

# University Of Maine System

## Salaried Job Families

The Job Family designation for salaried positions is determined by analysis of the type of work that is performed at least 50% of the time by the employee. The designation should not be based on title or department of the employee.

### 1. Information Technology \*

The primary role of positions in this family is to perform professional technological functions of departments, offices and campus in general, completing a wide variety of duties linked together by work with information technology within the University System. Professional positions in this family may perform work related to design, installation, maintenance and operation of technology resources (software and hardware) and web functions.

Example positions include: Computer Specialist, Database Administrator, Analyst/Programmer, PC Specialist, Webmaster/Developer, Programmer, Network Specialist (all levels), and related coordinators, staff associates, managers, assistant/associate directors, directors.

### 2. Health & Safety Services \*

Positions in this family perform professional functions related to medical, environmental, safety and personal health and fitness within the University System. This group includes health professionals that require the use of skills and knowledge not generally transferable to other lines of work.

Example positions include: Physician Assistant, Registered Nurse, Nutritionist, Athletic Medicine Specialist, Professional Nurse, Environmental Specialist, Safety Specialist, and related coordinators, staff associates, managers, assistant/associate directors, directors.

## I. **Research**

Positions in these groups provide professional level research-related functions in either lab or field settings within the University System. Duties and tasks vary the gamut from repetitive and routine to analytical and evaluative. Persons in these positions could be following protocols with little deviation from what is expected or they could be designing the protocols and guiding the research. Positions may be found in a variety of departments such as geology, chemistry, physics, engineering, business, agriculture, biology, medical, sociology, psychology, social work, etc. The four separate and distinct research job families are:

### 3. Research: Earth/Physical Sciences

### 4. Research: Life Sciences

### 5. Research: Social Sciences

### 6. Research: Other (e.g., Business, and Engineering and the like)

Example positions in the research families include: Post-doctoral Researcher, Research Supervisor, Scientist (all levels), Biologist, Research Assistant (all levels), Research Associate (all levels), Research

Analyst (all levels), and related coordinators, staff associates, managers, assistant/associate directors, directors.

## **7. Technical \***

Positions in this group provide professional level scientific, technical, engineering or closely related work which normally requires advanced education and/or licensure or certification directly related to the work being performed. Jobs in the technical job family include jobs that support the University's internal operations and research infrastructure.

Example positions include: Telecommunications Specialist, Technology Specialist, Broadcast Transmission Engineer, Architect, ITV Technician, Mechanical Engineer, and related coordinators, staff associates, managers, assistant/associate directors, directors.

## **8. Human Resources \***

Positions in this group provide professional level administrative and professional services in human resources and employment, compensation, employee relations, training, benefits, labor relations, and EEO.

Position examples include: Director of Labor Relations, Benefits Coordinator, Payroll Manager and related coordinators, staff associates, managers, assistant/associate directors, directors.

## **9. Fiscal, Finance, And Business \***

Positions in this group provide professional level administrative and professional services in business services, accounting, finance, budget, and investment functions.

Position examples include: Accountant, Senior Budget Analyst, Manager of the Business Office and related coordinators, staff associates, managers, assistant/associate directors, directors.

## **10. Facilities \***

Positions in this group provide professional level administrative and professional services in facilities support activities. Facilities may encompass power, trades, construction, fleet and similar infrastructure support activities.

Position examples include: Facility Specialist/Generalist, Steam Plant Manager, Director of Facilities and related coordinators, staff associates, managers, assistant/associate directors, directors.

## **11. Other Administrative Support \***

Positions in this group provide professional level administrative and professional services in Administrative Support functions such as the Bookstore, Printing, and Farm Administration.

Position examples include: Purchasing Buyer, Print Services Specialist, Farm Superintendent.

## **12. Library**

Positions in this group provide a variety of library, and/or archival services to varied "customers" (students, co-workers, other university employees, other offices/departments, external customers, faculty or staff). This group encompasses positions at various levels of expertise. This group includes professionals that require the use of skills and knowledge not generally transferable to other lines of work.

Example positions include: Chief Technical Librarian, Museum Specialist, Information Technology Librarian, Reference Librarian, Catalog Librarian, Library Specialist, Archivist, and related "heads," coordinators, staff associates, managers, assistant/associate directors, directors.

## **13. Child Care**

Positions in this group provide childcare services and/or early childhood education activities. This group includes professionals that require the use of skills and knowledge which are transferable to very limited lines of other work.

Example positions include: Infant/Toddler Childcare Teacher, Child Development Associate, Head Teacher, and related coordinators, staff associates, managers, assistant/associate directors, directors.

## **14. External Services**

This group encompasses positions having as their primary function to provide "external" services and activities for the University designed to support the institution's community relations (e.g. special conferences, alumni affairs, focused citizen groups) but which are not a part of the normal University community. This group does not include typical admission positions (e.g. high school liaisons, recruiters, etc.).

Example positions include: Workforce Development Trainer, Alumni Relations Specialist, Conference Specialist, and related coordinators, staff associates, managers, assistant/associate directors, directors.

## **15. External Affairs \***

This group encompasses positions having as their primary function to provide "external" support in the areas of fundraising and development.

Example positions include: Advancement Officer, Major Gift Officer, and related coordinators, staff associates, managers, assistant/associate directors, directors.

## **16. Events/Activities**

Positions in this group provide services, programs and activities for students as well as the general public, such as theatrical/athletic events.

Example positions include: Athletic Trainer, Coach, Sports Information Specialist, Intramural/Recreation Specialist, Events Specialist, Concert Specialist and related coordinators, staff associates, managers, assistant/associate directors, directors.

## **17. Media**

Positions in this group have primary responsibility for the institution's internal and external communications through approved/recognized methods such as newsletters, press releases, and radio/TV broadcasts.

Example positions include: Publications Editor, Publications Specialist, Writer, Editor, Executive Editor, Multimedia Specialist, and related coordinators, staff associates, managers, assistant/associate directors, directors.

### **I. Student Services**

These families contain a wide range of positions, all of which provide a service to their work unit, department, or the University. The "service" may take the form of direct interaction with students, co-workers, other university employees, other offices/departments, external customers, faculty or staff. These families encompass positions at various levels of expertise within the general area of providing services and support to/for students (e.g. counseling, advising, tutoring, activities, dining, housing, etc.). Entry-level positions typically are able to learn required skills and knowledge on the current job or a previous job. Higher level positions within the group typically require technical, analytical, managerial and evaluative skills as well as increased proficiencies and knowledge of the University, department/office, and work unit. Skills acquired and utilized in these positions are generally transferable to other departments or careers primarily within the student services area. The two separate and distinct student services job families are noted below.

### **18. Student Services A: Academic Services**

Example positions include: Registrar, Associate Registrar, Testing Specialist, Academic Advisor, Tutor, Career Counselor and related coordinators, staff associates, managers, assistant/associate directors, directors.

### **19. Student Services B: Student Life Services.**

Example positions include: Staff Psychologist, Psychologist, Resident Director, Counselor (all appropriate types and levels), Admission Representative, Financial Aid positions, Advisor (all types and levels), and related coordinators, staff associates, managers, assistant/associate directors, directors.

- \* Research conducted for SECCP strongly shows that positions in the asterisked job families command higher salaries in the job market. The formula that determines which salary band each UMS salaried position falls in includes a variable for job family. Consequently, a position in an asterisked job family may be assigned to a different salary band than another position with equal points.