

# UNIVERSITY OF MISSOURI

RECORDS CODING: JOB TITLES

OCCUPATIONAL GROUP CODES

Last Updated: May 2006

The eight (8) Occupational Activity Categories (OAC) with subcategories appropriate to each are as follows:

## **1.0 - Executive / Administrative / Managerial**

This occupational activity category includes assignments that require primary responsibility for management of the institution or a customarily recognized department or subdivision thereof. Assignments require the performance of work directly related to management policies or general business operations of the institution OR the performance of functions in the administration of a department or subdivision; directly related to academic instruction. Work assignments customarily and regularly require the incumbent to exercise discretion and independent judgment, and to direct the work of others. Job titles assigned to this category must be “exempt” under FLSA regulations.

Subcategories of this OAC include:

- 1.1 Assignment is typically made to first-line supervisors who routinely exercise administrative supervision (following FLSA definition) over a support staff within a section of a department. (Title assignments include: Supervisor, Assistant Manager, select Assistant Supervisors, and Managers of small departments/operations having limited campus impact in terms of breadth of coverage or dollar consequence relative to the campus operating budget)
- 1.2 Assignment requires the administration of an operational unit, program or policy area, or shares responsibility for a major unit with an administrator at a higher level. (Title assignments include: Manager, Assistant / Associate Director, Project Director, Administrative Manager / Director within a College or School, Directors of less than major operating units)
- 1.3 Assignment requires the administration of a group of programs or a major operational unit, normally reporting to a senior administrator that is not coded as an Occl Group 15. This assignment is given to those titles having policy development and actuation responsibilities that are campus-wide in their impact. (Titles include: Director of major operating units, Registrar, Ast / Asoc Dean, Assistant / Associate Vice Provost)

- 1.4 Assignment requires reporting to a general officer or the governing board and hold responsibility for the direction of a college or a primary phase of the institution's operation and has NOT been identified as requiring presidential approval on employment matters. This assignment is given to those titles having final authority for policy development and long-term planning for a college or group of diverse operating departments/divisions that are campus-wide in their impact. (Titles include: Dean, select Assistant / Associate Vice Chancellor, Vice Provost, select Hospital Dept Heads – Chief designation)
- 1.5 This group is assigned to those positions that have been designated as requiring the president's approval for all employment, compensation, benefit, perquisite and title assignment decisions. Assignment typically requires reporting either to a senior executive, general officer or to the governing board and hold policy and long-term planning responsibility for the operation of a primary phase of the institution's operation. The president holds discretionary authority to assign this status to positions falling outside of the previous description. (Titles include: select Assistant / Associate Vice Chancellor, Vice Chancellor, Chancellor, Assistant / Associate Vice President, Vice President, Vice Provost, Provost, select Hospital Dept Heads – Chief Designation)

## 2.0 Faculty (Instructional)

This OAC consists of assignments customarily made for the purpose of instruction. It excludes assignments associated with research projects. Per VP Academic Affairs (July 2000), only those titles noted will hold academic rank.

Subcategories of this OAC include:

- 2.1 Assistant / Aids (Grader; Nutrition Prgm Associate; Peer Learning Ast; Rsrch Aide; Rsrch Ast; Teaching Ast, Theater Ast; Tutor)
- 2.2 Graduate Assistant / Associate (Grad Ast; , Ast Grad Instructor; Grad Library Ast, Grad Research Ast, Grad Teaching)
- 2.3 Graduate Fellowship (Fellow; Post Doctoral Fellow; Rsrch Fellow; Teaching Fellow; Post Doctoral Associate; Grad Fellow; Spcl Resident Fellow; Intern)
- 2.4 Junior Unranked (Titles include: Archivist; Coach; Extension Ast; Extension Assoc; Specialists; Librarian I-II; Manuscript Spclst; Rsrch Anlyst; Rsrch Investigator; State Spclst; Teaching Associate;)
- 2.5 Unranked Academic (Titles include: Academic Coord; Academic Dir; Archivist IV; Clinical Assoc; Clinical Resident; Extension Specialists-Rural DevlMnt/Dairy/Business/4-H/etc.; Docent; Faculty Fellow, Lecturer; Librarian III-IV; Preceptor; Ast Prgm Director; Prgm Director; Rsrch Associate; Assoc Rsrch Engineer; Rsrch Engineer; Sr Rsrch Investigator; Rsrch Scientist-Academic; Resident Physicians; Resident Veterinarian; Specialist; Visiting Rsrch Associate; Visiting Scholar; Spcl Ast to VChanc Aca Affrs) (per Bob Mullen 7/31/00) )
- 2.6 Instructor (Titles include: All variations of Instructor)
- 2.7 Assistant Professor (Titles include: All variations to this core title (is a ranked academic title) )
- 2.8 Associate Professor (Titles include: All variations to this core title (is a ranked academic title) )
- 2.9 Professor (Titles include: All variations to this core title (is a ranked academic title) )

Note: Extension Specialist titles designate incumbents having a Master's degree or higher; Associate Specialist designates incumbents having a Bachelor's degree.

For employee records; "Tenure Status" indicators are as follows: NOT - Not tenured and not eligible to become tenured; NTK - Not tenured but "on track" to become tenured; TEN - Tenured

Track indicates that an employee is in a title that is part of a title series and is eligible for future promotions to higher levels (if most senior level not yet achieved). per Kandis Smith AVP Aca Affrs

### **3.0 Professional (research, business, health, etc. not classified as Administrative or Faculty)**

This OAC includes assignments requiring knowledge of an advanced type in a field of science or learning or original and creative work in an artistic field. It is typically applied to exempt (FLSA definition) job titles. This category may be applied to titles determined to be non-exempt but still require knowledge that is typically acquired through an advanced course of study (at the college level). Assignments of a professional nature associated with organized research projects are included in this category.

Subcategories of this OAC include:

- 3.1 Assignment requires a bachelor's degree (no experience) or equivalent. Incumbents work under the direction of a higher level professional person or member of management
- 3.2 Assignment requires a master's degree or equivalent (bachelor's and 2-3 **(propose changing to 3-4)** years experience). Incumbents must possess problem-solving ability and training beyond level one.
- 3.3 Assignment requires a doctoral, JD, MD, EdD degree; there is no equivalency.

### **4.0 Technical / Paraprofessional**

This category includes assignments requiring specialized knowledge or skills that can be acquired through experience or degree certification programs below the bachelor's degree. It is applied to nonexempt (following FLSA definition) job titles.

Subcategories of this OAC include:

- 4.1 Entry Level. Duties require advanced training but typically are not equivalent to an Associate Degree or the job incumbent is continuing the training provided by a formal education program. Duties are usually routine for the technical knowledge / skills being applied. Incumbents must comprehend simple information from charts, be able to use simple instruments and complete simple forms. Follows an established procedure. Incumbents do not supervise other employees. (Titles include: Trainees, Operating Room Technician, Dental Assistant, Peripheral Equipment Operator)
- 4.2 Intermediate Level. Possesses specialized knowledge normally acquired through formal education / training equivalent to a two-year college education or technical school. Assignments include various tasks within a set procedure requiring decision-making. Uses various precision measuring devices requiring a trade knowledge. Advises and trains employees in lower classifications and/or new employees as part of their orientation. (Titles include: LPN, Reactor Operator, Respiratory Therapy Technician)

- 4.3 Advanced Level. Possesses specialized knowledge normally acquired through formal education / training equivalent to a two-year college education or technical school plus proven subject competency through work experience. Handles the unusual problems. Functions as a Lead worker with job site responsibilities for work assignments and problem resolution. Must have specialized knowledge to supervise the work of those at lower classification levels. (Chief Electronics Technician, Senior Programmer, Sr LPN)
- 4.4 Supervisor Level.(nonexempt) Exercises functional or administrative supervision over a support staff classified within this OAC but does not qualify as an exempt job under the FLSA regulations. Must have specialized knowledge to supervise the work of those at lower classification levels.

## **5.0 Office Administration & Support**

Positions with work typically associated with office administration / clerical activity. It is applied to nonexempt (following FLSA definition) job titles.

Subcategories of this OAC include:

- 5.1 Entry Level. Performs routine tasks involving checking, completion of forms, alphabetical / numerical filing. In addition, may type routine material. Work may be closely supervised and checked for accuracy. (Titles include: Clerk, Clerk Typist, Office Support Staff I)
- 5.2 Intermediate Level. Incumbents will exercise some judgment and initiative within established standards and may require limited interpretation of department / program rules when dealing with constituents. Average to skilled typing and skill in the use of office automation software is needed. Tasks are typically varied. (Titles include: Secretary, Senior Secretary, Medical Records Coder, Office Support Staff II & III)
- 5.3 Advanced Level. Handles the unusual problems. Functions as a Lead worker with work unit responsibilities for work assignments and problem resolution. (Titles include: Chief Clerk, Chief Cashier, Administrative Assistant, Office Support Staff IV)
- 5.4 Office Administrator / Supervisor Level. (nonexempt) Holds responsibility for actualizing advanced administrative responsibilities to conduct the daily business of an operating unit or department. Exercises functional or administrative supervision over a support staff classified within this OAC but does not qualify as an exempt job under the FLSA regulations. Responsible for policy application with limited authority for variance from policy or established operating procedures. Incumbents must be knowledgeable of all work in the unit and be able to plan, organize and distribute work.

## **6.0 Crafts and Trades**

This OAC includes assignments requiring knowledge and skills gained in recognized crafts and trades; typically requiring completion of an apprenticeship program, formal on the job training, or extensive work experience from which an equivalent level of knowledge and skills have been developed.

Subcategories of this OAC include:

- 6.1 Entry Level. Work is routine and may require the use of a variety of small tools or equipment. Must be able to take normal precautions against injury. Work is closely supervised. (Titles include: Apprentice, Jobs designed to develop skills and knowledge required for advanced levels within a title series, Jobs having primary responsibility to assist journeyman level employees, Jobs requiring job applicants to possess limited skills and knowledge of a trade)
- 6.2 Intermediate Level. This assignment is typically given to a fully functioning, trades position but not qualified at a journeyman level or its equivalent. Work is more varied and requires an ability to deal with moderately complicated material. Some mathematical computations are required to resolve work assignments. Tolerances are close and constant alertness is needed for accuracy. Care must be exercised to prevent injury to self and others. Judgment and initiative are required within established standards. May direct the work of lower level employees. (Titles include: Painter II, Graphic Layout Specialist)
- 6.3 Advanced Level. Functions as a Lead worker with job site responsibilities for work assignments and problem resolution. Incumbents must be knowledgeable of all work in the unit and be able to plan, organize and distribute work; makes decisions in unusual cases. (Titles include: Mechanical Trades Specialist, Carpenter, Plumber, Lead Personnel overseeing positions classified as Crafts & Trades)
- 6.4 Supervisor Level.(nonexempt) Exercises functional or administrative supervision over a support staff classified within this OAC but does not qualify as an exempt job under the FLSA regulations. Incumbents must be knowledgeable of all work in the unit and be able to plan, organize and distribute work.

## **7.0 Service / Maintenance**

This OAC includes assignments commonly identified as part of the service industry such as: Custodial / Food / Protective Services.

Subcategories of this OAC include:

- 7.1 Entry Level. Work is routine and clearly outlined. Incumbents must be able to comprehend simple, verbal or written instructions. No supervisory responsibility is exercised. Work is closely checked. (Titles include: Animal Caretaker, Food Service Worker Trainee & I, Custodian Trainee, Custodian)
- 7.2 Intermediate Level. Assigned duties have some variety. Incumbents should be able to make decisions within established guidelines. Immediate supervision may be limited. May help train employees at lower levels. (Titles include: Radio Dispatcher, Food Service Worker II & III, Greens keeper, Security Guard)

7.3 Advanced Level. Functions as a Lead worker with job site responsibilities for work assignments and problem resolution. Incumbents must be knowledgeable of all work in the unit and be able to plan, organize and distribute work; makes decisions in unusual cases. (Titles include: Lead Personnel overseeing positions classified as Service / Maintenance, Cook, Baker, Police Officer, Sergeant)

7.4 Supervisor Level.(nonexempt) Exercises functional or administrative supervision over a support staff classified within this OAC but does not qualify as an exempt job under the FLSA regulations. Incumbents must be knowledgeable of all work in the unit and be able to plan, organize and distribute work.

## **8.0 Student**

### 8.1 All Student Titles

Okay – got this one. It is a student title. The graduate instructor actually teaches the class, the graduate teaching assistant helps teach a class. Both are graduate students.

One more down!

Kandis M. Smith, Ph.D.  
Assistant Vice President for Academic and Student Affairs  
University of Missouri  
309 University Hall  
Columbia, MO 65211  
573-882-6396 (voice)  
573-884-4204 (fax)  
smithka@umsystem.edu

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**From:** Edwards, Bill E. (UM System)  
**Sent:** Friday, November 12, 2004 2:01 PM  
**To:** Smith, Kandis M.  
**Subject:** Graduate Instructor

Kandis;

Can you tell me if we have the Graduate Instructor title (#4685) coded properly? It is now coded the same as a GRA/GTA. I do not know what this job is performing. We currently have 213 individuals in this job title - 212 at UMC and 1 at UMSL.

Bill