

Student Affairs Compensation and Classification Timeline

Please review the due dates to submit updated and signed position descriptions for each job family and title. Note that this is when job descriptions are due to the committee; they will be reviewed in the one to three months following the due date. Managers and supervisors, you may submit your job descriptions at *any time* prior to the due date.

Due Date	Positions	
September 29, 2017	<p>Finance Titles</p> <ul style="list-style-type: none"> ● Financial Analysis Manager 1-2 ● Financial Analysis Supr 2 ● Financial Analyst 1-5 ● Financial Services Analyst 2-3 ● Financial Services Manager 1 ● Financial Services Officer 3 ● Financial Services Supr 1 ● Procurement Anl 2-3 ● Procurement Supervisor 2 ● Inst'l Research Analyst 4-5 ● Advocate 4 <p>Educational Services Titles</p> <ul style="list-style-type: none"> ● Early Childhood Educatn Mgr 2 ● Early Childhood Educatn Supr 2 ● Early Childhood Site Coord 4 ● Public Education Specialist 2 ● Trainer 3-4 	<p>Information Technology Titles</p> <ul style="list-style-type: none"> ● Applications Program Supr 2 ● Applications Programmer 2-4 ● Applications Programming Mgr 1-2 ● Business/Tech Suppt Analyst 2-3 ● Business/Tech Support Supr 1 ● Comm & Network Tech Analyst 3-4 ● Information Systems Analyst 2-3 ● Information Systems Manager 1-4 ● IT Security Analyst 3-4 ● QA/Release Mgmt Analyst 2 ● Systems Administrator 3-4 ● Business Sys Analysis Mgr 1 ● Business Systems Analyst 2-5 ● Technical Project Manager 1 ● Technical Project Mgt Prof'l 4 ● User Experience Designer 5 ● IT Architect 5
October 31, 2017	<p>General Services, Facilities Development, EH&S, Skilled Crafts and Trades Titles (Non-represented positions)</p> <ul style="list-style-type: none"> ● Chef 2 ● Custodial Manager 1 ● Custodial Supervisor 1 ● Custodial Supervisor 2 ● Executive Chef 4 ● Executive Chef 5 ● Facilities Manager 2-3 ● Facilities Mgt Specialist 1-2 ● Facilities Project Mgt Spec 2-4 ● Facilities Supervisor 1 ● Food Services Manager 1-2 ● Food Services Supervisor 1-2 ● Landscape/Grounds Supervisor 1 ● QA Chef 3 ● Skilled Crafts & Trades Mgr 1 ● Skilled Crafts & Trades Supr 2 ● EH&S Specialist 3 	<p>Communications and External Affairs Titles</p> <ul style="list-style-type: none"> ● Communications Specialist 3-4 ● Communications Supervisor 2 ● Events Manager 1 ● Events Specialist 2-4 ● Events Supervisor 2 ● Marketing Specialist 3 ● Media Communications Mgr 1 ● Media Communications Spec 1-4 ● Publications & Prod Spec 4 ● Visual Communications Spec 4 ● Writer/Editor 3

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<p>November 30, 2017</p>	<p>Student Services Titles</p> <ul style="list-style-type: none"> ● Academic Achievement Supr 2 ● Admissions Evaluator 3 ● Admissions/Recruitment Mgr 1-3 ● Admissions/Recruitment Spec 2-4 ● Career Services Manager 3 ● Career Services Specialist 4-5 ● Career Services Supervisor 2 ● Financial Aid Manager 1-3 ● Financial Aid Officer 2-4 ● Financial Aid Supervisor 2 <ul style="list-style-type: none"> ● Resident Advisor 2 ● Student Academic Specialist 3 ● Student Academic Supervisor 2 ● Student Life & Devt Mgr 1-4 ● Student Life & Devt Spec 2-4 ● Student Life & Devt Supr 1-2 ● Student Services Advisor 2-4 ● Student Srvs Manager 1-3 ● Student Srvs Supervisor 1 ● Counselor, Camp ● Appointed Official, Stu Actvs
<p>January 31, 2018</p>	<p>General Administration Titles</p> <ul style="list-style-type: none"> ● Administrative Manager 1-3 ● Administrative Officer 2-4 ● Administrative Supervisor 1-2 ● Executive Advisor 5 ● Executive Assistant 3-4 <ul style="list-style-type: none"> ● Project/Policy Analysis Mgr 1 ● Project/Policy Analyst 1-5 ● Research Data Analyst 3 ● Ombudsperson 3-5 ● Student Legal Svcs Counsel 3 ● Student Services Advisor 2 ● Inst'l Research Analyst 4
<p>February 29, 2018</p>	<p>CX-Teamsters Titles</p> <ul style="list-style-type: none"> ● Child Develop Centr Teacher I ● Child Develop Centr Teacher II ● Child Development Center Ass't ● _____Assistant I ● _____Assistant II ● _____Assistant III ● Clerk ● Clerk, Sr/Secretary <p>Sports and Recreation and Health Care</p> <ul style="list-style-type: none"> ● Recreation Supervisor 1-2 ● Rec Program Instructor 1-3 ● Recreation Program Instructor ● Health Educator 2-5 ● Artist (TX) ● Artist, Sr (TX)
<p>March – April 2018</p>	<p>Past Due and New Positions</p> <ul style="list-style-type: none"> ● Any positions from all job fields that have not been reviewed, including newly added positions.