

# Administrative Compensation Plan Position Title Conventions

## Guidelines

There are career Bands, level descriptors, functional titles within the new compensation plan.

1. Each position will have a career Band, Job family career level descriptor and a functional title.
- a. The career level and career level descriptors will be assigned by Human Resources and used in the market pricing process.
- b. The functional title will be selected using guidelines provided, approved by University Human Resources, and used for University directory and daily purposes.
- i. It is important not to confuse functional titles with career levels and career level descriptions. Some titles, such as "Director" are used at various levels in the structure.

## Titling Structure

1. The standard format for career level and career level descriptor will consist of the following:
  - a. Career Band and level + career level descriptor
  - b. The career level descriptors will consist of one specified title for each career Band and level (see chart below)
2. The creation of functional titles must take into account the following guidelines:
  - a. Functional titles outside of the guidelines must be requested from and approved by Human Resources
  - b. functional title options are available for positions on each career Band and level (see chart below).
  - c. Functional titles must be:
    - i. Descriptive of the job duties and responsibility level
    - ii. Structured so individuals with the same title do not report to each other
    - iii. Structured in a standard format:
      - For administrative individual contributors: career level descriptor + functional title (from available options)
      - For management: functional title + career level descriptor
  - d. Proposed changes to an individual's functional title should be based upon definable rationale within the division/college organizational structure.
  - e. No pay increase will accompany functional title changes for a position that stays in the same job family, sub-family, career band and level.

F. Functional titles may be modified to meet accepted business standards from the applicable industry, e.g., in Athletics (Associate Athletic Director).

3. Existing reporting structures in which a position reports to a same-career band position (GM reports to a Director) must utilize different functional titles for the two positions to reflect the reporting relationship. Career band levels and career level descriptions will be the same.

4. The chart below provides working title options.

**Career Level, Career Level Descriptions and Working Titles**

Career Band and Level	Career Level Descriptor	Functional Title Options (title first, then description)	
Professional	Supervisor	Supervisor Assistant Manager Manager Assistant Director Senior Assistant Director Associate Director Senior Associate Director	
Management	Manager  Director	Manager Assistant Director Senior Assistant Director Associate Director Senior Associate Senior Director Director	
Executive	Associate Vice President	Managing Director Executive Director	
Executive	Vice President	Vice President	
Career Band and Level	Career Level Descriptor	Functional Title Options (description first, then title)	Additional Working Title Descriptors
Professional	Analyst	Advisor Administrator Analyst Consultant Counselor Engineer Intern Professional Scientist Technologist	Senior
Professional	Specialist		Senior

Function	Subfunction	Job Family
Finance	Administrative/Clerical	Administrative
	Accounting	Accounting
		Cost Accounting
		Credit
		Internal Audit
		Investment Portfolio Management
		Risk Management
		Tax
		Treasury
	Finance Multi-Function	Finance
		Financial Planning & Analysis
	Payroll	Payroll
	Pricing	Pricing