

## UNT Human Resources Employee Descriptions and Categories

*Following are descriptions of UNT employee classifications from UNT Human Resources that provide explanations for the administrator, staff, and faculty categories. Employees are encouraged to review these categories in advance of taking the survey so that they know how to answer question 1, "which type of staff/administrator/faculty member are you." Since you are not being asked for your specific position, your responses will not be attributed to you.*

### CLIMATE SURVEY STAFF SURVEY CATEGORIES

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#### ***Administrative Support:***

These jobs involve non-managerial tasks providing administrative and support assistance, primarily in office settings.

Examples: Executive Assistant; Sr. Administrative Specialist; Sr. Administrative Coordinator; Administrative Coordinator; Cashier; Warehouse Lead; Warehouse Clerk; Dept Purchasing Assistant; Inventory Specialist; Imaging Lead; Enrollment Customer Srvc Rep; Library Services Spec; Library Production Specialist; Library Services Associate; Office Support Assistant; Event Support Specialist; Accounting Assistant; Accounting Analyst; Accounting Specialist; Student & Program Assistant; Medical Coding & Billing Spec; Medical Auditing & Compl Coordinator; Dispatcher; Research Specialist and Health Info Mgmt Coordinator; Courier/Mail; Mail Technician; Mail Specialist.

#### ***Professional Non-Faculty:***

Most jobs in this category require bachelor and graduate degrees, and/or professional certification. In some instances, comparable experience may establish a person's qualifications.

Examples: Application Support Analyst; System Administrator; Physicians and Surgeons; Asst Athletic Director; Sr. Assoc Athletic Director; Sr Research Analyst; Psychologist; Mid-Level Medical Provider; Behavioral Analyst; Systems Integration Supervisor; Database Coordinator; Educational Coordinator; Student & Program Specialist; Registered Dietitian; Director of Pharmacy; Child Development Lab Teacher; Records Compliance Officer; Sponsored Project Assoc Director; Senior Research Analyst; Research Coordinator; Sr. Forensic Anthropologist; Dept/College Web Manager; Univ Sr. Web Dev'Programmer; Dept/College Sr Web Developer; System Administrator; System Administrator Sprvsr; Cross Functional IT Support Analyst; Cross Functional IT Support Coordinator; Cross Functional IT Support Specialist; Sr. Cross Functional IT Support Spec; IT Programmer Analyst; IT Lead Programmer Analyst; Stud Finc Svcs Funtional Manager; and Sign Shop Design Technician

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### ***Service Maintenance/Service Workers:***

**Laborers and Helpers.** Jobs in this category include workers with more limited skills who require only brief training to perform tasks that require little or no independent judgment.

Examples: Movers; Moving Crew Leader; Recycler; Recycling Crew Leader Lead Groundskeeper; Groundskeeper; Assistant Groundskeeper; Landscaping Supervisor; Irrigation Supervisor

**Service Workers.** Jobs in this category include food service, cleaning service, personal service, and protective service activities. Skill may be acquired through formal training, job-related training or direct experience.

Examples of food service positions include: Cooks; Food Service Manager; Food Service Supervisor; Food Service Specialist.

Examples of personal service positions include: Behavioral Technician; Press Operator; Sr Press Operator

Examples of cleaning service positions include: Custodian Crew Leader; Custodian Trainer; Lead Custodian

Examples of protective service positions include: Police Lieutenant; Police Captain; Police Corporal; Police Officer; Police Officer, Recruit Non-com; Police Sergeant; Public Service Officer; Transportation Attendant; Residence Hall Directors

### ***Skilled Crafts:***

Most jobs in this category include higher skilled occupations in construction (building trades craft workers and their formal apprentices) and natural resource extraction workers.

Examples: Electronics Technician; Scientific Instr Technician; Mechanical Technician; Music Instr Repair Technician; Automotive Supervisor; Door Systems Supervisor; Fire Systems Supervisor; Structural Supervisor; Utility Supervisor; Skilled Craft Technician; Sr. Skilled Craft Technician; Electrician Technician; Electrician; Alarm Services Technician; Sr. HVAC Technician; Facilities Construction Coord; Plumber; Paint Supervisor; Mechanical Assistant; Rec Facilities Maint Supervisor; Irrigation Technician, Sr. Irrigation Technician; Sr. Maintenance Technician; Lead Maintenance Technician; Sr. Building Maintenance Coordinator; Maintenance Technician; Building Maintenance Coordinator.

### ***Technical/Paraprofessional:***

Jobs in this category include activities that require applied scientific skills, usually obtained by post secondary education of varying lengths, depending on the particular occupation, recognizing that in some instances additional training, certification, or comparable experience is required.

Examples: LVN; Pharmacy Technician; Behavioral Technician; Research Assistant; Laboratory Technician; Radiological Technologist; Scientific Lab Technician.

# UNT Human Resources Employee Descriptions and Categories

## CLIMATE SURVEY ADMINISTRATOR SURVEY CATEGORIES

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### ***Senior Administrator:***

#### **Executive/Senior Level Officials and Managers**

Individuals who plan, direct and formulate policies, set strategy and provide the overall direction of enterprises/organizations for the development and delivery of products or services, within the parameters approved by boards of directors or other governing bodies. Residing in the highest levels of organizations, these executives plan, direct or coordinate activities with the support of subordinate executives and staff managers. They include, in larger organizations, those individuals within two reporting levels of the CEO, whose responsibilities require frequent interaction with the CEO.

Examples: President, Provost, Vice Presidents of functional areas or operating groups , Executive Directors, Deans, Academic Assoc. Deans, Asst. and Assoc VPs, Chief of Police, Chief Information Officers, Chief Human Resources Officers, Chief Legal Officers, Management Directors

### ***Other Administrator:***

#### **First/Mid Level Officials and Managers**

Individuals who serve as managers, other than those who serve as Executive/Senior Level Officials and Managers, including those who oversee and direct the delivery of products, services or functions at the group, regional or divisional levels of organizations. These managers receive directions from the Executive/Senior Level management and typically lead major business units. They implement policies, programs and directives of executive/senior management through subordinate managers and within the parameters set by Executive/Senior Level management.

Examples: Facilities Maintenance Manager; Union Maint & Ops Manager; Systems Integration Manager; Director of Systems Integration; Systems Integration Architect; Sr. IT Support Manager; Director of IT Support; Cross Fuctional IT Support Analyst; Cross Functional IT Support Manager; Application Support Manager; Director of Production & LMS Support; Director of Nursing; Facilities Prsnnl &Leasing Manager; Union Maint & Ops Manager; Facilities Services Manager

# UNT Human Resources Employee Descriptions and Categories

## CLIMATE SURVEY FACULTY SURVEY CATEGORIES

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### ***Tenured/Tenure Track:***

Assistant Professor

Associate Professor

Professor (Includes Regents Professor)

### ***Non-Tenure Track:***

Lecturer

Senior Lecturer

Principal Lecturer

Adjunct professor (includes assistant/associate)

Visiting Professor (includes assistant/associate)

Clinical Professor (includes assistant/associate)

Librarian