

### APT Band Guidelines

<b>Band A</b>			
Concept	Performs professional work ranging from Entry/Trainee to Independent Worker		
	Entry/Trainee	Advanced Trainee	Independent Worker
Definition	Receives on-the-job training fundamental to the professional work to be performed	Continues to receive on-the-job training as progression to the independent worker level	Performs moderately complex professional work
Complexity (application of technical knowledge, skills and judgment)	Assignments are specific, limited and routine	Assignments range from simple to moderately complex	Assignments encompass problems of average difficulty and complexity
Degree of Supervision	Receives specific guidance, instruction and orientation on all aspects of the work	Independently performs routine and simple assignments, but receives direction and guidance on more difficult & complex assignments	Receives assignment, works independently to complete and asks questions if necessary

<b>Band B</b>		
Concept	Independently performs the full range of professional work. Some positions may serve as the lead with responsibility to provide oversight and technical direction to subordinate staff.	
	Specialist	Working Supervisor
Definition	Performs complex professional work and exercises flexible, independent judgment and discretion	Both supervises (trains, assigns work and reviews work product) and participates in the work  Performs the most advanced level of work, requiring the application of comprehensive and in-depth knowledge and seasoned judgment.
Complexity (application of technical knowledge, skills and judgment)	Assignments require the analysis and understanding of various factors, conditions, processes, functions, etc., in order to formulate a feasible solution/work product.	Assignments encompass a broad range of elements, some of which are highly complex, conflicting and difficult to resolve
Degree of Supervision	Exercises judgement & decision-making	Exercises considerable authority, judgment and decision-making responsibility

<b>Band C</b>		
Concept	Supervises subordinate professionals in the performance of professional work or functions as an expert in a subject matter area.	
	<b>Expert</b>	<b>Manager</b>
Definition	Provides consultative and Technical guidance in highly specialized field.	Directly supervises a group of professionals; or supervises multiple units through subordinate supervisor(s).
Complexity (application of technical knowledge, skills and judgment)	Assignments require the resolution of various issues of an unprecedented nature.	Determines the work priorities and allocation of resources for the work unit supervised. Develops, establishes and implements policies and procedures.
Degree of Supervision	Functions independently with extensive discretion and authority without technical supervision.	

<b>Band D</b>	
Concept	Leads and directs a major program with campus- or system-wide impact.
	<b>Program Administrator</b>
Definition	Directly manages or administers a major program through subordinate managers and substantively involved in policy making matters.
Complexity (application of technical knowledge, skills and judgment)	Collaborates with University community and administrators in initiating and developing long- and short-range plans, strategic operations, and policies that have University-wide impact. Uses considerable discretion and judgment in making program decisions, and determining program goals and objectives and resource allocation.
Degree of Supervision	Works within broad policy statements and general administrative direction from higher level administrator.