

## **Job Template: Equipment Technician 1**

<b>Occupational Group</b>	Laboratory and Research Operations
<b>Job Family</b>	Research
<b>Job Path</b>	Research Equipment and Supplies
<b>Job Title</b>	<b>Equipment Technician 1</b>
<b>Job Category: P</b>	<b>Job Level: 1</b>
<b>FLSA Status: N</b>	<b>Job Code: G20000</b>

### **P1: Level Standards**

#### **GENERAL ROLE**

This level is accountable for directly providing service to any assigned work unit at the University. The service can focus on a single or a variety of job functions with varying degrees of independence.

Incumbents:

- Put into effect what is required by defined job duties and responsibilities following professional norms or established procedures and protocols for guidance.
- Assignments tend to be reoccurring and work outputs generally are delivered in a prescribed form/format.
- May alter the order in which work or a procedure is performed to improve efficiency and effectiveness.

#### **INDEPENDENCE AND DECISION-MAKING**

##### *→ Supervision Received*

- Works under supervision.
- Progress and outcomes are reviewed for consistency with instructions and established procedures.

##### *→ Context of Decisions*

- Determines the process of how work is to be done based on precedent, practice, and existing policy at the unit/office level.

##### *→ Job Controls*

- Receives some instructions with respect to details of most work assignments.

#### **COMPLEXITY AND PROBLEM SOLVING**

##### *→ Course of Resolution*

- Resolutions are typically generated by utilizing existing procedures or practice.
- Typically, problems can be quickly and relatively easily resolved.







## **Job Template: Electronic Engineer**

<b>Occupational Group</b>	Laboratory and Research Operations
<b>Job Family</b>	Research
<b>Job Path</b>	Research Equipment and Supplies
<b>Job Title</b>	<b>Electronic Engineer</b>
<b>Job Category: P</b>	<b>Job Level: 2</b>
<b>FLSA Status: E</b>	<b>Job Code: G20004</b>

### **P2: Level Standards**

#### **GENERAL ROLE**

This level is accountable for directly providing service to any assigned work unit at the University. The service can focus on a single or a variety of job functions with varying degrees of independence.

Incumbents:

- Put into effect what is required by defined job duties and responsibilities following professional norms or established procedures and protocols for guidance.
- Tend to have assignments that are reoccurring and work outputs generally are delivered in a prescribed form/format.
- Alter the order in which work or a procedure is performed to improve efficiency and effectiveness.
- May recommend or implement modifications to practices and procedures to improve efficiency and quality, directly affecting the specific office operation or departmental procedure or practice.

#### **INDEPENDENCE AND DECISION-MAKING**

##### *→ Supervision Received*

- Works under general supervision.
- Periodic checks on accuracy, quality, and timeliness of outcomes.

##### *→ Context of Decisions*

- Independently develops how work is to be done based on precedent, practice, and existing policy at the unit/office levels.

##### *→ Job Controls*

- Possess the latitude to adjust the work processes or methods to effectively and efficiently manage their work assignments.
- Guided by general procedures and professional norms.









## **Job Template: Equipment Technician 2**

<b>Occupational Group</b>	Laboratory and Research Operations
<b>Job Family</b>	Research
<b>Job Path</b>	Research Equipment and Supplies
<b>Job Title</b>	<b>Equipment Technician 2</b>
<b>Job Category: P</b>	<b>Job Level: 3</b>
<b>FLSA Status: E</b>	<b>Job Code: G20001</b>

### **P3: Level Standards**

#### **GENERAL ROLE**

This level is accountable for directly providing service to any assigned work unit at the University. The service can focus on a single or a variety of job functions with varying degrees of independence. Positions at this level may supervise student or support employees.

Incumbents:

- Put into effect what is required by defined job duties and responsibilities following professional norms or established procedures and protocols for guidance.
- Alter the order in which work or a procedure is performed to improve efficiency and effectiveness.
- Recommend or implement modifications to practices and procedures to improve efficiency and quality, directly affecting the specific office operation or departmental procedure or practice.

#### **INDEPENDENCE AND DECISION-MAKING**

##### *→ Supervision Received*

- Works under limited supervision.

##### *→ Context of Decisions*

- Utilizes general departmental guidelines to develop resolutions outside the standard practice.

##### *→ Job Controls*

- Possesses considerable freedom from technical and administrative oversight while the work is in progress.
- Defines standard work tasks within departmental policies, practices, and procedures to achieve outcomes.
- Serves as the advanced resource to whom more junior employees go to for technical guidance.







## **Job Template: Machine Shop Engineer**

<b>Occupational Group</b>	Laboratory and Research Operations
<b>Job Family</b>	Research
<b>Job Path</b>	Research Equipment and Supplies
<b>Job Title</b>	<b>Machine Shop Engineer</b>
<b>Job Category: P</b>	<b>Job Level: 4</b>
<b>FLSA Status: E</b>	<b>Job Code: G20003</b>

### **P4: Level Standards**

#### **GENERAL ROLE**

This level is accountable for directly providing service to any assigned work unit at the University. The service can focus on a single or a variety of job functions with varying degrees of independence. Positions at this level may supervise student or support employees.

Incumbents:

- Put into effect what is required by defined job duties and responsibilities following professional norms or established procedures and protocols for guidance.
- Alter the order in which work or a procedure is performed to improve efficiency and effectiveness.
- Recommend or implement modifications to practices and procedures to improve efficiency and quality, directly affecting the specific office operation or departmental procedure or practice.

#### **INDEPENDENCE AND DECISION-MAKING**

##### *→ Supervision Received*

- Works under direction.

##### *→ Context of Decisions*

- Decisions should involve selecting an approach from among alternatives, timing when certain tasks should be performed, determining how to best use available resources, and other similar choices.
- Decisions require more coordination and collaboration among different sources, taking into consideration the roles and impact on work outside the immediate organization.

##### *→ Job Controls*

- Has the latitude to make decisions on projects that they are accountable for delivering on.
- Free to plan and carry out all phases of work assignments.











## **Job Template: Technical Operations Manager**

<b>Occupational Group</b>	Laboratory and Research Operations						
<b>Job Family</b>	Research						
<b>Job Path</b>	Research Equipment and Supplies						
<b>Job Title</b>	<b>Technical Operations Manager</b>						
<b>Job Code</b>	G20002	<b>FLSA Status</b>	E	<b>Job Category</b>	P	<b>Job Level</b>	6

### **P6: Level Standards**

#### **GENERAL ROLE**

This level is accountable for serving in a highly advanced capacity in an area of specialization. The advanced resource capacity must be distinct from the regular or most common provision of work within the area of specialization. Positions at this level are not reflective of the majority of the workforce, but instead the most advanced functions within an area of specialization.

Incumbents:

- Serve in a subject leader and consultative capacity within an area of expertise.
- Set goals and objectives for team members to meet project initiatives and standards.
- Distribute project work.
- Evaluate and monitor the accuracy, quality, quantity, and timeliness to meet project milestones and objects.

#### **INDEPENDENCE AND DECISION-MAKING**

##### *→ Supervision Received*

- Works under direction.
- Seeks approvals when significant changes to process steps are considered and additional resources for task completion are required.

##### *→ Context of Decisions*

- Decisions are driven by departmental policy and procedures.
- Incumbents understand the smallest details of an assigned area.

##### *→ Job Controls*

- Free to plan and carry out all phases of work assignments, including the oversight of project staff.
- Has the latitude to make daily operational project decisions.

#### **COMPLEXITY AND PROBLEM SOLVING**

##### *→ Range of issues*

- Issues are readily identified but cannot be understood and fixed in simple cause-effect terms.





