267	Asst Women's Tennis Coach	Exempt
999	29268	Pistol Coach	Non-exempt
999	29270	Asst Dir Football Operations	Exempt
999	29271	Head Women's Swim & Dive Coach	Exempt
121	29272	Dir Athletics Development	Exempt
999	29273	Dir Men's Soccer Ops	Exempt
999	29274	Dir Women's Soccer Ops	Exempt
999	29275	Dir of Ops Men & Women's Track	Exempt
999	29276	Athletics Events' Asst	Non-exempt
999	29278	Game Asst	Non-exempt
999	29279	Camp Worker	Non-exempt
999	29281	Camp Manager	Exempt
999	29282	Head Women's Volleyball Coach-WC	Exempt
999	29283	Volunteer Asst Coach	Exempt
999	29284	Assoc Women's Basketball Coach	Exempt

9300 Ungraded Intern Group

Grade:	**Job code:**	**Job title:**	**Flsa:**
999	29304	Psychology Intern	Exempt
999	29313	Intern	Non-exempt

9400 Ungraded Aerospace/Military Science Group

Grade:	**Job code:**	**Job title:**	**Flsa:**
999	29406	Supply Custodian	Exempt

999	29407	Recruiter	Exempt
999	29409	National Guard Recruiting	Exempt
999	29413	Military Personnel Clerk	Exempt
999	29416	Recruiting Opns-Officer Assistant	Exempt

9500 Ungraded Research/Scientists/Fellows Group

Grade:	**Job code:**	**Job title:**	**Flsa:**
999	29503	Sr Postdoctoral Research Assoc	Exempt
999	29504	Postdoctoral Fellow	Exempt
[redacted]		ostdoctoral Research Assoc	

999	29626	Project/Grant Consultant	Exempt
999	29627	Transcriber/CART Provider	Non-exempt
999	29628	Project/Grant Consultant	Non-exempt
999	29630	Artist in Residence	Exempt
999	29632	Clinical Dietitian	Exempt
999	29633	Technical Writer/Editorial Asst	Non-exempt
999	29634		

999	29751	Literacy Coach	Exempt
999	29752	Asst to Inst Dir Cultural Aff	Exempt
999	29753	Laboratory Mgr	Exempt
999	29755	Coord Multicultural Dev	Exempt
999	29761	Peer Mentor	Non-exempt
999	29762	Medical Director	Exempt
999	29765	Coord Outreach Progs-PSPE	Non-exempt
999	29766	Career Center Ambassador	Exempt
999	29767	Tennis Instructor-PACE	Non-exempt
999	29770	Coord Ticket Office	Non-exempt
999	29771	Assoc Camp Director	Exempt
999	29772	Asst Camp Director	Exempt
999	29774	High Tech Forensic Examiner	Exempt
999	29775	High Tech Crime Specialist	Exempt
999	29776	Interim Program Director	Exempt
999	29777	Academic Devel Specialist	Exempt
999	29780	Coord & Liaison-3+2 Program	Exempt
999	29781	Dir Confucius Institute	Exempt

9800 Other Ungraded Exceptions Group

Grade:	**Job code:**	**Job title:**	**Flsa:**
999	29802	Spec Asst to OAA	Exempt
999	29803	Dir Reg Educ Attainment	Exempt
999	29806	Coord (Admin)	Exempt
999	29809	Campus Progs Spec	Exempt
999	29811		

999	29816	Coord Hearing Aid Dispensary	Exempt
999	29817	Stu Union Customer Srvs Asst	Non-exempt
999	29818	Stu Union Ops Asst	Non-exempt
999	29819	Dir Tech Prep	

999	29875	Coord Facilities Projects	Exempt
999	29876	Coord Projects-TCFHM	Non-exempt
999	29877	Proj Mgr-Formative Instru Prac	Exempt
999	29878	Project Director-TAH Grants	Exempt
999	29881	External Progs Coord	Exempt

999	29953	Grant Project Coord	Exempt
999	29960	Academic Office Spec-Law	Non-exempt
999	29965	Library Clerk	Non-exempt
999	29966	Library Reference Asst	Non-exempt
999			

225	T23120	Dir Learn Tech & Scholar/Learn	Exempt

220	T23413	Administrative Systems Trainer	Exempt
220	T23415	Courseware Trainer	Exempt
220	T23416	Research Applications Trainer	Exempt
220	T23418	Learning Technology Specialist	Exempt
220	T23419	Mgr Tech Learning Support Ctr	Exempt
222	T23420	Lead Enterprise Systems Prog	Exempt
220	T23422	Software Training Specialist	Exempt
222	T23423	Mgr Design & Dev Srvs	Exempt
224	T23426	Dir Enterprise Data Center	Exempt
220	T23427	PeopleSoft Administrator	Exempt
222	T23428	Project Dir Online Learning	Exempt
221	T23430	Data Architect	Exempt
221	T23431	Mgr User Supp Srvs	Exempt
222	T23432	Sr PeopleSoft Administrator	Exempt

3500 Network & Telecomm Group

Grade:	**Job code:**	**Job title:**	**Flsa:**
224	T23501	Dir Network & Telecom	Exempt
224	T23502	Asst Dir Network Services	Exempt
223	T23503	Dir Inter & Srv Sys Srvs	Exempt
223	T23505	Mgr Telecommunications	Exempt
222	T23506	Lead Network Engineer	Exempt
221	T23507	Sr Systems Administrator	Exempt
222	T23508	Lead Systems Administrator	Exempt

3800 Media Services Group

Grade:	**Job code:**	**Job title:**	**Flsa:**

219	T23806	Multi-Media Producer	Exempt
223	T23808	Mgr AV & Distance Learning Srvcs	Exempt
221	T23811	Sr Multi-Media Producer	Exempt
221	T23814	Coord Of Distance Education	Exempt
222	T23815	Mgr Distributed Educ Fac	Exempt
220	T23816	Sr Instructional Designer	Exempt
221	T23817	Sr Multi-Media Prof-Apple Inst Sp	Exempt
218	T23820	Instructional Designer	Exempt

3900 Inst Planning, Anly, Reporting & Data

Grade:	**Job code:**	**Job title:**	**Flsa:**
223	T23904	Assoc Dir Inst Assessment	Exempt
221	T23905	Assessment Research Assoc	Exempt
223	T23907	Assoc Dir Fiscal & Policy Anly	Exempt

Effective:

Certification: _____

Ted A. Mallo
Secretary
Board of Trustees

Prom. Under: R.C. 111.15

Rule amp.: R.C. 124.14, 3359.03

Statutory authority: R.C. 3345.31, 3359.01

Prior Effective Date: 4/15/00, 6/21/01, 8/15/01, 10/24/01, 11/24/01, 5/24/02, 10/28/02, 11/23/02, 1/17/03, 2/22/03, 3/20/03, 5/23/03, 6/30/03, 1/16/04, 06/11/04, 08/20/04, 9/26/04, 10/7/04, 12/2/04, 12/13/04, 2/12/05, 3/31/05, 5/28/05, 7/3/05,09/02/05, 10/28/05, 10/30/05, 1/30/06, 02/06/06, 4/27/06, 7/2/06, 9/7/06, 10/13/06, 11-13-06, 11/27/06,