



CAREER COMPASS

Job Fields and Job Families

HUMAN RESOURCES

UNIVERSITY OF CALIFORNIA, BERKELEY

FIELD:	COMMUNICATIONS	
FAMILIES:	<ul style="list-style-type: none"> Broadcast Communications Electronic Communications General Communications Media Communications 	<ul style="list-style-type: none"> Publications and Production Visual Communications Written Communications

FIELD:	EDUCATIONAL SERVICES	
FAMILIES:	<ul style="list-style-type: none"> Early Childhood Education Museum Education 	<ul style="list-style-type: none"> Professional Development Public Education Services

FIELD:	ENGINEERING	
FAMILIES:	<ul style="list-style-type: none"> Aerospace Engineering R&D Engineering 	<ul style="list-style-type: none"> Structural Engineering

FIELD:	EXTERNAL AFFAIRS	
FAMILIES:	<ul style="list-style-type: none"> Events External Relations 	<ul style="list-style-type: none"> Fundraising Marketing

FIELD:	FACILITIES DEVELOPMENT/EH&S	
FAMILIES:	<ul style="list-style-type: none"> Environmental Health & Safety Facilities Project Management Inspection Planning 	

FIELD:	FINANCE	
FAMILIES:	<ul style="list-style-type: none"> Accounting Audit Enterprise Risk Management Financial Analysis 	<ul style="list-style-type: none"> Financial Services Institutional Research Payroll Purchasing

FIELD:	GENERAL ADMINISTRATION	
FAMILIES:	<ul style="list-style-type: none"> Administrative Operations Contract Administration Executive Advising Executive Assistance 	<ul style="list-style-type: none"> Legal Ombuds Organizational Consulting Project/Policy Analysis

FIELD:	GENERAL SERVICES	
FAMILIES:	<ul style="list-style-type: none"> Custodial/Housekeeping Facilities Management Food Services General Services - Other Landscaping/Groundskeeping 	<ul style="list-style-type: none"> Mail Services Recycling and Refuse Services Storekeeping Transit Services

FIELD:	HEALTH CARE	
FAMILIES:	<ul style="list-style-type: none"> Athletic Training Clinical Laboratory Clinical Nursing Counseling/Psychology Health Care Administration Health Care Clinic Operations Health Education Massage Therapy 	<ul style="list-style-type: none"> Nurse Practitioner Optometry Pharmacy Physical Therapy Physician Physician Assistance Radiology Social Work

FIELD:	HUMAN RESOURCES	
FAMILIES:	<ul style="list-style-type: none"> Academic Human Resources Benefits Compensation Employee Relations 	<ul style="list-style-type: none"> Employment Equal Employment Opportunity HR Generalist Labor Relations

FIELD:	INFORMATION TECHNOLOGY	
FAMILIES:	<ul style="list-style-type: none"> Applications Programming AV IT AV IT Engineering Business Systems Analysis Business/Technical Support Comm & Network Technology Data Systems Management Database Administration Information Systems 	<ul style="list-style-type: none"> IT Architecture IT Security Production Control QA/Release Management Systems/Infrastructure Admin Technical Project Management User Experience Design

FIELD:	LIBRARY SERVICES	
FAMILIES:	<ul style="list-style-type: none"> Library 	

FIELD:	MUSEUM SERVICES	
FAMILIES:	<ul style="list-style-type: none"> Conservation Museum Curatorial Museum Preparation/Exhibition Museum Registration/Collection 	

FIELD:	PERFORMING ARTS	
FAMILIES:	<ul style="list-style-type: none"> Performance Performing Arts Prod & Admin 	

FIELD:	RESEARCH ADMINISTRATION	
FAMILIES:	<ul style="list-style-type: none"> Academic Program Management Contracts and Grants 	<ul style="list-style-type: none"> Intellectual Property Research Compliance

FIELD:	RESEARCH AND LABORATORY	
FAMILIES:	<ul style="list-style-type: none"> Field Research Lab Instruction Lab Mechanician Lab Research 	<ul style="list-style-type: none"> Laboratory Animal Care Research Data Analysis Survey

FIELD:	SECURITY AND PUBLIC SAFETY	
FAMILIES:	<ul style="list-style-type: none"> Dispatching and Records Parking Ops and Enforcement Police Security 	

FIELD:	SKILLED CRAFTS AND TRADES	
FAMILIES:	<ul style="list-style-type: none"> Carpenter Electrician Painter Plumber 	<ul style="list-style-type: none"> Skilled Crafts - Other Skilled Crafts & Trades Mgt

FIELD:	SPORTS AND RECREATION	
FAMILIES:	<ul style="list-style-type: none"> Coaching Intercollegiate Athletics Recreation 	

FIELD:	STUDENT SERVICES	
FAMILIES:	<ul style="list-style-type: none"> Academic Achievement Counseling Admissions/Recruitment Career Services Curriculum Planning Financial Aid K-14 Academic Preparation 	<ul style="list-style-type: none"> Student Academic Advising Student Academic Support Student Disability Services Student Life & Development Student Services Advising

NOTES:

- Subject to slight modifications.
- A temporary trainee level may be available in the above job families for career development purposes.



CAREER COMPASS

Sample Job Standard

HUMAN RESOURCES

UNIVERSITY OF CALIFORNIA, BERKELEY

FIELD:	INFORMATION TECHNOLOGY
FAMILY:	DATABASE ADMINISTRATION
CATEGORY:	PROFESSIONAL

JOB TITLE	Database Administrator 1
JOB FAMILY SUMMARY	Involves planning computerized databases, including base definition, structure, documentation, long-range requirements, operational guidelines and protection. Ensures accuracy and completeness of data in master files and various support tools. May establish database management systems, standards, guidelines and quality assurance for database deliverables.
JOB CODE	To be determined
SALARY GRADE	PSS (To be determined)
FLSA	Nonexempt
JOB LEVEL	Entry
SCOPE	
Generic Scope (Campus-wide)	Entry-level professional with limited or no prior experience; learns to use professional concepts to resolve problems of limited scope and complexity; works on assignments that are routine in nature, requiring limited judgment and decision making.
Custom Scope	Learns to use professional concepts, industry standards, and best practices in maintaining databases. Working on problems of limited scope, normally receives detailed instruction on work assignments and primarily works with other members in the incumbent's unit. Follows standard practices and procedures in analyzing situations or data from which answers can be readily obtained.
KEY RESPONSIBILITIES	<ul style="list-style-type: none"> • Under direct supervision, learns to apply department policies and procedures to resolve routine database design and implementation issues such as data cleaning, monitoring, backups and restores, data imports and exports. • Learns to maintain standardized security and integrity controls. • Primarily interacts with members of own unit. • Participates in the implementation of enhancements that will improve the performance and reliability of the system. • Learns to document database operations and design. • Works with others in the implementation of database scripts, interfaces and applications.
EDUCATION/TRAINING	Bachelors degree in related area and/or equivalent experience/training
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> • Is learning basic database management operations and knowledge of department rules and regulations. • Must demonstrate interpersonal skills, problem solving skills, service orientation, active listening, effective verbal and written communication skills and organizational skills. • Must be able to multi-task and prioritize tasks. • Background check required.
ENVIRONMENT	Campus settings and various external venues
CAREER PATH JOBS*	Database Administrator 2 Information Technology > Data Management > Professional

COMMON TO ALL JOBS

POPULATES THE JOB DESCRIPTION

USED BY RECRUITERS

NOTES:

Above guidelines apply to a fully performing employee.

It is expected that incumbents at each level are able to carry out the responsibilities and possess the skills associated with the previous levels.

* Additional training/education or equivalent experience, as well as business need, are required for movement into higher level jobs.

Subject to slight modifications.



FIELD: COMMUNICATIONS	
Broadcast Communications	Involves developing and managing content, planning, coordinating and administering programs, processes, and facilities in radio and television, including programming, production, scheduling, training, digital and/ or analog editing, accounting, and organizing related events.
Electronic Communications	Involves developing electronic communications when communications knowledge, rather than Information Technology knowledge, is paramount. Includes website development, or producing communications or instruction using the web, audio, video, and other electronic media, which may involve writing, editing, designing, production and/or programming.
General Communications	Involves developing, implementing or executing a comprehensive, multidisciplinary communications program; involves work in two or more communications disciplines OR work not otherwise covered in other communications job families.
Media Communications	Involves providing news and information for the general public and key campus audiences through a clear understanding of news, skilled work with the media, programs for public outreach, and/or strategic communication of the institution's messages.
Publications and Production	Involves producing (bookbinding, press, and edition bindery), planning, scheduling, and coordinating the production of printed and/or electronic books, catalogs, publications, manuscripts, promotional and other materials. Confers with writer/editors, communications design specialists, project directors and related staff in the preparation and production of proposed publications; verifies that format of copy conforms to printing and/or electronic publishing specifications.
Visual Communications	Involves creating visual communications that inform, instruct, and/or influence the way people perceive services, products, or organizations using knowledge of graphic design, communications strategy, marketing, research, environmental design, photography and photographic services, and/or illustration.
Written Communications	Involves conceiving, researching, writing, editing, and/or publishing written materials and strategic communications, including publications, articles, proposals, speeches, and promotional material.

FIELD: EDUCATIONAL SERVICES	
Early Childhood Education	Involves providing developmentally appropriate early care and education; provides support to families on child education; provides model training experiences for teachers; may develop research environment and oversee, perform and report on research conducted in the child care program.
Museum Education	Involves planning, implementing and presenting educational programs that enhance public understanding of collections, research, exhibitions, and museum's subject areas. Conducts research, and develops and produces written educational materials. Develops and presents gallery talks, lectures, seminars, symposia, and other educational programs. May coordinate volunteers and/or docent program.
Professional Development	Involves designing, conducting and supporting supervisory, management, technical and non-technical training efforts for campus staff and faculty. Works with business units to determine training needs and develop appropriate training programs, technology and learning approaches accordingly.
Public Education Services	Involves designing, conducting, promoting, and supporting various public educational programs. Researches and assesses educational needs and interests for targeted public segments, and develops programs, materials, technology and learning approaches accordingly.



FIELD: ENGINEERING	
Aerospace Engineering	Involves engineering design and development of aerospace systems including scientific instruments for spacecraft and satellite command and control systems. Ensures the safe integration and testing of spacecraft to the launch vehicle and coordinates their operation in orbit.
R&D Engineering	Involves professional engineering and engineering technician support as part of academic instructional lab and/or research projects and programs. Engineering activities include the design, construction, testing of experimental systems, operation of analytical systems, establishment of performance specifications, and documentation. Engineering Technicians may be assigned duties within a single discipline (e.g., electrical) or span a range of disciplines [Note: for machine specialty work in a research or lab setting, see Research and Laboratory Job Field, Lab Mechanician Job Family].
Structural Engineering	Involves engineering design, construction and alteration of electrical, mechanical, gaseous and liquid systems in buildings, facilities and other structures. Involves new construction, major alterations and maintenance of physical plant facilities for general purposes. Includes civil, electrical and mechanical engineering specialties.

FIELD: EXTERNAL AFFAIRS	
Events	Involves the planning and organizing of campus event activities, including managing logistics such as facilities, tickets, audience management activities, concessionaires, caterers, and vendors, and facilitation of communication and services with speakers and facility maintenance staff; or provides technical support of these activities.
External Relations	Involves activities associated with reaching, serving, and engaging external constituencies through programs, events, products, and services not primarily related to fundraising. Constituencies include alumni, local community, government, parents, as well as the general public. Translates constituent needs and priorities into customized programs to create, enhance, and sustain relationships between the campus and its external constituencies.
Fundraising	Involves designing, developing, delivering, and administering fundraising programs. Identifies new donor prospects through researching background information on potential donors and developing materials, marketing plans, and organizing related programs/events; cultivates, stewards, and may solicit donor prospects.
Marketing	Involves the marketing and/or selling of campus activities, services, or products including sale of retail merchandise; or provides marketing support activities. Involves the analysis of identified constituencies/audiences and the development of programs, services, and outreach to meet identified needs and influence public perception; may involve “brand” development or enhancement; may involve working with the media (press, television, radio).



FIELD: FACILITIES DEVELOPMENT/EH&S	
Environmental Health & Safety	Involves developing, implementing, and monitoring campus environmental and safety programs and policies to ensure compliance with federal, state, and local environmental, health, and safety regulations, and ensure a safe workplace. Includes hazardous materials control, emergency preparedness, fire protection, radiological safety, accident prevention, air and water quality, and other EH&S programs and policies; or provides technical support for these programs.
Facilities Project Management	Involves managing the design and construction of capital projects, including renovations, expansions and new facilities and infrastructure as well as landscape projects; collect, develop, and analyze technical data to determine project requirements and preparation of information regarding specifications, materials, equipment, estimated costs, and completion times. (For Facilities Management, see General Services Job Field.)
Inspection	Involves inspections of campus construction projects for conformance to project plans and specifications, applicable codes and standards, policies and procedures; quality control and assurance.
Planning	Involves providing strategic and long range planning for the programming, design, development and disposition of campus properties and facilities, including buildings, infrastructure and landscape projects; research, collect and analyze planning data to develop campus planning policies and procedures; project planning, design and program guidelines; compliance with environmental planning regulations and architectural design review.

FIELD: FINANCE	
Accounting	Involves accounting functions such as analyzing, monitoring, preparing and reconciling financial information to reflect the condition of the organization and provide financial and other statistical data to control operations. Also may involve preparation of financial reports to meet internal and external reporting requirements. May include activities relating to developing, implementing and monitoring accounting systems, policies and procedures.
Audit	Involves auditing for compliance with laws, policies, and good business practices, reporting findings and making recommendations to implement improvements.
Enterprise Risk Management	Involves protecting the institution from loss. Develops and coordinates activities and programs that are designed to promote accountability. Helps identify and minimize risk of all types, and strengthen effectiveness and efficiency of controls.
Financial Analysis	Involves developing, interpreting and implementing financial concepts for financial planning, resource planning (dollars), and control of organizational budget. May analyze and prepare recommendations for financial plans, including annual resource allocations, future requirements, and operating forecasts.
Financial Services	Involves the processing and servicing of a variety of operational, personnel, and financial transactions and services. Includes cashiering, payroll, accounts receivable, accounts payable, collections, data collection and data entry, analysis, review and control, customer servicing, and reporting.
Institutional Research	Involves activities associated with supporting campus strategic planning and decision making through the analysis, presentation, and distribution of institutional related research data. Includes planning and analytical studies, assessment, and reporting on data related to students, academic and non-academic employees, financial, and facilities. May be involved with compliance with informational requests from external agencies.
Payroll	Involves activities associated with generation of the campus payroll including labor distribution records, vacation and sick leave accrual, overtime and withholding status. Complies with all government reporting requirements for payroll taxes, withholding and employer contributions.
Purchasing	Involves acquisition of goods and services including equipment acquisition, contracting for professional services, design and/or construction services, business contracts, maintenance services, consulting and personal services.

Career Compass Job Family Descriptions



FIELD: GENERAL ADMINISTRATION	
Administrative Operations	Involves managing or performing the administrative services or managing the full general operations of an academic or non-academic organization(s). Administrative services includes activities in finance and human resources and may also include IT, facilities, or student services. General management includes long and short range strategic planning in determining the mission and directing all activities of multi-disciplinary departments through subordinate management staff.
Contract Administration	Involves structuring, and/or administrating contractual documents that establish business relationships with contractors, customers and/or partners. Collaborates with internal partners as well as legal staff to structure contracts. Professional contracting services are provided in compliance with system-wide and campus policies and procedures. Analyzes contracts to ensure compliance with all applicable laws, rules, regulations and policies. Advises management of contractual rights and obligations and provides interpretation of terms and conditions.
Executive Advising	Involves providing strategic guidance, advising and decision making on behalf of an executive (generally defined as Chancellor, Vice Chancellor, or Vice Provost), relative to strategic academic and resource planning, short and long-range policy development, communications and high level analyses of new program development. In addition to executive advising, may also manage an independent program and/or professional staff engaged in a range of administrative functions.
Executive Assistance	Involves providing administrative oversight for an executive, including the coordination of communications and pertinent data among a group of the executive's subordinate management staff. Performs and/or oversees special projects or assignments that are highly sensitive or complex in nature, requiring a high level of independence and initiative in execution and implementation. Handles details and oversees work of a highly confidential and critical nature to support the executive on matters of significance.
Legal	Involves providing legal advice and counsel to students of the institution, including advising on legal rights, obligations and related matters. Or performs paralegal work in research and legal data collection.
Ombuds	Involves providing impartial, informal, independent and confidential conflict resolution services to the campus community; constituencies may include faculty, staff and/or students.
Organizational Consulting	Involves assessing organizational and strategic issues and providing guidance through organizational development solutions such as facilitating assessments, strategic planning, and culture-change and process-oriented approaches to enhance institutional performance. Consults with leaders, departments, and committees to address root causes of organizational effectiveness issues using a systematic approach. Analyzes current organizational purpose, structure, relationships, policies, systems, and data. Recommends and facilitates improvements ensuring alignment with organizational strategy.
Project/Policy Analysis	Involves analytical studies on a variety of policies, projects, programs and issues in support of a function, program and/or organizational unit, or in research of new or changing systems and programs. Assists in policy and program planning, development and administration; interprets, monitors and analyzes information regarding policies and procedures and provides consultative services regarding general management to department administrators.



FIELD: GENERAL SERVICES	
Custodial/ Housekeeping	Involves the cleaning and housekeeping of buildings and exterior areas including classrooms, laboratories, offices, auditoriums, gymnasiums, health clinics, rest rooms, private rooms in residence halls and apartments. Also may involve trash and recycling material removal, meeting room set-up and hotel-like room servicing, and floor care.
Facilities Management	Involves the management, long-range planning, organization, coordination, oversight and/or performance of multiple operational activities and services for one or more buildings, including space planning, general maintenance, call center triage and tracking of repair services, move planning and coordination, development of procedures, policies and communications related to infrastructure and safety. (For Facilities Project Management, see Facilities Development/EH&S Job Field.)
Food Services	Involves all aspects of food service operations, including preparation, serving and presentation of food and beverages; dining and serving area set up; cleaning of the facilities, equipment and tableware; greeting customers, checking meal cards and executing transactions.
General Services - Other	Involves performing service work for the campus not otherwise covered in other general services job families.
Landscaping/ Groundskeeping	Involves planning, organizing, coordinating and performing activities supporting campus exterior landscaping, including gardening, planting, landscape and grounds maintenance, erosion, pest management, and exterior fire control projects.
Mail Services	Involves the preparation, pickup, and delivery of incoming and outgoing domestic and international mail and packages for distribution, including sorting, classifying, weighing, calculating rates and recording recharge information, processing improperly addressed mail and answering mail related questions.
Recycling & Refuse Services	Involves performing exterior refuse and recycling collection functions, dumping refuse and waste, and maintaining vehicles and litter receptacles.
Storekeeping	Involves ordering, inventory records management and tracking, receipt, storage, and distribution of equipment, materials, and supplies.
Transit Services	Involves transporting equipment and supplies, materials and passengers.

FIELD: HEALTH CARE	
Athletic Training	Involves providing intercollegiate athletes with injury prevention training, and evaluation, management and rehabilitation of athletic injuries.
Health Care Clinic Operations	Involves managing or performing the administrative services and/or clinical operations of assigned health care clinic(s) in accordance with federal, local and internal standards, policies and regulations.
Clinical Laboratory	Involves obtaining and processing patient specimens, providing simple and more complex analyses, to assist in the assessment and diagnosis of current or potential health problems. Licensed or works under the supervision of a licensed professional.
Clinical Nursing	Involves providing basic and complex health care for actual or potential health problems with interventions including but not limited to observation, assessment, therapeutic treatment, prevention, physical and mental care and comfort, screenings, education and research. Coordinates care planning with other disciplines. Licensed or works under the supervision of a licensed professional.



FIELD: HEALTH CARE, continued	
Counseling / Psychology	Involves psychological evaluation, diagnosis, counseling, psychotherapy and crisis intervention with individuals and groups across a broad spectrum of developmental and psychological concerns that interfere with effective academic and personal functioning. Develops psycho-educational programs. Also performs one or more of the following functions: Uses and interprets educational, vocational and psychological tests; provides clinical supervision of professional graduate-level trainees. Licensed as a Psychologist in California or works under the supervision of a licensed professional.
Health Care Administration	Involves overall leadership, planning and management of most or all health care system operations and resources in accordance with the strategic direction, mission, vision and policies set by the campus.
Health Education	Involves planning, implementing, and evaluating health education programs to prevent illness and promote the health of the campus community. Responsible for interventions at the individual, community, organizational, and policy level.
Massage Therapy	Involves providing therapeutic and relaxational massage to promote relaxation, relieve sore muscles and back pain, and enhance athletic or general physical performance.
Nurse Practitioner	Involves providing healthcare services within broadened scope of nursing practice. This includes diagnosis of illness and injury, ordering and interpreting diagnostic tests, ordering/furnishing medications and devices, establishing plans of care that promote health care maintenance and illness prevention. Collaborates with a physician for general medical supervision. Requires licensure and certification.
Optometry	Involves diagnosing, managing, and treating conditions and diseases of the human eye and visual system.
Pharmacy	Involves providing pharmaceutical services to students and other eligible customers. Supplies the various clinics at the student health services with pharmaceuticals. Serves as a resource for drug information for students, faculty and staff.
Physical Therapy	Involves the evaluation, treatment and education of patients with musculoskeletal or neurological dysfunctions, using standard physical therapy procedures to assist patients in reaching highest functional ability. Licensure required.
Physician	Involves providing health care to adolescent and adult patients, including assessing and treating a wide variety of conditions, ailments and injuries. Diagnoses, manages and treats patients. Refers patients with more serious conditions to other specialists for more complex care or other health care facilities for more intensive care. Licensure required.
Physician Assistance	Involves diagnoses of illness, ordering of diagnostic tests, ordering and prescribing medications and devices. Collaborates with a physician for medical supervision. Certification required.
Radiology	Involves operating imaging equipment to make images of designated portions of body as ordered by the physician. Positions and instructs the patient for radiological examinations, adjusts imaging equipment and determines the proper voltage, current and desired exposure time for each image.
Social Work	Involves counseling individuals and groups across a range of health, academic, developmental, psychological, cultural and social concerns. Provides assessment, crisis intervention, brief therapy, case management and develops prevention and psycho-educational programming to promote optimal mental health for the individual and community. Also performs one or more of the following functions: Case management for hospitalized clients and at discharge; developing and maintaining referral networks to community resources. Licensed as a Social Worker in California or works under the supervision of a licensed professional.

Career Compass Job Family Descriptions



FIELD: HUMAN RESOURCES	
Academic Human Resources	Involves providing Academic HR advice and services to campus departments, Colleges, and Schools. Counsels Chairs, Senate faculty members, or non-Senate instructors on academic issues such as academic advancement, work-related problems governed by UC academic HR policy, and instructional labor contracts.
Benefits	Involves administering and communicating the campus's benefits programs. Influences, shapes and collaborates on employee benefit programs. May provide training to departments on employee benefit programs, and workshops on new/amended benefit programs.
Compensation	Involves developing, implementing and administering compensation policies and programs for the campus. Reviews job evaluations requests and proposals, and provides advice on job evaluation, position management, and position salary-setting.
Employee Relations	Involves the design and administration of programs, procedures and plans related to employee workplace issues such as conduct, discipline, performance, communications, campus policies and procedures. Uses employee relations concepts and applies campus policies and procedures to resolve a variety of employee relations issues and situations. Works in collaboration with other functional areas of human resources.
Employment	Involves developing, implementing and/or maintaining recruitment and other employment and sourcing programs and policies for the campus. Provides advice and counsel to campus on employment practices and recruitment processes.
Equal Employment Opportunity	Involves developing, implementing, and/or administering the Campus' diversity, equal employment opportunity and affirmative action efforts in order to comply with government legislation and management directives and support campus equity and inclusion programs. Provides advice and conducts analyses of the organization's related programs to ensure compliance with government legislation and Campus goals and monitor progress toward campus goals.
HR Generalist	Involves recommending, developing, implementing, administering, coordinating, and/or evaluating Human Resources policies, labor contracts, statutes, programs and procedures covering several of the following: recruitment, compensation, employee relations, labor relations, payroll, benefits, welfare programs, training and development, visa procurement, intercampus transfers, and employee services.
Labor Relations	Involves establishing and maintaining satisfactory labor-management relations, including monitoring and ensuring adherence to contract provisions, representing the campus in negotiating sessions, addressing grievances and questions of a specific group of union employees.



FIELD: INFORMATION TECHNOLOGY	
Applications Programming	Involves writing programs in a computer language, designing related databases, web interfaces and content, or multimedia processes. Designs, develops, modifies, tests and evaluates and maintains computer programs. Work includes test-to-production processes, quality assurance, maintenance and documentation of applications. Includes web applications programming.
AV IT	Involves planning, coordinating and administering programs, process, facilities and technical systems in support of teaching, learning, research, communications and administrative purposes. Includes one or more of the following areas: writing and editing, technical, instructional or command media, or video and audiovisual production. Works closely with and/or provides counsel to campus representatives coordinating major projects or events.
AV IT Engineering	Involves the planning, design, installation, maintenance, and upgrading of AV/IT systems in campus classrooms, large lecture halls and other facilities, including broadcast studios. AV/IT applications include presentations, interactive collaboration, video/audio conferencing, streaming video and master control centers.
Business Systems Analysis	Involves analyzing large-scale business processes and problems; developing solutions involving the use of computer systems, information flow and architecture; creating specifications for systems to meet requirements; validating requirements against needs; designing details of automated systems; developing user interface design; planning and executing unit integration and acceptance testing. May lead cross-functional teams to solve complex business or systems issues.
Business/ Technical Support	Involves providing day-to-day consultation, training, instruction, trouble-shooting, problem-solving to the personal computer (including laptop) user for hardware, software, network and related computer systems and peripheral devices. Insures their operation for individuals and groups of computer users. Installs and configures systems; recommends hardware and software acquisitions and upgrades.
Comm & Network Technology	Involves operation of the campus's voice and data network. Plans, designs, develops, installs and maintains voice and data network systems for the campus or a sub-unit.
Data Systems Management	Involves planning, designing, developing, implementing and administering databases to acquire, store and retrieve data; ensures accuracy and completeness; establishes and maintains data security; migrates data to new systems; optimizes/tunes data system performance; develops database dictionaries, specifications, tables and data elements. Usually not an application developer.
Database Administration	Involves planning computerized databases, including base definition, structure, documentation, long-range requirements, operational guidelines and protection. Ensures accuracy and completeness of data in master files and various support tools. May establish database management systems, standards, guidelines and quality assurance for database deliverables.
Information Systems	Involves providing a variety of IT services in a unit. Assignments may include applications programming development and maintenance, systems administration, desktop support, business systems analysis, web applications development and/or maintenance, or a combination of these and/or other IT functions. Note: If 50% or more of the position is in a defined sub-family, the position should be placed in that sub-family.
IT Architecture	Involves conceptualizing, planning, designing and implementing complete and integrated information technology solutions for campus departments or the entire campus. Keenly aware of departmental or campus wide business needs and long-term goals. Researches and prototypes emerging technologies. Works on issues that impact design/selling success or address future concepts, products or technologies. Promotes the use of campus information technology standards. Often serves as consultant to management.
IT Security	Involves developing and maintaining the security of data and systems as the primary responsibility of the position. Plans, designs, develops, implements and maintains systems and programs to insure the integrity, reliability and security of data and systems.



FIELD: INFORMATION TECHNOLOGY, continued	
Production Control	Involves scheduling, setup, submission, and monitoring production jobs to successful completion in accordance with established procedures and practices. Insures customer needs are met in a timely manner.
QA/Release Management	Involves developing, evaluating, revising, and applying technical quality assurance protocols/methods to inspect and test in-process a variety of IT processes, programs and products. Ensures activities and items are in compliance with both campus IT quality assurance standards and applicable government regulations. Performs analysis and identifies trends in the inspection of IT processes, programs and products in-process and recommends corrective actions when necessary. Ensures that established inspection, sampling and statistical process control procedures are followed. May assure compliance to UC and/or external specifications and standards. Evaluates and analyzes the efforts in organizing, documenting, and interpreting inspection support documents and records.
Systems/ Infra-Structure Admin	Involves serving as the technical administrator for hardware, operating systems, and network management. Plans and coordinates the installation, configuration and testing of hardware and software components. Work may involve central or departmental computer systems and networks. Includes web systems administration.
Technical Project Management	Involves managing outcome of specific IT projects with a defined beginning and end. Manages the development and implementation process involving departmental or cross-functional teams. Plans, coordinates and monitors schedules, budgets, staff and deliverables. Monitors the project from initiation through delivery. Organizes the interdepartmental activities ensuring completion of the project on schedule and within budget constraints.
User Experience Design	Involves applying user-centered design processes to create, evaluate and modify designs and prototypes in support of evolving software application and web development. Gathers input from users at all phases of the design process and ensures that those needs are represented in the product or service being developed. Performs usability evaluations for development teams. May produce specifications describing user requirements and internal structures for product or service in development.

FIELD: LIBRARY SERVICES	
Library	Involves providing library public services and technical services such as reference, instruction, acquisitions, cataloging, circulation, and other library related processes and projects.

FIELD: MUSEUM SERVICES	
Conservation	Involves examining and documenting objects in a collection, working to prevent their deterioration, and treating and repairing them when necessary.
Museum Registration/Collection	Involves ensuring the physical safety of and accurate record keeping on all works in a collection and on loan. Involves collections management, care, documentation, and providing access to the collections; and cataloging, deaccessions, and loans to other institutions. Also involves the safe transport of objects, and in scientific museums, specimen preparation.
Museum Curatorial	Involves academic interpretation of objects in a collection and on loan. Recommends acquisitions, deaccessions, and conservation. Conducts original research and presents/publishes results. May have administrative responsibilities and/or oversee the care of the collections and their documentation.
Museum Preparation/Exhibition	Involves designing, fabricating, and installing exhibitions for public education. Prepares objects for exhibition, shipping, archiving, and storage, which can include activities such as mounting, matting, framing, wrapping, packing, and transporting.



FIELD: PERFORMING ARTS	
Performance	Involves performance, coaching, and directing in any of the fine arts except the visual arts (e.g., painting and photography—see Visual Communications), including music, dance, and acting. Includes composition, arranging, and choreography.
Performing Arts Prod & Admin	Involves administrative and production aspects of the performing arts, including: performing arts management, administration, and scheduling when the skills require specific knowledge of the performing arts field; facilitating production requirements, such as theatrical productions and film and video presentations; theater management, construction, installation and maintenance of elements in a variety of theatrical craft and arts areas including direction, technical support, stage crews, lighting, sound, scenery, rigging, props, projection, multi-media, wardrobe, hair and make-up, and artist hospitality. (For positions requiring professional performance training and expertise, see Performance job family.)

FIELD: RESEARCH ADMINISTRATION	
Academic Program Management	Involves managing a significant, independent academic or research program. Formulates program strategies and goals. Plans, directs and controls program budget and other related resources.
Contracts and Grants	Involves providing analytical and financial support in proposal processing, contract and grant administration, and budget development, including pre-award proposal initiatives, management of funds post-award, and closeout activities for federal, state, local and private sponsors. Involves activities associated with forecasting, planning, and managing of research portfolios by performing some or all of the following: coordinating and identifying and developing and/or presenting proposals, contracts and other agreements; reviewing proposals to ensure institutional compliance; negotiating, administering and monitoring contract and grant awards, including compliance with regulations, terms and conditions; financial management and reporting; and sub award/subcontract issuance and administration.
Intellectual Property (replaces previous family name of Technology Licensing)	Involves advising faculty and the campus on intellectual property (IP) rights protection, business start up and other technology transfer related issues. Evaluates the commercial potential of research results, obtains and manages the appropriate IP rights protection, markets inventions and software, and/or biological/tangible materials; drafts and negotiates IP licenses and Material Transfer Agreements (MTAs) and IP terms in research and collaboration agreements. Supports companies who wish to sponsor research and/or license technologies from campus researchers. Facilitates administration of federal and state laws regarding research, conflict of interest, IP, contracts and employment. Works with outside patent attorneys to file patent applications.
Research Compliance	Involves staffing, administering or managing research oversight and compliance committee activities related to research activities such as human subjects, animal use and care and use, conflict of interest. Reviews research protocols for use in specific fields, assists in writing and reviewing protocols, and compliance with federal, state, and University mandated laws, regulations and policies.



FIELD: RESEARCH AND LABORATORY	
Field Research	Involves the on-site administrative, research, facilities management and/or cultivation functions involved in establishing and maintaining environmental field research sites. Field sites represent a diverse range of eco-regions to support a variety of research activities.
Lab Instruction	Involves the application of specialized academic or scientific knowledge to perform or develop experimental procedures as part of academic instructional lab and/or research programs. Responsible for laboratory instruction methodologies and protocols and performing experiments and teaching exercises. Troubleshoots problems with equipment and materials during classroom exercises. May perform literature research, data analysis and participate in teaching.
Lab Mechanician	Involves machine technician support activities as a part of Research and Laboratory projects and programs. Operates machine power equipment (such as lathes, mills, surface grinders, power and cutoff saws) to develop and fabricate apparatus, often one-of-a-kind, in a research or laboratory setting. Works closely with faculty, other technical staff, and students. Generates drawings for illustration, clarity, and final construction.
Lab Research	Involves conducting or supporting laboratory research, which may include routine or non-routine laboratory operations, data interpretation, development and performance of technical protocols and procedures, design of experiments, literature studies, and preparation of scientific papers.
Laboratory Animal Care	Involves conducting or assisting with veterinary and routine animal husbandry including daily monitoring, recordkeeping, feeding, watering, cleaning, and animal medical and health care activities. May be involved in conducting or assisting with laboratory animal research and teaching projects including development and design of animal protocols. May involve internal and public outreach.
Research Data Analysis	Involves gathering, analyzing, and interpreting a wide variety of research data, which may include selecting data samples, preparing questionnaires, and analyzing collected information according to established statistical methods. Prepares reports, charts, tables, and other visual aids.
Survey	Involves collection of survey data; may conduct research, including the design and validation of survey instruments.

FIELD: SECURITY AND PUBLIC SAFETY	
Dispatching and Records	Involves scheduling and dispatching campus police; taking and routing emergency calls for service; monitoring fire and security alarm systems, managing police record systems, and implementing applicant fingerprinting and background review process.
Parking Ops and Enforcement	Involves monitoring campus parking facilities and enforcement activities. Operations include maintaining compliance with parking rules and regulations; issuing permits, collecting monies for permits and from meters, issuing citations and warnings, forecasting vehicle parking patterns and assessing demands, and ensuring maintenance of parking lot structures and surfaces.
Police	Involves protecting life and property, maintaining security and order, and preserving the general welfare of the campus community. Engages in a variety of police activities such as patrolling, investigation, law enforcement, crime prevention and detection. Certified and conforms to the California Commission on Peace Officers Standards and Training (POST).
Security	Involves guarding university property to protect people, prevent theft, violence, or infractions of rules. Assists with crowds and traffic at public events.



FIELD: SKILLED CRAFTS AND TRADES	
Carpenter	Involves installing, finishing and repairing wood and steel stud wall and partition systems including sheetrock and plaster types. Fabricates and/or installs flooring, doors and frames, casework, countertops, and shelving systems in accordance with campus guidelines.
Electrician	Involves installing, troubleshooting, maintaining and repairing lighting, motors and control circuits, electrical power and control systems. Install EMT and rigid conduit and wiring. Installs and wires circuit breakers, solenoids, transformers, GFI's, contactors and relays and other electrical equipment in a code compliant manner.
Painter	Involves removing old finish, preparing surfaces, mixing and matching paints, and applying coats of paint, varnish, stains, lacquer, or enamel to decorate and protect interior/exterior surfaces, trimmings and fixtures of buildings and other related structures.
Plumber	Involves installing, waste, vent, drain, water, gas, vacuum, air, and special lab gas piping systems with proper fittings and connections in accordance with campus guidelines. Selects and installs components composed of metals such as iron, steel, brass, copper and lead, and non-metals such as glass, vitrified clay and various plastic piping systems.
Skilled Crafts - Other	Involves skilled trades work such as steamfitter, machinist, roofer, elevator mechanic, glazier. (Note: Does not include trades with a specific job family, including Carpenter, Electrician, Painter, Plumber, and Printing Trades)
Skilled Crafts & Trades Mgt	Involves overseeing and/or managing activities relating to skilled crafts and trades, including one or more of the following: heating, ventilation and air-conditioning (HVAC), boiler operators, electrical, machinist, sheet metal, abatement and insulators, structural (carpentry, painting, roofing, glazer, blinds), plumbing or other skilled crafts and trades.

FIELD: SPORTS AND RECREATION	
Coaching	Involves directing or assisting with developing the student-athlete physically, competitively and emotionally. Enhances the execution of competitive sports, manages team, recruits, fundraises and may determine competitive schedules.
Intercollegiate Athletics	Involves developing, promoting and supporting the operational and strategic aspects of intercollegiate student athlete programs, including planning, scheduling, budget administration, and travel.
Recreation	Involves instructional or program activities related to recreation, leisure, and fitness in an accredited environment; provides first aid and emergency care as necessary, and responds to user/customer needs.



FIELD: STUDENT SERVICES	
Academic Achievement Counseling	Involves providing individualized services to students who are underrepresented, low income, first generation college students, and/or otherwise at a higher risk of experiencing academic difficulty, to help students succeed. Services may include academic needs assessment, developing individual study plans, recognizing and addressing academic and non-academic barriers to academic success, and counseling on other aspects that may affect student retention and academic success. Includes specializations in particular underrepresented groups, particular academic skills (e.g., research skills, preparation for graduate programs), or success in particular academic programs.
Admissions/Recruitment	Involves developing and implementing programs for student outreach, recruitment, and admissions for the Berkeley campus and/or school/college/department within appropriate constituents and communities; and educating the public about admissions requirements, policies, and processes.
Career Services	Involves planning, developing, and implementing programs, activities, counseling, and advising focused on students' career development. Works with students, alumni, and/or potential employers.
Curriculum Planning	Involves conducting curriculum planning and course scheduling in consultation with department/college/school management and faculty. Analyzes enrollment trends.
Financial Aid	Involves analyzing students' level of need and eligibility for financial aid, to allocate financial aid awards and advise students on obtaining aid. Interprets financial aid regulations, analyzes student data, and implements procedures to ensure regulatory compliance and timely delivery of financial aid.
K-14 Academic Preparation	Involves developing and implementing programs and strategies for student academic preparation at K-12 schools, community colleges, and other community organizations.
Student Academic Advising	Involves counseling students on academic program policies and issues. Monitors student academic progress and assists students in making appropriate educational choices and decisions. Conducts informational sessions and provides advice.
Student Academic Support	Involves using specialized knowledge of learning theory to counsel students and develop and implement programs to students to enhance their academic success.
Student Disability Services	Involves planning, developing, and implementing programs, processes, and activities for students with disabilities in accordance with federal and state law, to assure their access to the academic and campus environment.
Student Life & Development	Involves planning, developing and implementing programs, services, activities and processes for students in their non-academic life at the university, including residential life, public service, student conduct, gender identity and sexual violence, leadership development, student organization advising, and other areas.
Student Services Advising	Involves a wide range of student services duties and responsibilities for an academic department or organization. Provides assistance to the dean/chair, faculty, and students in academic advising, recruitment, admissions, financial aid, the evaluation and awarding of fellowships and block grant funds, student orientation and events, career counseling, curriculum planning and scheduling, student enrollment, student services systems and records, and related programs.