

University Staff in Progression Series on July 1, 2015

There are a limited number of University Staff titles in the University Personnel System (UPS) which are in a “progression series.” Title progression series are a multi-level title series where employees are expected to automatically progress to the objective level, or ‘full-performance level’, as long as they can satisfactorily perform increasingly complex duties, or have obtained specific training, education, or experience. Generally employees are moved from the entry level, to the full performance level, within nine months to a year after being in the position.

After the July 1st UPS implementation date, filled positions in an entry level of a progression series will be eligible, once they have obtained the necessary specific education, training, or experience, to be moved via a title change to the objective, or full-performance level. The employee will then be given a choice whether to have a title change to a university staff ‘exempt’ title, or to an academic staff title.

The above scenario only applies to **filled** positions in a progression series. **It is important to note that after July 1, 2015, if a title in a progression series becomes vacant, an academic staff title should be used to fill these vacancies. If the position being filled is non-exempt, a different non-exempt university staff title should be selected.**

When a title in a progression series no longer has incumbents, the job code will be inactivated.

Appendix A lists the University Staff titles which are in a progression series.

May 28, 2015		
UNIVERSITY STAFF TITLES - PROGRESSION SERIES		
Title	Class Code	FLSA
ACCOUNTANT	00160	M
ACCOUNTANT-JOURNEY	00263	E
ACCOUNTANT-SENIOR	00264	E
ACCOUNTANT-ADV	00265	E
ACCOUNTANT-CONF	00110	M
ACCOUNTANT-JOURNEY CONF	00211	E
ACCOUNTANT-SENIOR CONF	00212	E
AUDITOR	00270	M
AUDITOR-JOURNEY	00203	E
AUDITOR-SENIOR	00204	E
BUDGET & POLICY ANALYST DIV	09710	M
BUDGET & POLICY ANALYST DIV-ADV	09210	E
BUDGET & POLICY ANALYST AGENCY	09610	M
BUDGET & POLICY ANALYST AGENCY-ADV	09110	E
CHEMIST	41561	M
CHEMIST-SENIOR	41562	E
CONTRACTS SPECIALIST	04371	N
CONTRACTS SPECIALIST-SENIOR	04372	M
CONTRACTS SPECIALIST-ADV	04373	E
ENVIR ANALYSIS & REV SPEC	55531	M
ENVIR ANALYSIS & REV SPEC-ADV	55533	E
ENVIR ANALYSIS & REV SPEC-SENIOR	55532	E
ENVIR HEALTH SPEC	55571	M
ENVIR HEALTH SPEC-SENIOR	55572	E
ENVIR TOXICOLOGIST	41401	M
ENVIR TOXICOLOGIST-SENIOR	41402	E
EQUAL OPPORTUNITY PROG SPEC	74312	N
EQUAL OPPORTUNITY PROG SPEC-SENIOR	74313	E
EQUAL OPPORTUNITY SPECIALIST	74401	N
EQUAL OPPORTUNITY SPECIALIST-SENIOR	74402	N

UNIVERSITY STAFF TITLES - PROGRESSION SERIES		
Title	Class Code	FLSA
GRANTS SPECIALIST	04271	M
GRANTS SPECIALIST-ADV	04272	E
HEALTH PHYSICIST	41801	N
HEALTH PHYSICIST-SENIOR	41802	E
HUMAN RESOURCES SPECIALIST	10802	N
HUMAN RESOURCES SPECIALIST-SENIOR	10803	E
IS BUSINESS AUTOMATION ANALYST	13661	N
IS BUSINESS AUTOMATION SENIOR	13662	E
IS COMPREHENSIVE SERVICES PROF	13401	N
IS COMPREHENSIVE SERVICES SENIOR	13402	E
IS DATA SERVICES PROFESSIONAL	13301	N
IS DATA SERVICES SENIOR	13302	E
IS NETWORK SERVICES PROFESSIONAL	13361	N
IS NETWORK SERVICES SENIOR	13362	E
IS SYSTMS DEVMNT SERVICES PROF	13371	N
IS SYSTMS DEVMNT SERVICES SENIOR	13372	E
IS TECHNICAL SERVICES PROF	13461	N
IS TECHNICAL SERVICES SENIOR	13462	E
LANDSCAPE ARCHITECT	26171	E
LANDSCAPE ARCHITECT-SENIOR	26172	E
MEDICAL TECHNOLOGIST	41161	N
MEDICAL TECHNOLOGIST-SENIOR	41162	E
PAYROLL & BENEFIT SYSTMS COORD	21105	N
PAYROLL & BENEFIT SYSTMS COORD-SEN	21106	E
PLANT PEST & DISEASE SPEC	56271	M
PLANT PEST & DISEASE SPEC-SENIOR	56272	E
PROCUREMENT SPECIALIST	10461	N
PROCUREMENT SPECIALIST-OBJ	10462	E
PROGRAM & POLICY ANALYST	09471	M
PROGRAM & POLICY ANALYST-ADV	09472	E

UNIVERSITY STAFF TITLES - PROGRESSION SERIES		
Title	Class Code	FLSA
PROGRAM & POLICY ANALYST-CONF	09310	M
PROGRAM & POLICY ANALYST-ADV CONF	09510	E
PUBLIC HEALTH EDUCATOR	40701	E
PUBLIC HEALTH EDUCATOR-SENIOR	40702	E
PURCHASING AGENT	10401	N
PURCHASING AGENT-OBJ	10402	M
PURCHASING AGENT-SENIOR	10403	E
REAL ESTATE SPECIALIST	03461	M
REAL ESTATE SPECIALIST-SENIOR	03462	E
UNIV GRANTS AND CONTRACTS SPEC	04401	M
UNIV GRANTS AND CONTRACTS SPEC-SEN	04402	E
UW HUMAN RESOURCES MANAGER	10910	E
UW HUMAN RESOURCES MANAGER-ADV	11310	E
WASTE MANAGEMENT SPECIALIST	55711	M
WASTE MANAGEMENT SPECIALIST-SR.	55712	E