

CAREER LADDERS

Administrative Services Job Family

Administrative Support & Services

Job Title	Job Code	Pay Grade	FLSA Status
Exec Administrative Assistant	D5H4	109	Exempt
Administrative Assistant	D5H8	108	Nonexempt
Executive Secretary	D4F2	107	Nonexempt
Secretary 2	D4F5	106	Nonexempt
Secretary 1	D4F6	105	Nonexempt
Receptionist	D4F8	104	Nonexempt

Job Title	Job Code	Pay Grade	FLSA Status
Law Clerk	D8B8	109	Exempt
Legal Assistant	D4F1	109	Exempt
Legal Secretary 2	D4F3	107	Nonexempt
Legal Secretary 1	D4F4	106	Nonexempt

Job Title	Job Code	Pay Grade	FLSA Status
Office Supervisor	D4H2	107	Nonexempt
Administrative Coordinator	D2R6	107	Nonexempt
Office Coordinator	D4H4	106	Nonexempt
Office Assistant 2	D4H7	105	Nonexempt
Office Assistant 1	D4H8	104	Nonexempt

Job Title	Job Code	Pay Grade	FLSA Status
Customer Service Supervisor	D9E2	106	Nonexempt
Customer Service Rep 2	D9E3	105	Nonexempt
Customer Service Rep 1	D9E4	104	Nonexempt

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Business Administration

Job Title	Job Code	Pay Grade	FLSA Status
College Business Administrator	D2H6	112	Exempt
College Business Administrator	D2H7	111	Exempt
College Business Administrator	D2H8	110	Exempt

Job Title	Job Code	Pay Grade	FLSA Status
Department Business Administrator	D2J4	111	Exempt
Department Business Administrator	D2J6	110	Exempt
Department Business Administrator	D2J7	109	Exempt
Department Business Administrator	D2J8	108	Nonexempt

Job Title	Job Code	Pay Grade	FLSA Status
Asst Business Administrator	D2K8	109	Exempt
Financial Coordinator 2	D6X3	108	Nonexempt
Financial Coordinator 1	D6X4	107	Nonexempt
Financial Assistant 2	D6X7	106	Nonexempt
Financial Assistant 1	D6X8	105	Nonexempt

Job Title	Job Code	Pay Grade	FLSA Status
Asst Business Administrator	D2K8	109	Exempt
Asst Business Administrator	D2K1	108	Nonexempt
Dept HR/Payroll Coord 2	D6L8	107	Nonexempt
Dept HR/Payroll Coord 1	D6L9	106	Nonexempt

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Administrative Services Job Family

Program Administration

Job Title	Job Code	Pay Grade	FLSA Status
Program Director 2	E9C3	111	Exempt
Program Director 1	E9A6	110	Exempt
Program Manager 2	E9C5	109	Exempt
Program Manager 1	E9B6/E9C6	108	Nonexempt
Program Coordinator 2	E9C7	107	Nonexempt
Program Coordinator 1	E9C9	106	Nonexempt

Job Title	Job Code	Pay Grade	FLSA Status
Senior Project Manager	E9B2	112	Exempt
Project Manager	E9B4	110	Exempt

Institutional Research

Job Title	Job Code	Pay Grade	FLSA Status
Institutional Research Analyst	D7S6	110	Exempt
Planning Analyst 2	D7S7	108	Nonexempt
Planning Analyst 1	D7S8	107	Nonexempt

Job Title	Job Code	Pay Grade	FLSA Status
Inst Effect Coord (Coll/Div)	D7S9	110	Exempt
Inst Effectiveness Coordinator	D7S5	109	Exempt
Assessment Coordinator	D7S2	108	Nonexempt

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Finance

Job Title	Job Code	Pay Grade	FLSA Status
Accounts Payable Manager	D6K2	109	Exempt
Travel Coordinator	D6K5	108	Nonexempt
Accounts Payable Analyst	D6K6	107	Nonexempt
Accounts Payable Assistant 2	D6K7	106	Nonexempt
Accounts Payable Assistant 1	D6K8	105	Nonexempt

Job Title	Job Code	Pay Grade	FLSA Status
Manager, Financial Reporting	D6C8	112	Exempt
Financial Manager	D6P4	111	Exempt
Manager, State Accounting	D6C9	110	Exempt
Spvr, Financial Accounting	D6N6	110	Exempt
Financial Analyst 2	D6J4	110	Exempt
Accountant 4	D6T5	110	Exempt
Financial Analyst 1	D6J5	109	Exempt
Accountant 3	D6T6	109	Exempt
Accountant 2	D6T7	108	Nonexempt
Accountant 1	D6T8	107	Nonexempt

Job Title	Job Code	Pay Grade	FLSA Status
Mgr, Audit	D6S4	114	Exempt
Spvr, Audit	D6S9	113	Exempt
Auditor 3	D6S6	112	Exempt
Auditor 2	D6S7	111	Exempt
Auditor 1	D6S8	110	Exempt

Job Title	Job Code	Pay Grade	FLSA Status
Budget Operations Supervisor	D6G4	110	Exempt
Budget Analyst 3	D6G6	109	Exempt
Budget Analyst 2	D6G7	108	Nonexempt
Budget Analyst 1	D6G8	107	Nonexempt

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Administrative Services Job Family

Finance

Job Title	Job Code	Pay Grade	FLSA Status
Cash Control Supervisor	D6U8	109	Exempt
Senior Cashier	D6V6	107	Nonexempt
Cash Control Assistant	D6U6	105	Nonexempt
Cashier	D6V8	104	Nonexempt

Job Title	Job Code	Pay Grade	FLSA Status
Sr Buyer	M1G5	110	Exempt
Buyer 3	M1G6	109	Exempt
Buyer 2	M1G7	108	Nonexempt
Buyer 1	M1G8	107	Nonexempt
Purchasing Assistant	M1H6	106	Nonexempt

Legal

Job Title	Job Code	Pay Grade	FLSA Status
Associate General Counsel	D8B3	115	Exempt
Sr. Assistant General Counsel	D8B7	114	Exempt
Assistant General Counsel	D8B4	112	Exempt
Assistant General Counsel	D8B6	111	Exempt

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Human Resources

Job Title	Job Code	Pay Grade	FLSA Status
Compensation Analyst 2	D3H7	110	Exempt
Compensation Analyst 1	D3H8	109	Exempt
Compensation Coordinator	D3H9	108	Nonexempt

Job Title	Job Code	Pay Grade	FLSA Status
Sr Recruiter	D3D5	110	Exempt
Recruiter	D3D2	109	Exempt
HR Services Coordinator	D3D6	107	Nonexempt

Job Title	Job Code	Pay Grade	FLSA Status
Sr Talent Development Specialist	D3L5	110	Exempt
HR Training Specialist	D3L6	109	Exempt
HR Training Coordinator	D3L8	107	Nonexempt

Job Title	Job Code	Pay Grade	FLSA Status
Payroll Acct Administrator	D6H4	110	Exempt
Payroll Tax Administrator	D6L4	110	Exempt
Payroll Administrator	D5L4	109	Exempt
Payroll Account Analyst	D6H5	108	Nonexempt
Payroll Tax Analyst	D6H6	108	Nonexempt
Payroll Coordinator	D6L5	107	Nonexempt

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Research Job Family

Research Administration

Job Title	Job Code	Pay Grade	FLSA Status
Research Administrator 3	D7G6	111	Exempt
Research Administrator 2	D7G5	110	Exempt
Research Administrator 1	D7G4	109	Exempt
Research Funding Specialist	D7L6	109	Exempt
Research Grants Office Coord	D7G8	108	Nonexempt
Proposal Specialist 2	D7L7	108	Nonexempt
Proposal Specialist 1	D7L8	107	Nonexempt

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Student Services Job Family

Health Services

Job Title	Job Code	Pay Grade	FLSA Status
Optometric Tech	H3L6	107	Nonexempt
Optometry Resident	H3E8	106	Nonexempt
Optometry Assistant 2	H3J5	105	Nonexempt
Optometry Assistant 1	H3J6	104	Nonexempt

Job Title	Job Code	Pay Grade	FLSA Status
Pharmacist 3	H4G6	112	Exempt
Pharmacist 2	H4G7	111	Exempt
Pharmacist 1	H4G8	109	Exempt

Job Title	Job Code	Pay Grade	FLSA Status
Psychologist 2	H5H7	110	Exempt
Psychologist 1	H5H8	109	Exempt
Psychological Counselor	H5G6	108	Nonexempt

Library Services

Job Title	Job Code	Pay Grade	FLSA Status
Archivist	P1Q6	110	Exempt
College Research Librarian	P1P6	109	Exempt
Senior Manager, Circulation Svcs	P1H4	109	Exempt
Manager, Circulation Services	S2T6	108	Nonexempt
Library Supervisor	P1H6	107	Nonexempt
Library Copy Center Supervisor	P1J6	106	Nonexempt
Senior Library Specialist	P1K5	106	Nonexempt
Library Specialist	P1K6	105	Nonexempt
Senior Library Assistant	P1K7	104	Nonexempt
Library Assistant	P1K8	103	Nonexempt

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Student Services Job Family

Enrollment Services

Job Title	Job Code	Pay Grade	FLSA Status
Admissions Manager	J2G6	108	Nonexempt
Admissions Supervisor	J2H6	107	Nonexempt
Admissions Counselor 2	J2L5	107	Nonexempt
Admissions Counselor 1	J2L6	106	Nonexempt
Admissions Assistant 2	J2M4	105	Nonexempt
Admissions Assistant 1	J2M6	104	Nonexempt

Job Title	Job Code	Pay Grade	FLSA Status
Associate Registrar	J5F6	111/Ex	Exempt
Assistant Registrar	J5H6	110	Exempt
Mgr, Registration & Acad Rec	J5J6	108	Nonexempt
Coord, Registration & Acad Rec	J5J8	107	Nonexempt
Assistant, Reg & Acad Rec 2	J5K5	106	Nonexempt
Records Assistant	J5K6	105	Nonexempt

Career Services

Job Title	Job Code	Pay Grade	FLSA Status
Spec, Career Development	J3R4	109	Exempt
Counselor, Career 2	J3R9	108	Exempt
Counselor, Career 1, College	J3R7	108	Exempt
Counselor, Career	J3R6	107	Exempt

Education Services

Job Title	Job Code	Pay Grade	FLSA Status
Academic Advisor 3	J3G6	109	Exempt
Academic Advisor 2	J3H7	108	Exempt
Academic Advisor 1	J3H8	107	Nonexempt
Advising Assistant 2	J3J7	106	Nonexempt
Advising Assistant 1	J3J8	104	Nonexempt

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University Advancement Job Family

Media

Job Title	Job Code	Pay Grade	FLSA Status
Graphics Designer, Senior	M3K5	109	Exempt
Graphics Designer 2	M3K7	108	Nonexempt
Graphics Designer 1	M3K8	106	Nonexempt

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Operations Job Family

Operations

Job Title	Job Code	Pay Grade	FLSA Status
Postal Manager	M7D6	109	Exempt
Postal Supervisor	M7E6	107	Nonexempt
Lead Postal Assistant	M7G4	105	Nonexempt
Postal Assistant 2	M7G7	104	Nonexempt
Postal Assistant 1	M7G8	103	Nonexempt

Job Title	Job Code	Pay Grade	FLSA Status
Manager, Printing	M2E6	109	Exempt
Manager, Asst, Printing	M2E8	109	Exempt
Supervisor, Printing	M2F6	108	Nonexempt
Printing Services Representative	M2F7	106	Nonexempt
Proofreader	M2G6	105	Nonexempt
Printing Estimator	M2G7	105	Nonexempt
Bindery Equipment Operator 2	M2K7	105	Nonexempt
Bindery Equipment Operator 1	M2K8	104	Nonexempt

Job Title	Job Code	Pay Grade	FLSA Status
Supervisor, Digital Prepress	M2H2	108	Nonexempt
Digital Prepress Tech	M2H3	106	Nonexempt
Asst, Press	M2H9	103	Nonexempt

Job Title	Job Code	Pay Grade	FLSA Status
Offset Press/Bindery Specialist	M2H6	107	Nonexempt
Offset Press Operator 3	M2H5	107	Nonexempt
Offset Press Operator 2	M2H7	106	Nonexempt
Offset Press Operator 1	M2H8	105	Nonexempt

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Student Services Job Family

Education Services

Job Title	Job Code	Pay Grade	FLSA Status
Teacher, Charter School	P3O6	109	Exempt
Asst Teacher, Charter School	P3M6	105	Nonexempt

Job Title	Job Code	Pay Grade	FLSA Status
Spvr, Children's Learning Ctr	P3G4	108	Nonexempt
Lead Teacher, Child Care	P3J6	107	Nonexempt
Associate Teacher, Child Care	P3L6	105	Nonexempt
Asst Teacher, Child Care Ctr	P3L7	104	Nonexempt
Teacher, Infant Child Care	P3L4	104	Nonexempt

Job Title	Job Code	Pay Grade	FLSA Status
Instructional Designer 3	P2K4	110	Exempt
Instructional Designer 2	P2K5	109	Exempt
Instructional Designer 1	P2K6	108	Exempt

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Operations Job Family

Maintenance

Job Title	Job Code	Pay Grade	FLSA Status
Facilities Services Lead	L7J4	106	Nonexempt
Custodian 3	L7J7	105	Nonexempt
Custodian 2	L7J8	104	Nonexempt
Custodian 1	L7J9	103	Nonexempt

Job Title	Job Code	Pay Grade	FLSA Status
Grounds Supervisor 2	L7G1	108	Nonexempt
Grounds Supervisor 1	L7G2	106	Nonexempt
Grounds Chemical Specialist	L7H4	105	Nonexempt
Lead Groundskeeper	L7G4	105	Nonexempt
Groundskeeper 2	L7G6	104	Nonexempt
Groundskeeper 1	L7G8	103	Nonexempt

Job Title	Job Code	Pay Grade	FLSA Status
Skilled Trades Tech 3	L3F6	108	Nonexempt
Skilled Trades Tech 2	L3F7	107	Nonexempt
Skilled Trades Tech 1	L3F8	106	Nonexempt

Job Title	Job Code	Pay Grade	FLSA Status
Labor & Garage Maint Spvr	L7K2	108	Nonexempt
Labor Supervisor 1	L7K3	105	Nonexempt
Laborer 2	L7K6	103	Nonexempt
Laborer 1	L7K8	102	Nonexempt

Job Title	Job Code	Pay Grade	FLSA Status
Auto Shop Supervisor	L2G2	109	Nonexempt
Auto Mechanic	L2G6	107	Nonexempt
Auto Mechanic Helper	L2G8	105	Nonexempt

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Operations Job Family

Maintenance

Job Title	Job Code	Pay Grade	FLSA Status
Equipment Mechanic 2	L9J4	106	Nonexempt
Equipment Mechanic 1	L9J6	105	Nonexempt

Job Title	Job Code	Pay Grade	FLSA Status
Electrical Supervisor	L2H2	110	Nonexempt
Lead Electrician	L2H4	109	Nonexempt
Journey Electrician	L2H6	108	Nonexempt
Apprentice Electrician	L2H7	107	Nonexempt
Electrician Helper	L2H8	106	Nonexempt

Job Title	Job Code	Pay Grade	FLSA Status
Elevator Supervisor	L2J2	111	Nonexempt
Lead Elevator Mechanic	L2J4	110	Nonexempt
Journey Elevator Mechanic	L2J6	109	Nonexempt
Apprentice Elevator Mechanic	L2J7	107	Nonexempt
Elevator Mechanic Helper	L2J8	106	Nonexempt

Job Title	Job Code	Pay Grade	FLSA Status
Locksmith Supervisor	L3I2	109	Nonexempt
Lead Locksmith	L3I4	108	Nonexempt
Journey Locksmith	L3I6	106	Nonexempt
Locksmith Helper	L3I8	105	Nonexempt

Job Title	Job Code	Pay Grade	FLSA Status
Mechanical Supervisor	L5I2	110	Nonexempt
Lead HVAC Mechanic	L5I4	109	Nonexempt
Journey HVAC Mechanic	L5I6	108	Nonexempt
HVAC Helper	L5I8	106	Nonexempt

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Operations Job Family

Maintenance

Job Title	Job Code	Pay Grade	FLSA Status
Fire Alarm Shop Supervisor	L2H3	110	Nonexempt
Lead Fire Alarm Tech	L2H9	108	Nonexempt
Fire Alarm Tech 2	L2I5	107	Nonexempt
Fire Alarm Tech 1	L2I4	106	Nonexempt

Public Safety

Job Title	Job Code	Pay Grade	FLSA Status
Police Captain	M6B6	113	Exempt
Police Lieutenant	M6B8	112	Exempt
Police Sergeant	M6C4	110	Nonexempt
Police Corporal	M6C6	109	Nonexempt
Police Officer	M6C8	108	Nonexempt

Job Title	Job Code	Pay Grade	FLSA Status
Fire Marshall	M6E2	112	Exempt
Assistant Fire Marshall	M6E4	110	Exempt
Deputy Fire Marshall	M6E6	108	Nonexempt

Job Title	Job Code	Pay Grade	FLSA Status
Safety Manager	D5K6	112	Exempt
Sr Safety Specialist	D8K2	110	Exempt
Safety Specialist	D8K4	109	Exempt
Environmental Protect Officer	D8G6	109	Exempt
Asbestos & Safety Coordinator	D8H6	109	Exempt
Hazardous Waste Specialist	D8K7	108	Nonexempt

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Information Technology Job Family

Application Systems

Job Title	Job Code	Pay Grade	FLSA Status
Application Developer 4	N4G5	308	Exempt
Application Developer 3	N4G6	306	Exempt
Application Developer 2	N4G7	305	Exempt
Application Developer 1	N4G8	304	Exempt
Analyst, Programmer 2	N4J7	306	Exempt
Analyst, Programmer 1	N4J8	304	Exempt

End User Support

Job Title	Job Code	Pay Grade	FLSA Status
Mgr, Coll/Div Info Svcs 2	N6H4	307	Exempt
Mgr, Coll/Div Info Svcs 1	N6H5	306	Exempt
LAN Administrator	N6G6	306	Exempt
Analyst, Microsystems 2	N6H7	305	Exempt
Analyst, Microsystems 1	N6H8	304	Nonexempt
Computer Support Analyst	N6J4	302	Nonexempt
Computer Support Tech	N6J6	301	Nonexempt

Job Title	Job Code	Pay Grade	FLSA Status
Mgr, Info Tech Training	N3F4	307	Exempt
Trainer, Info Systems	N3K6	305	Exempt

Job Title	Job Code	Pay Grade	FLSA Status
Mgr, Technology Support Svcs	N3P4	308	Exempt
Mgr, Asst, User Srvc Support	N3P2	306	Exempt
Lead, User Services Spec	N3Q4	306	Exempt
User Services Spec 3	N3Q6	305	Exempt
User Services Spec 2	N3Q7	304	Nonexempt
User Services Spec 1	N3Q8	303	Nonexempt
Coord, Help Desk	N3J4	303	Nonexempt
User Support Tech	N3S6	301	Nonexempt
Asst, Help Desk	N3J8	301	Nonexempt

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Information Technology Job Family

Database Administration

Job Title	Job Code	Pay Grade	FLSA Status
Technical Svcs Lead	N5M4	309	Exempt
Technical Svcs Spec 4	N5M5	308	Exempt
Technical Svcs Spec 3	N5M6	307	Exempt
Technical Svcs Spec 2	N5M7	305	Exempt
Technical Svcs Spec 1	N5M8	304	Nonexempt

Job Title	Job Code	Pay Grade	FLSA Status
Mgr, Enterprise Sys Databases	N4D7	311	Exempt
ES Database Admin 4	N5P1	310	Exempt
ES Database Admin 3	N5P2	309	Exempt
ES Database Admin 2	N5P4	308	Exempt
ES Database Admin 1	N5P5	307	Exempt

System Administration

Job Title	Job Code	Pay Grade	FLSA Status
Mgr, Operating Systems	N2K6	309	Exempt
Mgr, Asst, Operating Systems	N2K7	308	Exempt
Operating Systems Programmer 3	N2N6	307	Exempt
Operating Systems Programmer 2	N2N7	306	Exempt
Operating Systems Programmer 1	N2N8	304	Nonexempt

Job Title	Job Code	Pay Grade	FLSA Status
Mgr, Computing Systems	N2L6	309	Exempt
Systems Administrator 3	N2M4	309	Exempt
Systems Administrator 2	N2M6	308	Exempt
Systems Administrator 1	N2M8	307	Exempt
Analyst, Systems 2	N4H7	306	Exempt
Analyst, Systems 1	N4H8	304	Nonexempt

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Information Technology Job Family

IT Operations

Job Title	Job Code	Pay Grade	FLSA Status
Mgr, Computer Operations	N2F4	307	Exempt
Mgr, Asst, Computing Oper	N2F8	305	Exempt
Spvr, Computer Operations	N2G6	303	Nonexempt
Spvr, Remote Facility	N2S6	303	Nonexempt
Computer Operator 2	N2H7	302	Nonexempt
Computer Operator 1	N2H8	301	Nonexempt

Web Operations

Job Title	Job Code	Pay Grade	FLSA Status
Web Technology Manager	N4E6	309	Exempt
UH Web Administrator	N4E8	308	Exempt
Web Project Manager	N7G5	307	Exempt
UH Web Content Administrator	N7G4	307	Exempt
Developer, Web 3	N7G6	306	Exempt
Developer, Web 2	N7G7	305	Exempt
Developer, Web 1	N7G8	304	Nonexempt

Telecommunications

Job Title	Job Code	Pay Grade	FLSA Status
Telecommunications Manager	N5G6	309	Exempt
Communication Svcs Asst Mgr	N5H6	308	Exempt
Telecommunications Engineer	N5I6	308	Exempt
Analyst, Telecom 3	N5J6	307	Exempt
Analyst, Telecom 2	N5J7	306	Exempt
Analyst, Telecom 1	N5J8	305	Exempt

Job Title	Job Code	Pay Grade	FLSA Status
Telecom Tech 3	N5L6	306	Exempt
Telecom Tech 2	N5L7	304	Nonexempt
Telecom Tech 1	N5L8	302	Nonexempt