

UADA Policy 408.2
Classification and Appointment Criteria for
Project/Program Administrators & Information Technology positions

Purpose

This policy describes the nature of appointments and classifications for Project/Program Administrators & Information Technology positions 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 the Project/Program Administrator and Information Technology positions. Program Technicians, Program Associates and Post Doctoral Fellows are not included in this policy.

Policy

Classification

Project/Program Administrator Classifications

Categories for project/program administrators are Specialist, Manager, Director, Senior Director & Executive. The responsibilities and expectations for each track are to be viewed as distinct and separate.

Project/Program Specialist

Under direction, the Project/Program Specialist is responsible for providing operational support in a functional area by gathering, analyzing, and preparing data; creating related reports and documentation; and providing technical assistance related to the operational function to management and internal clients. May supervise a small group of employees. This position requires a Bachelor's degree in a relevant discipline. With approval of the appropriate Sr. Associate Vice President, a combination of six years of education and/or directly related experience may be substituted for the Bachelor's degree for those with job duties that include the supervision of two or more appointed, regular employees.

Project/Program Manager

The Project/Program Manager provides leadership to an assigned operational function(s) within a department, regularly makes decisions for establishing work priorities and managing activities, and coordinates workflow and interactions within the department and with other departments. The position may have budgetary responsibilities and/or supervisory responsibility for non-classified and/or temporary staff. The position requires a Bachelor's degree in a relevant discipline plus three (3) years of relevant professional experience, including one (1) year in a supervisory or managerial capacity. The supervisory or managerial experience is required only if supervision is a duty of the position.

Project/Program Director

The Project/Program Director provides functional management and administrative leadership to operations of an assigned unit or department as a director or assistant director. The position may have budgetary responsibilities and/or supervisory responsibility. The position requires a Master's degree in a relevant discipline plus four (4) years of relevant professional experience, including one (1) year in a supervisory or managerial capacity. A Bachelor's degree and pertinent professional licensure or four (4) years of directly related experience may be substituted for the Master's degree. Substitution for a Master's degree does not waive the other requirements, which are in addition to the substitution requirements. The supervisory or managerial experience is required only if supervision is a duty of the position.

Senior Project/Program Director

The Senior Project/Program Director provides overall leadership and guidance to a support services department and functions as overall director of that department. This position has major responsibility for decisions and final results, with direct impact to the organization. This position requires a Master's degree in a relevant discipline plus seven (7) years of relevant professional experience, including two (2) years in a supervisory or managerial capacity. A Bachelor's degree and either a pertinent professional license or four (4) years of directly related experience may be substituted for the Master's degree. Substitution for a Master's degree does not waive the other requirements, which are in addition to the substitution requirements.

Executive Project/Program Director

The Executive Project/Program Director provides overall leadership and guidance to a support services department and functions as overall director of that department. **This position has major responsibility for decisions and final results, with direct impact to the organization. This position requires a Master's degree in a relevant discipline plus ten (10) years of relevant professional experience, including four (4) years in a supervisory or managerial capacity.** A Bachelor's degree and either a pertinent professional license or four (4) years of directly related experience may be substituted for the Master's degree. Substitution for a Master's degree does not waive the other requirements, which are in addition to the substitution requirements.

Information Technology Classifications

Categories for Information Technology positions are Computer Lab Technician, Network Analyst, Computer Operator, Computer Support Technician, Computer Support Analyst, Website Developer, Computer Support Specialist, Computer Support Coordinator, and Systems Analyst. The responsibilities and expectations for each track are to be viewed as distinct and separate.

Computer Lab Technician

The Computer Lab Technician is responsible for assisting students by providing hardware and software support in a laboratory setting. The formal education equivalent of a high school diploma; plus the completion of technical training in computer science, data processing, or a related field, as might be acquired from a vocational, military, or industrial setting or related

field; plus one year of computer or network support experience.

Network Analyst

The Network Analyst is responsible for maintaining and designing data, voice, video, and wireless networks, and providing additional level of maintenance support for network users. The formal education equivalent of an Associate's degree is required.

Computer Operator

The Computer Operator is responsible for monitoring and controlling electronic computer and peripheral electronic data processing equipment. The formal education equivalent of an Associate's degree is required.

Computer Support Technician

The Computer Support Technician is responsible for a wide range of activities related to computer support such as maintaining, analyzing, troubleshooting, and repairing hardware and software systems. The formal education equivalent of a Bachelor's degree is required.

Computer Support Analyst

The Computer Support Analyst is responsible for a wide range of activities related to computer support such as the maintenance and utilization of microcomputer and mainframe systems. The formal education equivalent of a Bachelor's degree is required.

Website Developer

The Website Developer is responsible for designing and creating web site layouts and determining ways to easily navigate through each site. The formal education equivalent of a Bachelor's degree in computer science, mathematics, or related field; plus (2) two years of experience in computer programming and analysis or a related area.

Computer Support Specialist

The Computer Support Specialist is responsible for a wide range of activities related to computer support such as the implementation, maintenance, and utilization of microcomputer and mainframe systems. The formal education equivalent of a Bachelor's degree is required.

Computer Support Coordinator

The Computer Support Coordinator is responsible for a wide range of activities related to organizing individuals and projects involving computer support such as the development, implementation, maintenance, and utilization of microcomputer and mainframe systems. The formal education equivalent of a Bachelor's degree is required.

Systems Analyst

The Systems Analyst is responsible for coordinating the design and/or modification of computer system process activities. The formal education equivalent of a Bachelor's degree

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with a major in computer science, mathematics, or related field; plus (4) four years of experience in computer programming or a related area, including one year in systems analysis.

Appointment

A position will be developed in Workday prior to advertisement of a job requisition. Position announcements should specify that an appropriate title is used based on the anticipated job responsibilities. The negotiated salary should be included in the letter of offer.

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:

Project/Program Specialist

Minimum starting salary: \$35,568
Line Item Title: Project/Program Specialist

Project/Program Manager

Minimum starting salary: \$35,568
Line Item Title: Project/Program Manager

Project/Program Director

Minimum starting salary: \$45,000
Line Item Title: Project/Program Director

Senior Project/Program Director***

Minimum starting salary: \$65,000
Line Item Title: Senior Project/Program Director

Executive Project/Program Director****

Minimum starting salary: \$75,000
Line Item Title: Senior Project/Program Director

Computer Lab Technician

Minimum starting salary: \$30,000
Line Item Title: Computer Lab Technician

Network Analyst

Minimum starting salary: \$30,000

Line Item Title: Network Analyst

Computer Operator

Minimum starting salary: \$30,000

Line Item Title: Computer Operator

Computer Support Technician

Minimum starting salary: \$30,000

Line Item Title: Computer Support Technician

Computer Support Analyst

Minimum starting salary: \$32,894

Line Item Title: Computer Support Analyst

Website Developer

Minimum starting salary: \$34,538

Line Item Title: Website Developer

Computer Support Specialist

Minimum starting salary: \$36,265

Line Item Title: Computer Support Specialist

Computer Support Coordinator

Minimum starting salary: \$39,983

Line Item Title: Computer Support Coordinator

Systems Analyst

Minimum starting salary: \$41,982

Line Item Title: Systems Analyst

*Revision Dates: April 20, 2021 and May 15, 2022

*Persons in a Project/Program Specialist position without a Bachelor's degree are not eligible the Division's Educational Differential Incentive Program upon earning a Bachelor's degree.

**Persons in a Project/Program Director position without a Master's degree are not eligible for the Division's Educational Differential Incentive Program upon earning a Master's degree.

***Persons in a Senior Project/Program Director position without a Master's degree are not eligible for the Division's Educational Differential Incentive Program upon earning a Master's degree.

****Persons in an Executive Project/Program Director position without a Master's degree are not eligible for the Division's Educational Differential Incentive Program upon earning a Master's degree.