

**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

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

## 1200 Office Management Group

<b>Grade:</b>	<b>Job code:</b>	<b>Job title:</b>	<b>Flsa:</b>
117	41211	Coord Word Processing Center	Non-exempt
118	41212	Office Manager	Non-exempt
117	41221	Coord Events	Non-exempt
117	41231	Coord Records Management	Non-exempt
117	41241	Asst to the Dir Music	Non-exempt
117	41245	Asst to Dept Chair-Psychology	Non-exempt
114	41251	Asst to the Supv College Bookstore	Non-exempt
119	41252	Supv College Bookstore	Exempt
118	41261	Coord Technology Transfer	Non-exempt
117	41271	Departmental Records Specialist	Non-exempt
117	41281	Supv Business Office-WC	Non-exempt

## 1300 Administrative Staff Group

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

**2000 Finance Accounting Division**

## 2100 Accounting Group

<b>Grade:</b>	<b>Job code:</b>	<b>Job title:</b>	<b>Flsa:</b>
113	42111	Accounting Clerk I	Non-exempt
115	42112	Accounting Clerk II	Non-exempt
116	42113	Accounting Clerk Sr	Non-exempt
114	42121	Inventory Control Specialist	Non-exempt
114	42131	Payroll Clerk	Non-exempt
117	42132	Payroll Clerk Sr	Non-exempt
117	42133	Payroll Specialist	Non-exempt
118	42134	Payroll Specialist Sr	Non-exempt
120	42135	Asst Mgr Payroll	Exempt
115	42141	Budget Assistant	Non-exempt

#### 2200 Cash Collection And Disbursement Group

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

#### 2300 Purchasing Group

<b>Grade:</b>	<b>Job code:</b>	<b>Job title:</b>	<b>Flsa:</b>
117	42321	Mgr Central Stores	Exempt
117	42341	Asst Buyer	Non-exempt
119	42343	Buyer Sr	Exempt

120	42344	Purchasing Agent	Exempt
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#### 2400 Food Preparation Group

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

#### 2500 Dining Services Administrative Group

<b>Grade:</b>	<b>Job code:</b>	<b>Job title:</b>	<b>Flsa:</b>
117	42501	Supv Dining Services	Non-exempt
117	42511	Chef Dining Services	Exempt
117	42531	Business Coord Dining Services	Non-exempt
117	42541	Asst Mgr Dining Services	Exempt
118	42551	Mgr Food Services	Exempt
119	42552	Gen Mgr Food Services	Exempt
119	42561	Executive Chef	Exempt

#### 2600 Printing Services Group

<b>Grade:</b>	<b>Job code:</b>	<b>Job title:</b>	<b>Flsa:</b>
115	42611	Printing Press Operator	Non-exempt
118	42621	Supv DocuZip Center	Non-exempt
118	42631	Supv Printing	Non-exempt
119	42641	Mgr Production	Exempt

117	42651	Coord Pre-Press/Graphics	Non-exempt
118	42661	Coord Print Purchasing	Exempt
115	42671	Printing Office Support Specialist	Non-exempt

#### 2700 Auxiliary Services Group

<b>Grade:</b>	<b>Job code:</b>	<b>Job title:</b>	<b>Flsa:</b>
115	42711	Coord Parking Facilities	Non-exempt
118	42712	Mgr Parking Field Operations	Exempt
116	42721	Asst Dir Hower House	Exempt
118	42731	Mgr Vending Services	Exempt
<u>117</u>	<u>42740</u>	<u>Asst Retail Mgr</u>	<u>Exempt</u>
118	42741	Retail Manager	Exempt
120	42751	Asst Dir Parking Services	Exempt
118	42761	Mgr Parking Projects	Exempt

### 3000 Information Technology Division

#### 3100 Information Services Administrative Group

<b>Grade:</b>	<b>Job code:</b>	<b>Job title:</b>	<b>Flsa:</b>
112	43112	Data Processor	Non-exempt
114	43113	Data Entry Specialist	Non-exempt
114	43114	Information Services Support Specialist	Non-exempt
118	43121	Office Automation Specialist	Non-exempt

#### 3200 Computer Operations Group

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

#### 3300 Information Services Application Support Group

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

#### 3400 Information Services Technical Support Group

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

#### 3500 Telecommunications Group

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

## 3600 Technology Support Group

<b>Grade:</b>	<b>Job code:</b>	<b>Job title:</b>	<b>Flsa:</b>
114	43610	Media Support Associate WC	Non-exempt
117	43612	Coord Media Support Technology-WC	Non-exempt
118	43631	Electronic Technician	Non-exempt
119	43632	Electronic Technician Sr	Non-exempt
118	43641	Coord GSC Technical Services	Exempt

## 3700 Library Group

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

## 3800 Media Services Group

118	43831	Coord Public Address System	Non-exempt
115	43841	AVS Scheduler	Non-exempt
115	43851	Coord Classroom Services	Non-exempt

**4000 Business / Administrative Division****4100 Human Resources Group**

<b>Grade:</b>	<b>Job code:</b>	<b>Job title:</b>	<b>Flsa:</b>
115	44111	Benefits Assistant	Non-exempt
118	44121	Coord Benefits	Non-exempt
119	44122	Benefits Administrator	Exempt-
<u>120</u>	<u>44123</u>	<u>Benefits Administrator Sr</u>	<u>Exempt</u>
115	44131	Employment Services Assistant	Non-exempt
118	44133	Coord Employment Services	Non-exempt
115	44141	Personnel Records Processor	Non-exempt
117	44151	Compensation Specialist	Non-exempt
115	44171	HRIS Assistant	Non-exempt
117	44172	HRIS Specialist	Non-exempt
118	44173	Coord HRIS	Non-exempt
<del>121</del> <u>119</u>	44174	HRIS Administrator	Exempt

**4200 Affirmative Action Group**

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

**4300 Public Relations/Development Group**

<b>Grade:</b>	<b>Job code:</b>	<b>Job title:</b>	<b>Flsa:</b>
115	44311	Editorial Assistant	Non-exempt



117	44321	Coord Univ Press Publishing-	Non-exempt
117	44331	Publications Specialist	Non-exempt
117	44341	Photographic Lab Technician	Non-exempt
117	44351	Graphic Design Technician	Non-exempt
117	44361	3-D Technician	Non-exempt

### **5000 Facilities Management Division**

#### **5100 Facilities Management Administrative Group**

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

#### **5200 Maintenance Group**

<b>Grade:</b>	<b>Job code:</b>	<b>Job title:</b>	<b>Flsa:</b>
116	45212	Athletics Facilities Maintenance Worker	Non-exempt
117	45213	Athletics Maintenance Asst Supv	Non-exempt

119	45214	Athletics Maintenance Supv	Non-exempt
117	45221	Building Maintenance Asst Supt	Non-exempt
114	45231	Facilities Maintenance Worker WC	Non-exempt
116	45232	Facilities Maintenance Worker Sr WC	Non-exempt
119	45241	Equipment Maintenance Supt	Non-exempt
119	45252	Energy Management Supt	Non-exempt
119	45262	Energy Center Maintenance Supt	Non-exempt

## 5300 Grounds/Custodial Group

<b>Grade:</b>	<b>Job code:</b>	<b>Job title:</b>	<b>Flsa:</b>
117	45321	Grounds Supt	Non-exempt
117	45331	Custodial Supt	Non-exempt
118	45341	Mgr Contract Custodial Services	Exempt

## 5400 Mail Services/Delivery Group

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

## 5500 Storekeeper Group

<b>Grade:</b>	<b>Job code:</b>	<b>Job title:</b>	<b>Flsa:</b>
115	45511	Storekeeper	Non-exempt
116	45512	Storekeeper Sr	Non-exempt
116	45521	Chemical Storekeeper	Non-exempt

117	45522	Coord Chemical Stores	Non-exempt
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### **6000 Public Safety Division**

#### 6100 Radio Operator/Dispatcher Group

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

#### 6200 Police Group

<b>Grade:</b>	<b>Job code:</b>	<b>Job title:</b>	<b>Flsa:</b>
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
120	46232	Sergeant/Detective	Non-exempt
122	46261	Captain	Exempt
120	46271	Crime Prevention Associate	Non-exempt

#### 6300 Safety Group

<b>Grade:</b>	<b>Job code:</b>	<b>Job title:</b>	<b>Flsa:</b>
116	46311	Safety Assistant	Non-exempt
118	46312	Safety & Health Inspector	Non-exempt
120	46321	Safety Officer	Exempt

120	46331	Radiation Safety Officer	Exempt
120	46341	Environmental Compliance Officer	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

<b>Grade:</b>	<b>Job code:</b>	<b>Job title:</b>	<b>Flsa:</b>
117	47111	Student Services Counselor	Non-exempt
119	47141	Registered Nurse	Non-exempt
120	47142	Nurse Supv	Exempt
118	47161	Immigration Compliance Specialist	Non-exempt
122	47171	Nurse Practitioner	Non-exempt
<u>118</u>	<u>47181</u>	<u>Residence Life &amp; Housing Specialist</u>	<u>Non-exempt</u>

#### 7200 Student Loan Group

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

#### 7300 Financial Aid Group

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

#### 7400 Registrar's Group

<b>Grade:</b>	<b>Job code:</b>	<b>Job title:</b>	<b>Flsa:</b>
114	47411	Examiner Assistant	Non-exempt
115	47412	Examiner Associate	Non-exempt
116	47413	Examiner Sr	Non-exempt
114	47421	Enrollment Services Assistant	Non-exempt
115	47422	Enrollment Services Associate	Non-exempt
116	47423	Sr Enrollment Services Associate	Non-exempt
117	47424	Enrollment Services Counselor	Non-exempt
117	47425	Enrollment Services Specialist	Non-exempt
119	47426	Mgr Enrollment Services	Exempt

#### 7500 Student Activities Group

<b>Grade:</b>	<b>Job code:</b>	<b>Job title:</b>	<b>Flsa:</b>
117	47521	Coord GSC Events Services	Non-exempt
118	47531	Coord Student Publications	Non-exempt
116	47541	Account Coord Student Publications	Non-exempt

#### 8000 Academic Services Division

## 8600 Arts/Special Events Group

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

## 8700 College/School Program Group

<b>Grade:</b>	<b>Job code:</b>	<b>Job title:</b>	<b>Flsa:</b>
120	48721	Asst Managing Director	Exempt

## 8800 Research Services Group

<b>Grade:</b>	<b>Job code:</b>	<b>Job title:</b>	<b>Flsa:</b>
118	48811	Coord Grants	Non-exempt
118	48821	External Funding Information Specialist	Exempt

## 8900 Academic Services Support Group

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

113	49100	Grant Office Aide	Non-exempt
115	49102	Grant Administrative Secretary	Non-exempt
116	49110	Grant Administrative Assistant	Non-exempt

### **3000 Information Technology Division "At Risk" Technical Positions**

#### **3300 Information Services Application Systems Group**

<b>Grade:</b>	<b>Job code:</b>	<b>Job title:</b>	<b>Flsa:</b>
217	T43311	Systems Programmer	Non-exempt
219	T43312	Systems Analyst Programmer	Non-exempt
221	T43313	Sr Systems Analyst Programmer	Exempt
221	T43316	Sr DARS Systems Analyst Programmer	Exempt
217	T43331	Web Developer	Non-exempt
219	T43332	Sr Web Developer	Non-exempt
217	T43333	Web Graphics Designer	Non-exempt
220	T43361	Data Warehouse DBA & Customer Applications Developer	Exempt
221	T43362	Sr Data Analyst Data Warehousing	Exempt
220	T43371	ETL Programmer	Exempt
220	T43381	BI Custom Applications Programmer	Exempt

#### **3400 Information Services Technical Support Group**

217	T43422	Sr Computer Help Desk Specialist	Non-exempt
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222	T43431	Coord Instructional Technology Support	Exempt
217	T43451	PC Software Specialist	Non-exempt
219	T43452	Sr PC Software Specialist	Non-exempt
220	T43461	Enterprise Systems Programmer	Exempt
221	T43462	Sr Enterprise Systems Programmer	Exempt
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
220	T43491	Applications Software Upgrade Specialist	Exempt

#### 3500 Network & Telecomm Group

216	T43521	Telecom Technician I	Non-exempt
217	T43522	Telecom Technician 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 Services	Non-exempt
219	T43581	Server Systems Developer	Exempt

#### 3800 Media Services Group

218	T43811	Multi-Media Specialist	Non-exempt
219	T43821	Coord vNOC	Non-exempt
216	T43852	Coord Distance Education Facilities	Non-exempt
219	T43853	Sr Coord Distance Education Facilities	Exempt
218	T43861	Graphics Instructional 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:**

