

" _____ " Assistant IV Supplemental Guidelines

Effective May 1, 2003

In addition to comparing to the new class specifications, the following represents some general guidelines when classifying positions at the " ____ " Assistant IV level:

Academic/Research/Health System Based Units

- Positions are found in large, complex units; large complex units may be defined as consisting of such characteristics as a wide variety of staff and academic or hospital positions, multiple funding sources, and multiple shifts.
- From a Principal Investigator's or Health System Manager's point of view, they are viewed as the internal expert in multiple business office functions; financial and payroll and staff/student personnel and purchasing activities.
- Full authority for breadth of responsibility is vested in the position, including: account manager for contracts, grants, state funding etc.; mandatory reviewer of PPS and OPTRS or Kronos Timekeeper; financial forecasting and planning; program management; other business functions.
- There may be multiple (2-3) positions at the IV level in departments with flat organizational structures reporting to a high level Manager; have full cross functionality, while retaining separation of duties for audit trails.
- There may be a single position responsible for a cluster of large academic departments and delegated by the CAO, all academic duties, i.e., merits, promotions, etc. (previously retained by the MSO).

Central Service Units

- May serve as the lead worker within a central campus or health system unit reviewing and resolving the most complex transactional problems and issues requiring interaction or compliance with external federal or state agencies.
- The focus of the position is to assist in maintaining the fiscal integrity of the institution and to minimize financial loss.
- Incumbents are considered subject matter experts who provide advice to all levels of staff, including Senior Managers/MSP, students and faculty across the campus or health system on issues relative to their particular discipline. Individuals at this level will have extensive in-depth knowledge of policies and procedures, contracts and regulatory restrictions and guidelines established for their discipline.

Last revised 1/17/12