

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	Department Office Supp Spec	Non-exempt
114	41112	Department Secretary	Non-exempt
115	41113	Department Admin Secretary	Non-exempt
112	41115	Office Asst-Parking PT	Non-exempt
115	41121	Desktop Publishing Specialist	Non-exempt
116	41131	Department Program Asst-WC	Non-exempt
117			

Grade:	Job code:	Job title:	Flsa:
117	41211	Coord Word Processing Center	Non-exempt
118	41212	Office Manager	Non-exempt
118	41215	Coord Res Svcs & Spon Progs	Non-exempt
117	41219	Coord Office Administration-Law	Non-exempt
117	41221	Department Coord Events-WC	Non-exempt
118	41224	Coord Basketball Opns	Non-exempt
119	41226	Mgr Admin Svcs-UA Solutions	Non-exempt
117	41231	Coord Records Management	Non-exempt
118	41241	Asst to the Dir	Non-exempt
117	41243	Asst to Dept Chair Mathematics	Non-exempt
117	41247	Asst to Dept Chair - Biology	Non-exempt
118	41249	Stu Orgs Fin Spec	Non-exempt
117	41253	Coord NCERCAMP	Non-exempt
118	41281	Supv Business Office-WC	Non-exempt
117	41283	Spvr Developmental Programs Support	Non-exempt
117	41287	Coord ZIP Card Office	Non-exempt
118	41295	Health Prof Clinical Liaison & Accred Coord	Non-exempt

1300 Administrative Staff Group

Grade:	Job code:	Job title:	Flsa:
116	41311	Department Admin Asst	Non-exempt
118	41312	Administrative Assistant Sr	Non-exempt
119	41313	Sr Exec Administrative Assistant	Non-exempt

120	41315	Sr Admin Coord Pres Office	
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111	42211	Cashier Assistant	Non-exempt
116	42213	Department Cashier Sr-WC	Non-exempt
117	42216	Student Account/Cashier Spec	Non-exempt
118	42218	Coord Bursars Office	Non-exempt
117	42220	Cashier Lead	Non-exempt
119	42226	Coord Medical Billing-SLPA	Non-exempt

2300 Purchasing Group

Grade:	Job code:	Job title:	Flsa:
117	42321	Mgr Central Stores	Exempt
119	42343	Buyer Sr	Exempt
120	42344	Purchasing Agent	Exempt

2400 Food Preparation Group

Grade:	Job code:	Job title:	Flsa:
112	42431	Garde Manager	Non-exempt
112	42441		

118	42551	Mgr Food Services	Exempt
119	42552	Gen Mgr Food Services	Exempt
117	42555	Mgr Concessions - PAH	Non-exempt

2600 Printing Services Group

Grade:	Job code:	Job title:	Flsa:
117	42612	Offset Production Specialist II	Non-exempt
118	42621	Supv DocuZip Center	Non-exempt
118	42631	Supv Printing	Non-exempt
119	42641	Mgr Production	Exempt
118	42651	Coord Pre-Press/Graphics	Non-exempt

2700 Auxiliary Services Group

Grade:	Job code:	Job title:	Flsa:
118	42712	Mgr Parking Field Operations	Exempt
118	42741	Retail Manager	Exempt
110	42745	Retail Associate	Non-exempt
118	42761	Mgr Parking Projects	Exempt

Grade:	Job code:	Job title:	Flsa:
119	42824	Telecom Engineer	Exempt

3000 Information Technology Division

3100 Information Services Administrative Group

Grade:	Job code:	Job title:	Flsa:
118	43115	IT Budget Administrator	Non-exempt

3200 Computer Operations Group

Grade:	Job code:	Job title:	Flsa:
119	43223	Lead Production Control Analyst	Non-exempt

3300 Information Services Application Support Group

Grade:	Job code:	Job title:	Flsa:
119	43351	Asst Departmental Systems Adm-HR	Non-exempt
121	43352	Departmental Systems Administrator	Non-exempt
118	43361	Web Development Spec-WC	Non-exempt
120	43363	Sr Web Dev Spec	Non-exempt

3400 Information Services Technical Support Group

Grade:	Job code:	Job title:	Flsa:
117	43413	Department Computer Supp Asst	Non-exempt
117	43415	Coord Technology	Non-exempt
117	43417	Comp Supp & Fac Asst-MCUC	Non-exempt
117	43419	Comp Supp & Fac Asst-UAL	Non-exempt
118	43441	Computer Lab Support Specialist	Exempt
119	43442	Lead Computer Lab Support Specialist	Exempt
119	43444	Lead Computer Support-Law	Non-exempt

3500 Telecommunications Group

Grade:	Job code:	Job title:	Flsa:
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3600 Technology Support Group

Grade:	Job code:	Job title:	Flsa:
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118	44173	Sr HRIS Specialist	Non-exempt
119	44174	HRIS Administrator	Exempt
117	44176	HRIS Specialist-Projects	Non-exempt
119	44177	Sr HRIS Data Analyst	Non-exempt

4200 Affirmative Action Group

Grade:	Job code:	Job title:	Flsa:
117	44225	EEO/AA Specialist	Non-exempt

4300 Public Relations/Development Group

Grade:	Job code:	Job title:	Flsa:
117	44371	Coord Gift Processing	Non-exempt
119	44372	Sr Coord Donor Gift Oper & Srvs	Non-exempt
118	44375	Coord Ctr Gift & Estate Plng	Non-exempt
118	44377	Donor Stewardship Specialist	Non-exempt

4400 General Counsel Group

Grade:	Job code:	Job title:	Flsa:
119	44401	Legal Assistant	Non-exempt
120	44402	Legal Assistant Sr.	Non-exempt
120	44405	Coord Office Board of Trustees	Non-exempt
119	44407	Legal Assistant-Litigation	Non-exempt

5000 Facilities Management Division

5100 Facilities Management Administrative Group

Grade:	Job code:	Job title:	Flsa:
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119	45131	Estimator & Coord ADA	Exempt
120	45141	Plant Maintenance Engineer	Non-exempt
118	45151	Asst Facilities Manager-WC	Non-exempt
120	45152	Facilities Manager-WC	Exempt
118	45155	Facilities Coord - CBA	Non-Exempt
120	45171	Mgr Facilities Projects	Exempt
119	45173	Coord Admin Srvcs-PFOC	Non-exempt
118	45181	Space Analyst I	Exempt
120	45182	Space Analyst II	Exempt

5200 Maintenance Group

Grade:	Job code:	Job title:	Flsa:
116			

119	45241	Equipment Maintenance Supt	Non-exempt
119	45252	Energy Management Supt	Non-exempt
117	45272	Recycle Coord/Recycling Supt	Non-exempt
116	45274	Athletics Facilities Worker	Non-exempt
118	45276	Recreation Technician-SRWS	Non-exempt
115	45287	Parking Facilities Maint-Shift Leader	Non-exempt
118	45289	Asst Facilities Mgr-MCUC	Non-exempt

5300 Grounds/Custodial Group

Grade:	Job code:	Job title:	Flsa:
117	45321	Grounds Supt	Non-exempt
117	45331	Custodial Supt	Non-exempt
117	45335	Supv Custodial & Housekeeping	Non-exempt

5400 Mail Services/Delivery Group

Grade:			
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Non-exempt

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6000 Public Safety Division

6100 Radio Operator/Dispatcher Group

Grade:	Job code:	Job title:	Flsa:
116	46131	Police 911 Telecom-PT	Non-exempt
117	46132	E-911 Telecom Manager	Non-exempt

6200 Police Group

Grade:	Job code:	Job title:	Flsa:
122	46261	Captain	Exempt
118	46272	Patrol Officer	Non-exempt

6300 Safety Group

Grade:	Job code:	Job title:	Flsa:
120	46321	Safety Officer	Exempt
120	46331	Radiation Safety Officer	Exempt
118	46334	Hazardous Materials Specialist	Non-exempt
120	46351	Environmental & Occupational Health Specialist	Exempt
120	46361	Coord Safety & Health Communications	Exempt
120	46371	Coord Emergency Management	Exempt

7000 Student Services Division

7100 Student Services Administrative Group

Grade:	Job code:	Job title:	Flsa:
117	47111	Dept Stud Srvs Counselor-WC	Non-exempt

118	47543	Coord SRWC Budget Operations	Non-exempt
116	47551	Coord Operations	Non-exempt

8000 Academic Services Division

8600 Arts/Special Events Group

Grade:	Job code:	Job title:	Flsa:
117	48631	Stage Manager	Exempt
117	48653	Technical Svcs Assoc-PAH	Non-exempt
119	48661	Mgr Costume Design	Exempt

8700 College/School Program Group

Grade:	Job code:	Job title:	Flsa:
118	48723	Coord Confucius Institute	Non-exempt

8800 Research Services Group

Grade:	Job code:	Job title:	Flsa:
118	48821	External Funding Information Specialist	Exempt
118	48822	Data Collections Analyst	Non-exempt
118	48824	Data Coll & Web Dev Anly CBA	Non-exempt
115	48826	Intellectual Prop Records Proc	Non-exempt

8900 Academic Services Support Group

Grade:	Job code:	Job title:	Flsa:
116	48941	Department Test Monitor	Non-exempt

3000 Information Technology Division "At Risk" Technical Positions

219	T43471	Applications Systems Analyst	Non-exempt
221	T43472	Sr Applications Systems Analyst	Exempt
217	T43481	Technology Support Analyst	Non-exempt
219	T43482	Sr Technology Support Analyst	Non-exempt

3500 Network & Telecomm Group

Grade:	Job code:	Job title:	Flsa:
216	T43521	Telecom Technician I	Non-exempt
218	T43523	Telecom Network Administrator	Non-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
216	T43571	Coord Network Services	Non-exempt
219	T43581	Server Systems Developer	Exempt

3800 Media Services Group

Grade:	Job code:	Job title:	Flsa:
218	T43811	Multi-Media Specialist	Non-exempt
219	T43821	Coord NOC	Non-exempt
216	T43852	Coord Distance Education Facilities	Non-exempt
219	T43853	Sr Coord Distance Education Facilities	Exempt
218	T43855	Coord Distance Learning Program Development	Non-exempt

218	T43861	Graphics Instructional Designer	Non-exempt
218	T43862	Instructional Designer	Non-exempt
220	T43871	Curriculum Designer	Exempt

3900 Inst Planning, Anly, Reporting & Data

Grade:	Job code:	Job title:	Flsa:
219	T43911	MIS Analyst	Non-exempt
220	T43912	Sr MIS Analyst	Exempt
219	T43921	Database Administrator	Exempt
219	T43329	Software Developer	Non-exempt
220	T43951	Video Network Engineer	Exempt

60000 Grant Funded Positions

61110 Grant Funded positions

Grade:	Job code:	Job title:	Flsa:
115	61117	Grant Admin Sec Chem & Bio Eng	Non-exempt
116	61119	Admin Asst-Inst Ldrshp Adv Grant	Non-exempt

Effective: 01/31/2021

Certification: _____
M. Celeste Cook
Secretary
Board of Trustees

Promulgated Under: 111.15

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Rule Amplifies: 124.14, 3359.03

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