

TITLE DESCRIPTIONS AND JOB CODES FOR NEW AS/LI TITLES

ACCOUNTANT (Professional Series)

Job Code	Title	UWS Salary Range
R10AN	DIS ACCOUNTANT	7
R10BN	SR ACCOUNTANT	6
R10DN	ACCOUNTANT	5
R10FN	ASSOC ACCOUNTANT	4

Interprets and analyzes financial data; designs, tests, implements and maintains automated and/or manual financial systems; develops, enhances and modifies automated and/or manual financial systems; develops, installs and maintains policies and procedures to document financial system operations; establishes and maintains financial accounts, journals, ledgers and other records within an automated and/or manual financial system and produces various and specialized accounting reports; allocates revenues and expenses among appropriations and/or funds; analyzes financial systems and establishes internal control mechanisms; performs agency internal and external reconciliations; maintains and reconciles fixed assets or inventory records; establishes and maintains records and reports according to Generally Accepted Accounting Principles (GAAP); develops and applies cost allocation methodologies; projects financial revenue and cash balances; performs various other specialized accounting management functions, such as developing and maintaining banking relationships, grantor agency relationships, and risk management and bond issuance activities; may lead the work of lower level Accountants or other financial staff.

AUDITOR (Professional Series)

Job Code	Title	UWS Salary Range
R17AN	DIS AUDITOR	7
R17BN	SR AUDITOR	6
R17DN	AUDITOR	5
R17FN	ASSOC AUDITOR	4

Develops audit programs and procedures; conducts office or field audits; reviews and analyzes recorded financial information; prepares working papers; prepare schedules, tables, graphs and other exhibits for interim and final audit reports; audits automated financial systems operations; reviews and examines internal control practices; reviews disputed audit findings with management personnel; conducts entrance and exit meetings with audited entities; conducts investigations; advises management on methods to improve accounting or other operational procedures; prepares exhibits and other documents and provides oral testimony in the prosecution of audited entities. May lead lower level Auditors in financial, compliance, operational, rate analysis and setting, or investigative audits. May assign, train and review the work of lower level Auditors.

TITLE DESCRIPTIONS AND JOB CODES FOR NEW AS/LI TITLES

BENEFITS SPECIALIST (Professional Series)

Job Code	Title	UWS Salary Range
R18AN	DIS BENEFITS SPEC	7
R18BN	SR BENEFITS SPEC	6
R18DN	BENEFITS SPEC	5
R18FN	ASSOC BENEFITS SPEC	4

Performs advanced individual benefit counseling services to the University of Wisconsin System employees; manages and administers the State Benefits programs for a UW-institution or college; conducts benefits seminars; advises and counsels academic, faculty, unclassified, and university employees; and manages the Tax Shelter Annuity Program. Within UW System Administration, may function as a principal policy analyst to management on issues related to university employee benefit plan(s) (i.e. the Major Medical Insurance plan; university unclassified sick leave and vacation policies; the tax sheltered annuity plan; policies for university employees based in foreign countries; accidental death and dismemberment plan; dental insurance plans; and three life insurance plans); and may be responsible for advising management on the UW System's formulation, development, and implementation of policy related to university and public employee benefit plan(s); providing technical expertise related to contract provisions; and assuring compliance with laws, regulations, contracts and policies relating to payroll and benefit functions.

BUILDING/GROUNDS SUPERINTENDENT (Professional Series)

Job Code	Title	UWS Salary Range
R19AN	DIS BLDG/GRDS SUPERINTENDENT	7
R19BN	SR BLDG/GRDS SUPERINTENDENT	6
R19DN	BLDG/GRDS SUPERINTENDENT	5
R19FN	ASSOC BLDG/GRDS SUPERINTENDENT	4

Directs a very large and complex buildings and grounds maintenance and repair program at a UW-institution; or directs the most complex building maintenance and repair program at a UW-institution; or directs the overall building and grounds maintenance and repair program at a freshman-sophomore campus within UW Colleges. The maintenance and repair program may include any of the following: power plant; water treatment and/or sewage disposal operation; water, steam, and/or electrical distribution systems; mechanical, electrical, and pneumatic systems; heating, cooling, and ventilating systems; grounds maintenance; custodial services; and automotive maintenance and repair. Work is performed under general supervision. Supervises staff, which may include other supervisors, administrative support and/or maintenance staff.

TITLE DESCRIPTIONS AND JOB CODES FOR NEW AS/LI TITLES

CHEMIST (Professional Series)

Job Code	Title	UWS Salary Range
R30AN	DIS CHEMIST	7
R30BN	SR CHEMIST	6
R30DN	CHEMIST	5
R30FN	ASSOC CHEMIST	4

Functions as the laboratory scientific expert in a specialized area of chemistry, including methods development and training of technical staff; performs a high degree of complex analyses and requires participation in and directing of method implementation and validation. May act as a team leader in one or more specialized areas; may function in a public relations capacity as liaison with other state agencies or industry and/or representing the laboratory at professional meetings; may provide multi- and cross specialty area issues which often includes policy making responsibilities. May be called upon to give expert testimony in court.

CYTOTECHNOLOGIST (Professional Series)

Job Code	Title	UWS Salary Range
R75AN	DIS CYTOTECHNOLOGIST	7
R75BN	SR CYTOTECHNOLOGIST	6
R75DN	CYTOTECHNOLOGIST	5
R75FN	ASSOC CYTOTECHNOLOGIST	4

Performs cytotechnological tests and analyses on a variety of clinical specimens for the detection of disease states. Directs laboratory technicians in sample preparation; and/or provides assistance to other scientists in the same program area. Assists in the maintenance of supplies, equipment, instruments, and in the day-to-day function of the laboratory. Provides peer review of tests, and/or diagnostic results for accuracy and completeness, and may lead or oversee quality assurance efforts. May assist lower level cytotechnologists and/or students in the performance of analytical procedures and tests. May function as the top level cytotechnologist in a specialized area of a complex program or as a team leader in one or more specialized areas. May have continual high level contacts with public and private agencies or consultants on highly technical and complex method development and research projects. May teach high level professional staff, non-professional staff or students. May direct special projects, analyses, diagnostic test development, or independent research. May represent university departments or laboratories on technical study or advisory committees.

TITLE DESCRIPTIONS AND JOB CODES FOR NEW AS/LI TITLES

ENVIRONMENTAL HEALTH SPECIALIST (Professional Series)

Job Code	Title	UWS Salary Range
R95AN	DIS ENVIRON HEALTH SPEC	7
R95BN	SR ENVIRON HEALTH SPEC	6
R95DN	ENVIRON HEALTH SPEC	5
R95FN	ASSOC ENVIRON HEALTH SPEC	4

Performs duties for a UW-institution for on-site environmental health and enforcement services to employers and employees in the following specialty areas: Indoor Air, Chemical Safety, and OSHA and other Safety Specialists; or functions as an environmental and/or regulatory toxicologist, participating in a variety of professional toxicological, biological, and chemical activities designed to develop programs to assess the effects of toxic substances, conduct risk assessments, and make risk management decisions regarding the impacts of toxic substances on human, animal, and/or plant health and the environment; or, has responsibility for radiation protection and control, requiring extensive knowledge in the fields of radiation protection and safety, radiation physics, radiological principles and design, medical health physics, mathematics, electronic circuitry, risk assessment, and Federal and other regulations (e.g., those of the Nuclear Regulatory Commission, the Department of Energy, and the Environmental Protection Agency). Positions may serve as primary resources for complex radiation safety hazards and health physics matters requiring innovative and difficult evaluation and solutions. May serve as a primary resource for complex work hazards that require innovative and difficult evaluation and solution, or issues that are sensitive, due to public perception, but that may not be highly regulated, or scientifically understood (e.g., radon). May function as the lead Radiation Safety staff consultant for the University's Safety Department or a bureau or outlying district; independently perform more complex tests and analyses; and have more professional latitude in prioritizing work assignments, deciding appropriate tests to be performed, analyzing test results, and making recommendations. May study the effects of toxic substances, and their concurrent or resultant risks, on living organisms and the concurrent or resultant effect on the ecosystem.

EXECUTIVE CHEF (Director) – no other director levels

Job Code	Title	UWS Salary Range
R94DN	EXECUTIVE CHEF	7

Functions as a culinary arts professional on a food service program management team. Applies formal culinary arts training and/or equivalent experience in highly skilled food preparation and food service management to serve as a primary resource for the following: menu development and revision; food preparation techniques, presentation and service techniques, product tasting and testing, standards of quality for food products, services and equipment, and sanitation. Directs and performs creative, ethnic, and elegant food production, presentation, and service for catered functions. Provides training to food production and service staff in food production principles and practices, portion control, waste control, retention of nutrients, and food preparation for special diets. Recommends facility layout and equipment needs. Develops special recipes and menus and revises standardized recipes to incorporate new products or procedures.

TITLE DESCRIPTIONS AND JOB CODES FOR NEW AS/LI TITLES

FINANCIAL PROGRAM MANAGER I, II, III (Program Manager Series)

Job Code	Title	UWS Salary Range
P52NL	FINANCIAL PROG MANAGER III	6
P52NM	FINANCIAL PROG MANAGER II	5
P52NS	FINANCIAL PROG MANAGER I	4

May supervise professional accountants and/or auditors as well as spend the majority of their time performing professional accounting or auditing work. May supervise non-exempt Financial Specialist positions performing specialized accounting duties which do not require the knowledge and application of accounting or auditing theory. May act as the primary purchasing agent and also perform supervisory duties for a purchasing operation within a UW-institution.

HUMAN RESOURCES SPECIALIST (Professional Series)

Job Code	Title	UWS Salary Range
S36AN	DIS HUMAN RESOURCES SPEC	7
S36BN	SR HUMAN RESOURCES SPEC	6
S36DN	HUMAN RESOURCES SPEC	5
S36FN	ASSOC HUMAN RESOURCES SPEC	4

Performs titling and compensation administration (including related federal laws such as FLSA); and/or recruitment and staffing administration; and/or employee medical issues coordination as it relates to FMLA or other medical leaves, fitness for duty, ADA accommodations, etc.; and/or human resources policy and program performance. May also perform work in a human resources related program such as labor relations, employee assistance, employee development and training, payroll and benefits (including workers' compensation and unemployment compensation), affirmative action and equal employment opportunity, employee health and safety, or performance appraisal. May guide the work of subordinate-level staff. Positions at UW-Milwaukee and/or UW Colleges/Extension will be determined at the institution level

TITLE DESCRIPTIONS AND JOB CODES FOR NEW AS/LI TITLES

INSTRUMENT SHOP MANAGER I, II, III (Project Manager Series)

Job Code	Title	UWS Salary Range
P57NL	INSTRUMENT SHOP MANAGER III	6
P57NM	INSTRUMENT SHOP MANAGER II	5
P57NS	INSTRUMENT SHOP MANAGER I	4

Supervises the activities of Instrument Makers and Mechanics in large, fully equipped, departmental instrument shops. Makes detailed drawings and specifications for specialized large scale work. Inspects and maintains complicated precision machines. Requisitions supplies and plans purchases of new equipment. May perform work as an Instrument Maker on the more complicated projects, such as using machine and hand tools to perform specialized work in the fabrication of parts from suitably selected material such as glass, wood, plastics, bronze, copper, Invar, Inconel, steel or other materials; and/or designing and creating new or unique laboratory equipment and precision instruments requiring highly skilled workmanship and extreme accuracy for observations and scientific operations in the field for which the equipment or instrument is to be made.

IS SPECIALIST (Professional Series)

Job Code	Title	UWS Salary Range
S45AN	DIS IS SPECIALIST	6
S45BN	SR IS SPECIALIST	5
S45DN	IS SPECIALIST	4
S45FN	ASSOC IS SPECIALIST	3

Maintains the confidentiality, integrity, and availability of IS systems through the planning, analysis, development, implementation, maintenance, enhancement, and support of IS systems, programs, policies, procedures and tools. Responsible for the planning and coordination of the installation, testing, operation, troubleshooting, and maintenance and use of large-scale hardware and software systems. Plans, installs, configures, tests, implements, and manages the IS systems environment. May function as systems engineers, systems programmers, security officers, customer service providers, technical writers, training and help desk professionals.

TITLE DESCRIPTIONS AND JOB CODES FOR NEW AS/LI TITLES

MEDICAL TECHNOLOGIST (Professional Series)

Job Code	Title	UWS Salary Range
S78AN	DIS MEDICAL TECH	7
S78BN	SR MEDICAL TECH	6
S78DN	MEDICAL TECH	5
S78FN	ASSOC MEDICAL TECH	4

Performs a wide variety of standard laboratory tests (e.g. urinalysis, throat cultures, urine cultures, hemoglobin, hematocrit, etc.) or the full range and scope of testing in a specialty area which requires professional discretion in determining actual test procedures and interpreting results. Assists in the training of other staff, students and customers while maintaining current scientific knowledge and technology applications that apply to their unit. May function as the top level medical technologist in a specialized area of a complex program with statewide responsibilities. May function as a team leader in one or more specialized area(s). May teach university level courses. May participate in multi- and cross- specialty areas which often includes policy making responsibilities. May participate in court cases as an expert witness. May have involvement in research projects which include high level outside contacts with public and private agencies, and consultants.

MICROBIOLOGIST (Professional Series)

Job Code	Title	UWS Salary Range
S80AN	DIS MICROBIOLOGIST	7
S80BN	SR MICROBIOLOGIST	6
S80DN	MICROBIOLOGIST	5
S80FN	ASSOC MICROBIOLOGIST	4

Performs professional scientific analyses in the various sub-disciplines of microbiology. Utilizes professional scientific techniques, including cell culture, and the production and use of micro-organisms in agricultural, industrial, veterinary medical, medical, public health, sanitary, and other practical and research applications. May function as the principal microbiologist in a specialized area of a program or a recognized discipline; or as the team leader in one or more specialized areas. Responsible for independently performing and interpreting the results of non-routine microbiological analyses, using "state of the art" technology; developing microbiological methods to meet "state of the art" technology; conducting laboratory or field investigations and research related to one or more specialties in microbiology, and connected to programs in, e.g., environmental protection, animal health, or public health. Functions as an expert witness for court testimony when needed. May teach high level professional staff, non-professional staff or students. May direct special projects, analyses, diagnostic test development, or independent research; representing the Department or laboratory on technical study or advisory committees. May travel to make field checks of other laboratories or facilities, animal production units, or environmental areas. May function in a public relations capacity, i.e., as a liaison with other state or federal agencies, or industry, and/or representing the department or laboratory at professional functions including symposia and colloquia.

TITLE DESCRIPTIONS AND JOB CODES FOR NEW AS/LI TITLES

NETWORK SPECIALIST (Professional Series)

Job Code	Title	UWS Salary Range
S81AN	DIS NETWORK SPEC	7
S81BN	SR NETWORK SPEC	6
S81DN	NETWORK SPEC	5
S81FN	ASSOC NETWORK SPEC	4

Plans, analyzes, designs, develops, tests, configures, implements, integrates, maintains, and manages computer networks used for the transmission of information in voice, data, and/or video formats. Performs duties related to all aspects of network, including file service, print service, local and Internet electronic mail networks, Internet web connectivity and mainframe gateways. Analyzes, designs, develops, implements, and maintains the network technology needs of the UW-institution's business areas, as well extra-and inter-agency requirements. May function as network administrator, LAN/WAN administrator, server administrator, network analyst, network designer, etc. May perform Telecommunication system (including telephones, ISDN telephones, automated call systems, PBXs, etc.) needs analysis, design, implementation, and maintenance.

PHYSICAL PLANT MANAGER I, II, III (Project Manager Series)

Job Code	Title	UWS Salary Range
P67NL	PHYS PLANT PROG MANAGER III	5
P67NM	PHYS PLANT PROG MANAGER II	4
P67NS	PHYS PLANT PROG MANAGER I	3

May be responsible for the overall buildings and grounds program at a university, or for a portion of the overall program. The maintenance and repair program may include: water treatment and/or sewage disposal operation; water, steam, and/or electrical distribution systems; mechanical, electrical, electronics, and pneumatic systems; heating, cooling, and ventilation systems; grounds maintenance; custodial services; and automotive maintenance and repair. May supervise crafts workers and helpers in a building trade, metal trade, or combination of trades in state-owned institutions and buildings at a UW-institution. May supervise positions performing automotive and equipment maintenance and repair work including major engine and drive train overhauls; and/or for fleet management, accident investigation, writing equipment and vehicle specifications, and long range fleet planning. May function as a technical supervisory position which is responsible for the day-to-day operation and/or maintenance of electronic equipment and/or systems. May be responsible for the operation of a state-owned power plant at a UW campus. May have responsibility for custodial operations in an assigned area or for all custodial operations at a UW-institution. May be responsible for the complete operations of a fully equipped construction and maintenance shop, including planning, laying out, assigning and reviewing the work of subordinate supervisors. May supervise positions located at a university agricultural research station or university farm operations involved in the care of research poultry flocks and/or dairy or other animal herds, experimental farm production, and/or field and maintenance operations.

TITLE DESCRIPTIONS AND JOB CODES FOR NEW AS/LI TITLES

PROCUREMENT SPECIALIST (Professional Series)

Job Code	Title	UWS Salary Range
T05AN	DIS PROCUREMENT SPEC	7
T05BN	SR PROCUREMENT SPEC	6
T05DN	PROCUREMENT SPEC	5
T05FN	ASSOC PROCUREMENT SPEC	4

Develops bids and contracts to make decisions relative to the actual vendor award or to take action when problems with a given contract occur. Develops and awards simplified bids independently; gathers supportive information used in the bidding process; works with selected vendors in assuring that the tenets of the established contracts are followed; solicits verbal and written quotes, price lists, and catalogs; and receives delivery of orders and approves invoices. May develop generic bid specifications which include developing, conducting and awarding sealed bids (including developing or reviewing and approving justification for bid waivers within delegated authority; developing Requests for Purchasing Authority; providing UW staff and management with training and advice regarding policies and practices; and conducting product research and effectively recommending standards for University use). May have responsibility for a group of commodities or services subject to market changes requiring the development of bids and/or contracts for multiple jurisdictions; and may have responsibility for the development and award of Requests for Proposals (including assembling evaluation teams, evaluating technical and cost proposals, and negotiating with vendors). May maintain and develop University contracts and/or vendor lists of unique items; and/or may conduct internal audits of University purchasing programs.

RISK MANAGEMENT SPECIALIST (Professional Series)

Job Code	Title	UWS Salary Range
T20AN	DIS RISK MGMT SPEC	7
T20BN	SR RISK MGMT SPEC	6
T20DN	RISK MGMT SPEC	5
T20FN	ASSOC RISK MGMT SPEC	4

Administers a multifaceted risk management program for a UW-institution, including some combination of safety, liability, loss control, worker's compensation/back to work programs or similar risk management programs. Conducts safety investigations, investigates employee injury reports, recommends changes in agency ergonomics to preclude injuries, facilitates early return to work actions, provides training regarding risk management issues, acts as liaison to alcohol and controlled substance testing services, coordinates driver training programs, acts as liaison to fleet and property insurance carriers, coordinates hazardous waste disposal efforts, and/or manages claims which makes necessary contacts with university personnel, attorneys, and claimants.

TITLE DESCRIPTIONS AND JOB CODES FOR NEW AS/LI TITLES

UNIVERSITY DINING MANAGER I, II, III, (Project Manager Series)

Job Code	Title	UWS Salary Range
P80NL	UNIV DINING MANAGER III	6
P80NM	UNIV DINING MANAGER II	5
P80NS	UNIV DINING MANAGER I	4

Supervises food production, food distribution, service to customers or clients, catering, or a food service warehouse. May supervise quantity food production in a production kitchen. May supervise staff and operations for dine-in retail restaurant concepts. May have overall responsibility for supervision of a university student center retail food court, or a cluster (two or three) of “fast food” outlets comprising a subunit of a student center food court and any related convenience store, or a delicatessen, or a dairy store, or a restaurant concept that does not have regular alcohol service, or on-going extensions of operations such as brat stands or ice cream carts. May have overall responsibility for front-of-the-house final food preparation, food distribution, cash register and debit card transactions, customer service and sanitation. May assist with planning and supervision of summer camps, catering and athletic concessions. May have subordinate supervisory positions.

VETERINARIAN SPECIALIST (Professional Series)

Job Code	Title	UWS Salary Range
T58AN	DIS VET SPEC	7
T58BN	SR VET SPEC	6
T58DN	VET SPEC	5
T58FN	ASSOC VET SPEC	4

Performs complex professional veterinarian specialist work in the areas of epidemiology or diagnostic veterinary medicine. May function as diagnostic specialists, performing diagnostic examinations within a veterinary laboratory specialty area, on all species of animals, including poultry; selecting, collating and reporting all diagnostic procedures; providing diagnostic consultations to animal owners, veterinary practitioners, staff diagnosticians, and other University personnel; and maintaining appropriate quality assurance/quality control measures. May function as staff epidemiologists, performing epidemiological investigations. May function as a program coordinator for all division programs and activities related to bovine, sheep, goat, swine, equine, poultry, aquaculture, mink, and rabies control, as well as other programs that may be initiated in the future.

TITLE DESCRIPTIONS AND JOB CODES FOR NEW AS/LI TITLES

WASTE MANAGEMENT SPECIALIST (Professional Series)

Job Code	Title	UWS Salary Range
T62AN	DIS WASTE MGMT SPEC	7
T62BN	SR WASTE MGMT SPEC	6
T62DN	WASTE MGMT SPEC	5
T62FN	ASSOC WASTE MGMT SPEC	4

Responsible for significant complex segments of waste management programs at the UW institutions in the following areas: solid waste management, hazardous waste management, remediation and re-development, and recycling and mining. May be responsible for developing, administering, and evaluating the waste management/remediation and re-development program in the assigned geographic area. May be responsible for developing, administering, and evaluating a major portion of the waste management/remediation and re-development program being implemented regionwide.

Additions and name changes to current unclassified titles:

Title Name change: Director, Food Service (M) to Director, **Dining Services** (M)

Scope additions: Large (L) and Small (S) scope added to the Director, Dining Services director title series

Job Code	Title	UWS Salary Range
K48DL	DIR. DINING SERVICES/L	8
K48FL	ASSOC DIR. DINING SERVICES/L	7
K48LL	ASST DIR. DINING SERVICES/L	6
K48DS	DIR. DINING SERVICES/S	6
K48FS	ASSOC DIR. DINING SERVICES/S	5
K48LS	ASST DIR. DINING SERVICES/S	4

Title name change: Director, Personnel (L) and (M) series to Director, **Human Resources** (L) and (M).

Scope additions: Medium/Large (M/L) and Small (S) and Medium/Large (M/L) scope added to the Director, Human Resources director title series

Job Code	Title	UWS Salary Range
L54DI	DIR. HUMAN RESOURCES/M-L	8
L54FI	ASSOC DIR. HUMAN RESOURCES/M-L	7
L54LI	ASST DIR. HUMAN RESOURCES/M-L	6
L54DS	DIR. HUMAN RESOURCES/S	6
L54FS	ASSOC DIR. HUMAN RESOURCES/S	5
L54LS	ASST DIR. HUMAN RESOURCES/S	4