

## SECRETARIAL CLASSIFICATION SYSTEM

Effective February 1, 1995 (updated September 24, 2009)

The University recognizes four levels of clerical, secretarial, and administrative support positions. The sole basis for assigning the upper two is the management level of the supervisor. The lower two are distinguished by the duties assigned. Approved titles are:

<u>Job Code</u>	<u>Job Title</u>	<u>Reports To</u>
7254	Senior Administrative Assistant	Administrative Officers
7253	Administrative Assistant III	Chairs and Directors
7252	Administrative Assistant II	All others
7251	Administrative Assistant I	All others

### Implementation Guidelines

Within the following guidelines, Account Managers are authorized to assign the approved titles, both initially and on an ongoing basis, subject to obtaining divisional administrative approval.

1. The individual serving as the principle secretarial and administrative support person to an Administrative Officer is to be classified as a Senior Administrative Assistant. The principal secretary or administrative support person for a Chair/Director is to be classified as an Administrative Assistant III.
2. The President and Vice Presidents are authorized to staff their offices with any combination of the approved titles.
3. Other Administrative Officers are authorized to classify one position as Senior Administrative Assistant. They are to classify remaining positions as Administrative Assistant II or Administrative Assistant I, based on the duties assigned. The Administrative Assistant III title may not be used.
4. Chairs/Directors/Faculty Program Directors are authorized to classify one position as Administrative Assistant III. They are to classify remaining positions as Administrative Assistant II or Administrative Assistant I, based on the duties assigned. The Senior Administrative Assistant title may not be used.
5. Account Managers below the level of Chair/Director are to classify positions as Administrative Assistant II or Administrative Assistant I, based on the duties assigned. The Senior Administrative Assistant and Administrative Assistant III titles may not be used.

6. In determining the appropriateness of the Administrative Assistant II or Administrative Assistant I title for an existing or new position, Account Managers shall compare the assigned or planned duties with the job specifications in the University Pay Plan and select the more representative title.

Within their divisions, Vice Presidents can authorize exceptions to these guidelines with appropriate justification. This exception authority will only be exercised, however, in full recognition of the original intent of the secretarial classification study that:

The title of Senior Administrative Assistant is not to be assigned outside the offices of Administrative Officers.

The title of Administrative Assistant III is not to be assigned outside the offices of Chairs/Directors.

### Job Audits

To the extent that the approved titles are used to classify the clerical, secretarial, and administrative support work within an office, Human Resources will no longer perform audits of these positions; classification decisions will be made by Account Managers and divisional administration.

### Pay Ranges

Salary ranges for the approved titles are:

<u>Title</u>	<u>Pay Grade</u>	<u>Salary Range</u>
Senior Administrative Assistant	16	\$30,216-\$49,764
Administrative Assistant III	15	\$28,176-\$46,404
Administrative Assistant II	13	\$24,504-\$40,356
Administrative Assistant I	8	\$18,540-\$30,516

Account Managers may appoint individuals within these ranges in accordance with existing University policy.

### Grants

Grant funded secretarial and administrative support positions as noted below will follow the same guidelines as their equivalency for non-grant funded positions.

<u>Job Code</u>	<u>Job Title</u>	<u>Reports To</u>
7219	Grant Senior Secretary	Chair/Director Equivalent
7218	Grant Secretary	All others

7217

Grant Clerk

All others

The Grant Senior Secretary title should be considered as the equivalency of the Administrative Assistant III title. The Grant Secretary title should be considered as the equivalency of the Administrative Assistant II title. The Grant Clerk title should be considered as the equivalency of the Administrative Assistant I title.