

STAFF JOB CLASSIFICATIONS

PURPOSE: These guidelines assist in determining grades for non-exempt staff positions. Hourly pay ranges reflect MVNU's ability to pay and the regional market, based on data supplied by the HR Department. Classifications will be reviewed, as needed. Ultimately, all grade assignments are affirmed by SLT.

GRADE	RESPONSIBILITY DESCRIPTION
A	Little or no prior experience needed
	Contributes to comfort/convenience/appearance of employees/students/facilities/grounds
	Occasionally supervises students
	Primarily manual labor
	May include temporary or contract employees
B	Degree/certificate and/or some experience preferred or required
	Provides support primarily to other employees and/or mid-level management
	Occasionally supervises students
	Primarily works in an office setting
	May assist others with budget management but lacks full budget responsibility
	Confidentiality level typically related to a specific area
	Makes decisions based on established policies/procedures, with some independent judgment required
	May include temporary or contract employees
C	Degree and/or significant relevant experience required
	Provides dedicated departmental program support or administrative support to SLT member
	May supervise other employees/students
	May be independently responsible for a budget of any size
	Confidentiality level typically related to university-wide issues
	Makes decisions based on established policies/procedures
	Possesses the freedom to independently use judgment in response to facts/circumstances
	Responsible for outcomes of a function that affects MVNU
May include temporary or contract employees	
D	Professional degree and extensive experience required
	External certification and/or technical designation preferred
	Potential for significant supervision of employees
	Independently responsible for material budget management
	Confidentiality level related to university-wide issues
	Extensive independent judgment required, well beyond established policies and procedures
	Minimal day-to-day oversight by supervisor, with evaluation primarily based on project outcomes
	Demonstrates mastery of high level technical discipline
E	Advanced or technical degree required, along with external certification and comprehensive experience
	Full responsibility for operation, including oversight of departmental activities
	Responsible for project/process outcome and control
	Confidentiality level related to university-wide issues