

UADA Policy 408.1
Classification and Appointment Criteria for Non-Classified Support Personnel
(Program Technician, Program Associate and Post Doctoral Associate positions)

Purpose

This policy describes the nature of classifications and appointments for non-classified support personnel within the Division of Agriculture. This policy provides guidelines and procedures for: 1) classification; and 2) appointment.

Scope

This policy applies to UADA employees in Program Technician, Program Associate and Post Doctoral Associate positions.

Policy

Classification

Categories for non-classified support personnel are Program Technician, Program Associate and Post Doctoral Associate. The responsibilities and expectations for each track are to be viewed as distinct and separate.

Program Technician

The Program Technician assists in management of advanced technical, scientific, applied research, or educational activities in an assigned program area under the direction of administration, academic faculty or Program Associates. A technician may supervise and train temporary staff and students. This position requires a Bachelor's degree in a related field appropriate to the assigned program area.

Program Associate

The Program Associate is responsible for project implementation and management under the direction of administration or academic faculty. Program Associates are expected to manage programs independently and contribute effectively to program design, results dissemination and/or Division mission activities. Program Associates may supervise and train Program Technicians, and/or temporary staff and students. This position requires a Bachelor's degree in a related field with three years of relevant professional experience, or a Master's degree in a related field.

Post Doctoral Associate

A Post Doctoral Associate must hold a Doctoral degree. Normally, these positions will be for a defined period with responsibilities assigned to a specific project.

Appointment

A job description will be developed prior to advertisement of a position. Position announcements should specify that a Program Technician or Program Associate is desired based on the anticipated job responsibilities.

Starting salary shall be determined by the Department or Unit Head and approved by the Division Human Resources Office before an offer may be made. Starting salary will be based on qualifications, experience, market factors, and other recognized criteria. Starting salary cannot be based solely on amount of funding available. The Department or Unit Head is responsible for assuring compensation equity within the unit.

The following minimum salary for each position has been established:

Program Technician

Minimum starting salary: \$41,000

Line Item Title: Program Technician

Working Title: Program Technician - [specialty area]

Program Associate

Minimum starting salary: \$46,000

Line Item Title: Program Associate

Working Title: Program Associate - [specialty area]

Revision Dates: April 21, 2021