Administrative Faculty
Job Evaluation Model

 Implemented December 1, 2016; Revisions Effective October 1, 2017
GENERAL OVERVIEW
Administrative Faculty positions within the University of Nevada, Reno are grouped by level of responsibility and relationship to the Fair Labor Standards Act. Positions are placed into one of five compensation grades specified by the Nevada System of Higher Education (NSHE). Human Resources performs job evaluation for Administrative Faculty positions using this model and information provided by the department on the Administrative Faculty Job Description Form. Salary schedules for the five compensation grades are developed using comparative data from peer institutions and are approved by the Chancellor.

FAIR LABOR STANDARDS ACT
Positions designated as Administrative Faculty perform professional level work. Compensation grade A represents over-time eligible positions. Positions in compensation grades B through E are exempt from overtime and must meet federal criteria outlined in the Fair Labor Standards Act (FLSA). Positions must meet minimum salary requirements and must perform duties within one of the designated exemption categories: Executive, Administrative, Creative and Learned Professionals, and Computer Employees. Positions not meeting all of the exemption criteria for one of the exemption categories and which do not maintain a minimum of 50% exempt duties must be employed within compensation grade A or the classified system to ensure proper overtime compensation. Positions which are more appropriately placed within the classified system will remain as such. Additional information related to the FLSA and exemption requirements is provided in Appendix 1.
Job Evaluation Model

MODEL

Administrative Faculty positions throughout NSHE are placed into one of five compensation grades based upon the FLSA and the model outlined below. Positions may match components from more than one compensation grade; however, placement decisions are based upon the preponderant match and are further supported by position comparisons.

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<th>COMPENSATION GRADE</th>
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| A                  | Non - Exempt   | Professional positions which do not meet the FLSA salary threshold and/or duties tests  
                    |                | Positions may or may not supervise |
| B                  | Exempt         | Qualifying teachers: primary duty is teaching, no minimum salary requirement (ex. pre-school teachers, athletic coaches)  
                    |                | Qualifying administrative academic professional positions: earn the entry level teaching salary (ex. advisors, tutors)  
                    |                | Qualifying professional, computer, administrative or executive exempt professional positions which meet federally mandated salary and duties tests  
                    |                | Positions may or may not supervise |
| C                  | Exempt         | Advanced positions, senior professional positions, lead positions, entry level managers, unit supervisors, small center managers/directors  
                    |                | Positions require a combination of education and work experience to demonstrate advanced knowledge, skills and abilities; may require licensure  
                    |                | Positions may or may not supervise |
| D                  | Exempt         | Managers of large functional units or programs (ex. Records & Registration, Residential Life, Benefits, Accounts Payable, Custodial Services), large center managers/directors; generally supervise a minimum of five direct reports, including professional-level positions  
                    |                | Subject matter experts within a field of specialty requiring licensure or extensive work experience (ex. psychologists, asst. general counsel, pharmacists, information security) |
| E                  | Exempt         | Senior managers of divisions, colleges, large departments  
                    |                | Highly compensated professionals (ex. physicians, head coaches of major sports, etc.) |
JOB FAMILIES

Job Families exist to ensure consistency in placements of similar positions. Workday is comprised of ten job families NSHE-wide; each job family spans multiple compensation grades.

ACADEMIC AFFAIRS
The Academic Affairs job family consists of positions directly supporting academic achievement. Positions meeting the concept of Academic Affairs directly assist students through academic progress and toward degree completion. Examples of such positions include academic and instructional support, course design, academic advising, and field or clinical experience coordination.

ATHLETIC AFFAIRS
The Athletic Affairs job family consists of positions assigned specifically to Intercollegiate Athletics (ICA) and positions not reporting directly to ICA, but supporting athletics compliance or development activities.

BUSINESS OPERATIONS
The Business Operations job family consists of positions supporting aspects of campus or program business functions. Most positions within this family are identified by one of the four subgroups: fiscal, human resources, compliance and program services. Overlap between subgroups is common for positions within this job family.

EXECUTIVE
The Executive job family consists of positions with broad management responsibilities over major functional areas. Positions are responsible for department-wide strategic planning and implementation of the strategic plan into the ongoing operations of the unit. Additionally, positions are responsible for development of new policy and approval of policy changes which generally maintain campus-wide impact. Positions have latitude within their span of control to change organizational structure.

EXTERNAL AFFAIRS
External Affairs positions are those which work to attract attention from external constituents, increase the visibility of the University, and attract funding. Positions include marketing and communications, development, event coordination, community relations, and other outreach functions.

FACILITIES
The Facilities job family consists of positions performing traditional professional facilities operations duties, often viewed as individual contributors. Positions include engineers, architects, project managers, interior designers, building inspectors, facility safety specialists and building coordinators. In addition to traditional positions, the Facilities job family includes mid-level managers of an assigned facilities unit.
HEALTHCARE PROFESSIONALS
The Health Practitioner job family primarily consists of licensed and direct health service providers such as physicians, nurse practitioners, pharmacists, mental health practitioners, and veterinarians. Additionally, positions within this job family may directly support healthcare professionals such as coordinating health related communication or data. Laboratory scientist positions are also included.

INFORMATION TECHNOLOGY
The Information Technology job family contains traditional information technology positions and managers. Examples include database administrators, server administrators, programmers, application specialists and security administrators.

RESEARCH PROFESSIONALS
The Research job family consists of positions actively engaged in the advancement of knowledge. Positions augment academic researchers by performing field and laboratory protocols, administration and management of a specific research project, submission of grant proposals, and/or contribution to original research publications. Research positions also include those which may be technical in nature, but perform activities directly related to research (e.g., Electrical Engineer at the Nevada Terawatt Facility).

STUDENT AFFAIRS
Positions meeting the concept of Student Affairs directly and indirectly impact student engagement or enrichment while being recruited to attend college and while attending college, including postgraduate preparation. Examples of such positions include student recruitment, admissions and enrollment, financial aid, student retention, student club oversight or coordination, and residential life. Additionally, positions may focus on providing student transition services such as career counseling.
MINIMUM REQUIREMENTS

Minimum qualifications for positions are typically determined based upon the guidelines presented below. In certain circumstances, a specific minimum degree level and/or educational field will be considered for consistency with legal or specialized requirements (i.e., Ph.D. for a Psychologist). It is acceptable for the years of experience to vary by one additional year than is represented within the guidelines.

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<th>MINIMUM EDUCATION AND EXPERIENCE BY COMPENSATION GRADE</th>
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ADDITIONAL MINIMUM REQUIREMENTS

In addition to education and experience, the minimum requirements may include mandatory licensures or certifications required to perform the work, including a driver’s license. A department may elect to communicate travel or schedule expectations as part of the minimum requirements.

PREFERRED REQUIREMENTS

Preferred criteria in excess of what is minimally required is not addressed within the placement or job description process, but may be addressed as part of the recruitment.

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1 One of the required years of experience may include previous supervisory experience for positions with supervisory responsibility.

2 Two of the required years of experience may include previous supervisory experience for positions with managerial responsibility.
POSITION TITLES

FORMAL TITLES
Consistency of formal position titles within compensation grades is a necessary and important feature of job evaluation. Formal position titling should clearly communicate the level of the position within the university and represent the primary duties of the position. Formal titles will be consistent throughout NSHE within the Workday system using market job titles.

BUSINESS TITLES
Business titles allow for greater flexibility and specificity in describing the work performed and are not centralized throughout NSHE. Business titles will appear in the directory and may be used on email signature blocks, email and letterhead. The following bullets outline practices enforced by Human Resources regarding business titles:

- The identifier, usually the first or last word, (e.g., Coordinator), depicts the nature of the position and complies with university standards based upon compensation grade assignment. Only one identifier will be used in a business title.
- Along with the identifier, the primary field of work is listed. Titles are to be limited to a single primary field whenever possible and are limited to two primary fields (e.g., Coordinator, Recruitment and Advising). A job title is intended to identify the primary role of the position; it is not intended to depict all job duties assigned.
- For recruitment standards, job titles should be specific, yet general enough to successfully attract a qualified applicant pool.
- Business titles require the approval of an executive within the divisional hierarchy and are subject to audit by Human Resources.

ACCEPTABLE TITLES BY COMPENSATION GRADE

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<tr>
<th>COMPENSATION GRADE</th>
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<tr>
<td>A</td>
<td>Assistant Administrator, Assistant Advisor, Assistant Coordinator, Analyst, Specialist</td>
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<tr>
<td>B</td>
<td>Administrator, Advisor, Analyst, Coordinator, Specialist</td>
</tr>
<tr>
<td>C</td>
<td>Assistant/Associate Director, Coordinator, Senior Coordinator/Specialist, Lead, Manager, Program/Project Manager, Director</td>
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<tr>
<td>D</td>
<td>Assistant/Associate Director, Assistant Dean, Chief, Director, Executive Director, Manager</td>
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<tr>
<td>E</td>
<td>Assistant Vice President, Associate Vice President, Vice Provost, Associate Dean, Executive Director</td>
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POLICIES AND PROCEDURES

GENERAL POLICIES AND PROCEDURES
An Administrative Faculty job description originates by the department and is submitted to HR for review. Placement decisions are typically completed within two weeks of receipt; vacant or new positions maintain priority. The effective date of all placement actions is the first of the month following approval from HR. Promotional and salary administration guidelines are outlined within the University Administrative Manual.

APPEAL PROCEDURE
A hiring authority who believes an inappropriate placement decision has occurred, may appeal, in writing, to the Associate Vice President, Human Resources (AVPHR) through normal administrative channels. The written statement must include justification provided by HR for the placement decision and explain how the job description meets the requirements of the requested compensation grade. Following appeal to the AVPHR, the hiring authority may appeal in writing to the Provost’s Office through appropriate administrative channels. The written statement must include the same elements as required in the first appeal and any additional placement decision justification provided by the AVPHR.

ESSENTIAL FUNCTIONS
HR identifies the essential functions of a position on the job description form using one of five definitions: Sedentary, Light, Medium, Heavy or Very Heavy Work. The definition provides potential or existing employees an explanation of the physical demands required to perform the duties of the position. A potential or existing employee may request an accommodation pursuant to the Americans with Disabilities Amendment Act to perform the essential functions of a position.
DEPARTMENT OF LABOR FLSA RESOURCES

General Exemption Descriptions (Fact Sheet 17A): http://www.dol.gov/whd/overtime/fs17a_overview.pdf
Administrative Exemption (Fact Sheet 17C): http://www.dol.gov/whd/overtime/fs17c_administrative.pdf
Computer Employee Exemption (Fact Sheet 17E): http://www.dol.gov/whd/overtime/fs17e_computer.pdf
Executive Exemption (Fact Sheet 17B): http://www.dol.gov/whd/overtime/fs17b_executive.pdf
Professional Exemption (Fact Sheet 17D): http://www.dol.gov/whd/overtime/fs17d_professional.pdf
Wage and Hour Division Website: http://www.dol.gov/whd