

Job Descriptors by Band (Revised July 2016)

In creating APT positions, supervisors will be required to indicate job descriptors in the position description that relate to judgment exercised in work, originality required by position, supervisory controls over position, and supervision exercised. Supervisors will be provided a list of descriptor statements that the supervisors may choose from. Supervisors must choose at least one descriptor statement from the list. The best and most appropriate descriptor should be selected.

Band A Job Descriptors

Position Concept: Entry / Intermediate / Independent Worker

Judgment

- Results of analysis, recommendations, or implementation efforts assists in providing the basis for decisions made by higher level personnel.
- Work on simple technical or specialty area problems is expected to reflect sound judgment and analysis.
- Work is expected to result in the development of technically thorough, creative, and reliable products representative of high-quality University output.
- Recommendations are considered by immediate supervisor in the completion of assigned tasks.

Originality

- May contribute innovative analyses, concepts, designs, techniques, or tests in work assignments.
- Applies or modifies new and improved techniques, strategies, and original methods to the solution of assignments in the specialty area.
- Organizes, plans, and coordinates specific tasks that may require some original thought and foresight to develop an appropriate product or evaluation.
- Applies or adapts standard policies, principles, regulations, and currently accepted methods and practices of the specialty area.

Controls Over Position

- In special or unique cases when the performance level or growth potential does not exceed Band I, the incumbent may work independently with latitude and discretion.
- The incumbent works with moderate supervision and performs most assignments with instructions as to the results expected.
- Direction is received relative to objectives, critical issues, new concepts, and policy matters.
- Supervisory approval is obtained on proposed work efforts, but the incumbent is allowed some latitude for exercise of independent judgment.
- Guidance is given on unusual or complex problems and procedures on a regular basis.

Supervision

- Reviews and/or coordinates the work of clerical personnel and/or student assistants.
- Not applicable to this position.
- Provides instructions on well-established procedures and tasks and monitors work activities of clerical personnel and/or student assistants.

- Coordinates the work of others in accomplishment of a specific task. Task scope and methods of accomplishment are determined by supervisor.
- Reviews the work product from specific task assignments of clerical personnel and/or student assistants.

Band B Job Descriptors

Position Concept: Journeyworker / Senior Worker / Working Supervisor

Judgment

- Judgments and decisions impact operations, functions, programs, management, or policies of the program or its organizational segments.
- Judgments are recognized as sound, accurate, and knowledgeable and are generally accepted and followed after general review.
- Efforts have impact on direction, accomplishment of goals, and schedules of projects.
- Work is expected to be technically thorough, creative, correct, and reliable, and result in the development of technically sound products, judgments, studies, recommendations, and documentation.

Originality

- Develops, defines, or applies new or improved techniques, methods, practices, or strategies.
- Recommends constructive ideas to increase the efficiency, effectiveness, and productivity within a specialty area.
- Develops, defines, and applies new and improved techniques, strategies, and original methods to the solution of important problems in the specialty area.
- Originates plans, techniques, and/or procedures to apply existing knowledge to ideas, analyses, projects, or tests and evaluations.

Controls Over Position

- The incumbent may recommend or establish policy and procedures applicable to an assignment.
- The incumbent works independently without close supervision and performs most assignments with instructions as to the general results expected.
- Guidance is given on unusual or complex problems and procedures as needed.
- The incumbent's supervisor is kept informed of general plans and progress of work.

Supervision

- Coordinates, directs, reviews, and/or monitors the work of others in accomplishment of a specific task.
- Monitors, coordinates, or directs the work of lower level personnel, clerical assistants and/or student assistants.
- Coordinates, monitors, and/or supervises the work of clerical personnel and/or student assistants who require assistance and guidance on specific assignments.
- Reviews the work of others and/or provides training to others in area of expertise. Refers matters of policy to supervisor.

- May review the work product from specific task assignments of other professional, clerical, technical personnel and/or student assistants.
- Not applicable to this position.

Band C Job Descriptors

Position Concept: Supervisor / Subject Matter Expert

Judgment

- Judgments and decisions in the specialty area are usually accepted and ordinarily are followed with minimal review.
- Judgments and decisions impact the college or program or its organizational segments relating to operations, functions, programs, management, or policies of significant complexity and/or scope.
- Judgments in the specialty areas are accepted as sound, reasonable, knowledgeable, and authoritative.
- Judgments in written and oral communication and tact and diplomacy impacts working relationships with personnel inside/outside the department.
- Work is expected to be technically thorough, creative, correct, and reliable and result in the development of technically sound products, judgments, studies, recommendations, and documentation of high quality output.
- Judgments in technical or functional specialty are recognized and accepted by management and peers as authoritative and are ordinarily followed with minimal technical or administrative review.
- Professional judgments and decisions are relied on to such an extent that recommendations are ordinarily followed and accepted by the University managers and sponsors with minimal technical review.

Originality

- Develops, defines, or applies new or improved techniques, methods, practices, or strategies in the specialty area.
- Leads, assigns, organizes, plans, and/or coordinates specific tasks requiring thought and foresight to develop an appropriate product.
- Uses seasoned judgment and refers to past practices and University policy in order to develop conclusions and recommendations for resolving problems.
- Develops, defines, and applies new and improved techniques and original methods to the solution of important problems.

Controls Over Position

- The incumbent works independently without close supervision and performs assignments with instructions on the general results expected.
- General directions are received relative to overall objectives, critical issues, new concepts, and policy matters as needed.
- Supervisory approval is obtained on proposed work efforts, but the incumbent is allowed wide latitude for exercise of independent judgment.
- The incumbent's supervisor is kept informed of general plans and progress of work.

Supervision

- On an ongoing or project basis supervises, directs, assigns, monitors, reviews and evaluates the work of subordinate level professionals.
- On an ongoing or project basis may coordinate, monitor, and/or assist in the work of associates.
- Directs, coordinates, monitors, provides training for, and reviews the work of a small staff of professional associates and/or nonprofessionals.
- Estimates staffing needs, and schedules and assigns work to meet milestones.
- Not applicable to this position.

Band D Job Descriptors

Position Concept: Program Administrator/Manager/Foremost Subject Matter Expert in a Highly Specialized Technical Field

Judgment

- Judgments have major impact on University decisions and conduct of programs, University planning and resource allocation, operations, systems or program evaluations.
- Judgments and decisions in highly controversial and critical areas of work are recognized and usually accepted as final by University management.
- Leadership in a program area is widely recognized and has considerable influence on University projects, programs, proposals, or technical direction.
- Judgments have major impact on college, program or University decisions and conduct of programs or college planning and resource allocation, contractor operations, systems acquisition, operations, or program evaluations.
- Judgments have major impact on college, program or University decisions and conduct of programs, planning and resources, operations, personnel, fiscal planning and execution, procurement, and/or verification tests and evaluations.

Originality

- Demonstrates considerable creativity, foresight, and technical and administrative knowledge in solving unprecedented problems, determining program objectives and requirements, organizing projects, developing standards and guiding the work of others.
- Develops original policy and corresponding technical viewpoints and administrative procedures to handle unique and unprecedented problems of major impact at college, program and/or University.
- Uses a high degree of imagination and creativity to solve complex technical problems that are characterized by almost complete absence of applicable guidelines, past solutions or methodology, and that advance the state of the art.
- Directs, leads, assigns, organizes, sets objectives, and plans the work of a major program or organizational group that requires substantial creativity and foresight from both administrative and technical viewpoints.

Controls Over Position

- The incumbent works with a wide latitude of technical and managerial independence and is delegated major responsibilities.
- Assignments are received in terms of broad general guide-lines, objectives, and limits.

- Program objectives and overall resource requirements, allocation, and priorities are discussed jointly with his/her supervisor to ensure mutual understanding.
- Supervision is largely administrative, and incumbent is evaluated in terms of the degree to which results meet objectives.
- Incumbent is responsible for his/her own work and that of his/her staff or assigned associates.

Supervision

- As a program head or deputy or associate to a department head, supervises, through subordinate supervisors, a very sizable number of employees and/or contractors.
- Directs, monitors, and approves the work of a major program requiring interfacing with associates across organizational lines.
- Reviews, guides, and/or directs the work of associates either directly or indirectly by providing coordination and critical insight in highly specialized area of importance to current or future University programs or management.
- Reviews, guides, and/or directs the work of associates, either directly or indirectly, by providing coordination and critical insight in a highly specialized area of importance to current or future the college and/or University programs or management.
- Not applicable to this position.