

**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	41134	Program Assistant Sr-Contract Training & Grants	Non-exempt
115	41161	Dept College Prog Spec-Honors	Non-exempt
117	41171	Design Specialist-WC	Non-exempt

## 1200 Office Management Group

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	Non-exempt
118	41317	Asst to Dean-Law School	Non-exempt
119	41318	Coord Admin Srvs - WC	Non-exempt
119	41319	Coord Admin Srvc A&S	Non-exempt
119	41321	Admin Coord Polymers & Research	Non-exempt
119	41323	Coord Admin Svcs-Advancement	Non-exempt
117	41325	Coord Academic Affairs Support-WC	Non-exempt
119	41333	Coord Business & Operations CAST	Non-exempt
117	41335	Coord Lakewood Center	Non-exempt
119	41337	Coord Admin Srvc - CBA	Non-exempt
119	41339	Sr Exec Admin Asst & CoordFndRel	Non-exempt
119	41341	Coord Admin Srvc COE	Non-exempt
119	41343	Coord Admin Svcs-Educ	Non-exempt
119	41345	Coord Admin Srvc-CHP	Non-exempt

## 2000 Finance Accounting Division

## 2100 Accounting Group

Grade:	Job code:	Job title:	Flsa:
120	42135	Asst Mgr Payroll	Exempt
117	42151	Dining Srvc Analyst	Non-exempt
116	42160	Business Mgmt Assoc-PAH	Non-exempt
118	42164	Sr Accounts Coord-PAH	Non-exempt

## 2200 Cash Collection And Disbursement Group

Grade:	Job code:	Job title:	Flsa:

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	Coord Food Services	Non-exempt
114	42445	Lead Team Coord-Catering Maint	Non-exempt

## 2500 Dining Services Administrative Group

Grade:	Job code:	Job title:	Flsa:
117	42501	Supv Dining Services	Non-exempt
117	42511	Chef Dining Services	Exempt
118	42531	Coord Bus Ops-Dining Srvs	Non-exempt
117	42541	Asst Mgr Dining Services	Exempt

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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114	43610	Media Support Associate WC	Non-exempt
117	43612	Coord Media Support Technology-WC	Non-exempt

## 3700 Library Group

Grade:	Job code:	Job title:	Flsa:
114	43711	Library Assistant	Non-exempt
116	43713	Library Assoc Sr-WC	Non-exempt
117	43714	Library Specialist - WC	Non-exempt
118	43728	Coord Nat Stu Loan Data Sys	Non-exempt
118	43732	Program Coord Law School Ctrs	Non-exempt
118	43734	UL Budget Admin	Non-exempt

## 3800 Media Services Group

Grade:	Job code:	Job title:	Flsa:
118	43831	Coord Public Address System	Non-exempt

## 4000 Business/Administrative Division

## 4100 Human Resources Group

Grade:	Job code:	Job title:	Flsa:
118	44121	Coord Benefits	Non-exempt
119	44122	Benefits Administrator	Non-Exempt
118	44132	Employment Services Associate	Non-exempt
118	44135	TD & HR Assoc	Non-exempt
119	44137	Coord Human Resources	Non-exempt
117	44172	HRIS Specialist	Non-exempt

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	45212	Athletic Facilities Maintenance-Worker	Non-exempt
117	45213	Athletics Maintenance Asst Supv	Non-exempt
119	45214	Athletics Maintenance Supv	Non-exempt
119	45215	Contract Maintenance Admin	Non-exempt
114	45217	RLH Facilities Worker	Non-exempt
117	45221	Building Maintenance Asst Supt	Non-exempt
119	45222	Building Maintenance Supt	Non-exempt
119	45225	Preventative Maintenance Crew Supt	Non-exempt
114	45231	Facilities Maintenance Worker WC	Non-exempt
116	45232	Facilities Maintenance Worker Sr -WC	Non-exempt
114	45236	Facilities Maintenance Worker-MCUC	Non-exempt
116	45237	Facilities Maintenance Worker Sr-MCUC	Non-exempt

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:	Job Code:	Job title:	Flsa:
117	45412	Asst Mgr Mailing Services	Non-exempt
119	45413	Mgr Mailing Services	Non-exempt
116	45415	Coord Mailing Services	Non-exempt

## 5500 Storekeeper Group

Grade:	Job code:	Job title:	Flsa:
115	45511	Department Storekeeper	Non-exempt
116	45515	Supv Surplus Property	Non-exempt
116	45521	Dept Chem Storekeeper-WC	Non-exempt

## 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	47116	Coord Admissions-WC	Non-exempt
119	47141	Registered Nurse	Non-exempt
122	47171	Nurse Practitioner	Non-exempt
118	47181	Residence Life & Housing Specialist	Non-exempt
118	47601	Coord Admissions	Non-exempt

## 7200 Student Loan Group

Grade:	Job code:	Job title:	Flsa:
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## 7300 Financial Aid Group

Grade:	Job code:	Job title:	Flsa:
118	47313	Coord Student Financial Aid Programs	Exempt
118	47314	Coord Student Financial Aid	Non-exempt
118	47322	Coord Univ Scholarship Programs	Non-exempt
118	47328	Coord Nat Stu Loan Data Sys	Non-exempt

## 7400 Registrar's Group

Grade:	Job code:	Job title:	Flsa:
115	47422	Enrollment Services Associate	Non-exempt
119	47426	Mgr Enrollment Services	Exempt

## 7500 Student Activities Group

Grade:	Job code:	Job title:	Flsa:
117	47521	Coord Student Union Information Services	Non-exempt
118	47522	Coord Stu Union Facility Mgmt	Non-exempt
118	47531	Coord Student Publications	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

## 3300 Information Services Application Systems Group

Grade:	Job code:	Job title:	Flsa:
217	T43311	Applications Programmer	Non-exempt
221	T43313	Sr Systems Analyst Programmer	Exempt
221	T43316	Sr DARS System Analyst Programmer	Exempt
217	T43329	Software Developer	Non-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
218	T43383	CBA & E Testing Asst	Non-exempt

## 3400 Information Services Technical Support Group

Grade:	Job code:	Job title:	Flsa:
217	T43424	<del>Customer Support Specialist</del> <u>IT Help Desk Analyst</u>	Non-exempt
217	T43426	IT Help Desk Administrator	Non-exempt
222	T43431	Coord Instructional Technology Support	Exempt
220	T43455	Software Deployment Specialist	Non-exempt
217	T43457	Technology Specialist	Non-exempt
219	T43458	Sr Technology Specialist	Non-exempt
221	T43459	Lead Technology 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

## 3500 Network &amp; 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 &amp; 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

Statutory Authority: 3345.31, 3359.01

Rule Amplifies: 124.14, 3359.03

Prior Effective Dates: 04/15/2000, 06/21/2001, 08/15/2001, 10/24/2001, 11/24/2001, 05/24/2002, 10/28/2002, 11/23/2002, 01/17/2003, 02/22/2003, 03/20/2003, 05/23/2003, 06/30/2003, 01/16/2004, 06/11/2004, 08/20/2004, 09/26/2004, 12/02/2004, 12/13/2004, 03/31/2005, 05/28/2005, 07/03/2005, 09/02/2005, 10/28/2005, 01/30/2006, 02/06/2006, 04/27/2006, 12/29/2006, 02/19/2007, 04/01/2007, 05/06/2007, 07/06/2007, 09/03/2007, 09/21/2007, 11/08/2007, 12/31/2007, 02/11/2008, 04/17/2008, 05/05/2008, 06/13/2008, 07/06/2008, 08/24/2008, 11/02/2008, 01/19/2009, 02/27/2009, 04/27/2009, 05/30/2009, 08/01/2009, 08/30/2009, 11/13/2009, 12/31/2009, 04/08/2010, 05/02/2010, 05/23/2010, 07/08/2010, 10/22/2010, 01/01/2011, 04/11/2011, 05/22/2011, 06/30/2011, 08/20/2011, 01/30/2012, 02/10/2012, 03/29/2012, 05/18/2012, 06/28/2012, 08/24/2012, 12/27/2012, 02/14/2013, 04/06/2013, 05/23/2013, 08/22/2013, 11/01/2013, 01/19/2014, 02/21/2014, 05/09/2014, 11/20/2014, 12/05/2014, 02/01/2015, 03/06/2015, 05/03/2015, 09/05/2015, 11/01/2015, 02/27/2016, 06/03/2016, 07/23/2016, 09/19/2016, 11/26/2016, 03/25/2017, 06/24/2017, 08/14/2017, 09/29/2017, 02/01/2018, 05/14/2018, 09/02/2018, 11/01/2018, 12/27/2018, 05/03/2019, 09/16/2019, 11/22/2019, 02/14/2020, 07/16/2020, 09/14/2020, 11/30/2020