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.

<table>
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<th>GRADE</th>
<th>RESPONSIBILITY DESCRIPTION</th>
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| 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  
Possess 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 |

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