

Job Descriptions and Job Titling Guideline

Job descriptions

UT Toledo and especially the HR department is dependent on excellent quality job descriptions. It provides information for recruiting and necessary job requirements. It helps the candidate understand what the job entails and accurately defines responsibilities, tasks, and level of authority. It is used in performance management and accountability. A job description provides details for the new hire on their responsibilities. It helps to determine where the job fits in the structure of the university and determines appropriate compensation.

Job Titles

Job Titles are reflective of the duties and the authority of the position. Job titles are born out of the Job description. Human Resources objectively will, in conjunction with departments, will review and approve the use of job titles to ensure they are consistent. Please see the chart below for details. As new jobs are created or current jobs are redefined, the job description and title will be reviewed. By policy, jobs are also subject to regular audits. This ensures job titles accurately convey what is contained in the job description - statements of fact, that describe the job.

Common symptoms when jobs are not classified appropriately:

1. Duties that are not accurately defined or delegated.
2. Inability to recruit with outdated duties under an inflated/inaccurate title.
3. Employees become dissatisfied when they feel their pay is not competitive and leave the organization.
4. Job title creep – awarding higher level titles when the job duties have not changed.
5. Numerous job reclassifications/requests
6. Pay inequity due to misclassified jobs
7. Staffing levels out of balance causing the organization to be top heavy, which can subsequently lead to layoffs.
8. Creating a domino effect by improperly titling one job will have with other similar positions.

Job evaluations are conducted by the HR Office and can take up to 2 weeks to complete. Human Resources is charged with reviewing requests, making recommendations, and implementing pay plans including:

- Management job titles
- Pay grades based on associated salary ranges, that are intermarket based.
- Market/Equity Adjustments

Leadership Level	Comp Profile	General Profile/	Education/Experience Requirements	Reporting Relationship	Functional/Technical Skills
Executive Director/Sr Director	Grade 10 or higher	<p>Leaders at this level have management and procedure authority in directing the operations of several organizational units and major programs that are enterprise wide (HSC & MC). Characteristic functions of this role typically include developing goals and setting strategy for the major organizational area they oversee; directing the budget and authorizing expenditures; developing or recommending policies; managing multiple functions or departments; and/or directing the work of director level personnel and indirectly overseeing the work of all staff. Level of placement within this career level will be governed by size, scope and impact of the area managed. The main focus of this job career level is to implement the strategic vision via setting appropriate goals for several large areas of responsibility.</p> <p>- FOCUS IS SETTING GOALS THAT SUPPORT THE VISION.</p> <p>- Generally responsible for long range strategic planning timeframe.</p>	<p>Bachelor's Degree Required with 8+ years of direct management experience (Direct Reports).</p> <p>Graduate degree preferred</p>	<p>Generally, reports to AVP or above. Has directors reporting to them. Has at least 2 FTE's reporting to them (FLSA Exemption under executive rule).</p>	<p>Requires comprehensive understanding and application within multiple disciplines of different systems, theories, and practices as well as the changing business environment</p> <p>This level of leadership is typically overseeing enterprise-wide functions/areas of both campuses.</p>

<p>Director</p>	<p>Grade 8,9,10</p>	<p>Leaders at this level are typically responsible for managing at least two (2) or more functions of a major section or unit of a department enterprise wide (both HSC & MC). Characteristic functions of this level typically include formulating goals of the department; monitoring progress relative to the strategic goals set by senior management; supervising a staff of supervisory and non-supervisory personnel; and rendering decisions with respect to key department issues impacting overall service and performance. Responsible for planning, developing, and implementing and providing direction for the strategy that has been directed by their Senior Director, AVP, and/or VP.</p> <ul style="list-style-type: none"> - Main focus is on tactical execution of department related goals. - FOCUS ON MANAGING TASKS ON THE PATH TO ACHIEVE GOALS. - Manages staff activities and priorities. 	<p>Bachelor's Degree Required with 5-7 years of direct management experience (Direct Reports).</p> <p>Graduate degree preferred</p>	<p>Reports to AVP or Sr. Director with leadership levels reporting to them. Will typically have Assist Directors and/or Managers as direct reports. Has at least 2 FTE's reporting to them (FLSA Exemption under executive rule).</p>	<p>Requires comprehensive understanding and application of different systems, theories, and practices within own discipline.</p> <p>This level of leadership is typically overseeing enterprise-wide functions/areas of their campus or both campuses.</p>
------------------------	----------------------------	---	--	---	--

<p>Associate Director</p>	<p>Grade 8,9,10</p>	<p>Leaders at this level are typically responsible for managing at least two (2) or more functions of a major section or unit of a department. Characteristic functions of this level typically include assisting in formulating goals of the department, monitoring progress relative to the strategic goals set by senior management; supervising a staff of supervisory and non-supervisory personnel (at least 2 FTE); and rendering decisions with respect to key department issues impacting overall service and performance.</p> <ul style="list-style-type: none"> - Main focus is on tactical execution of department related goals. - FOCUS ON MANAGING TASKS ON THE PATH TO ACHIEVE GOALS. - Manages staff activities and priorities. 	<p>Associates degree required or at least four (4) years of direct experience in the area being overseen. One (1) year leadership experience supervising employees. Experience managing a function/program is required.</p> <p>Bachelor's degree preferred.</p> <p>2-5 years prior leadership experience supervising employees is preferred.</p>	<p>Reports to a Director level or above. Has at least 2 FTE's reporting to them (FLSA Exemption under executive rule).</p>	<p>Requires comprehensive understanding and application of different systems, theories, and practices within own discipline.</p> <p>May act with Director authority in periods of absence.</p>
----------------------------------	----------------------------	--	---	--	--

<p>Assistant Director</p> <p>Manager</p>	<p>Grade 5,6,7</p>	<p>Leaders at this level are responsible for leading and supervising regular staff (not students) to ensure that the goals and objectives of the work unit or program are fulfilled for at least one (1) function of a major section or unit of a department. Characteristic functions typically include assigning and monitoring work; determining work procedures and expediting workflow; issuing instructions; troubleshooting and resolving problems; and arranging schedules and setting priorities. Positions within this level may spend a portion of time performing work that is similar in nature to that of subordinate positions supervised; however, they are accountable for overall operations through the effective use of subordinate personnel. limited budget or resource flexibility or decision-making leeway. Level placement within this career level will be determined by the positions scope and complexity of responsibility.</p> <ul style="list-style-type: none"> - Main focus is on tactical execution of unit/area related goals. - FOCUS ON TASKS TO ACHIEVE GOALS - Directs daily / weekly activities 	<p>Associates degree required or at least two (2) years of direct experience in the area being overseen. Some leadership experience in supervising employees. Experience managing a function/program.</p> <p>Bachelor's degree preferred.</p> <p>At least 2 years prior leadership experience supervising employees is preferred.</p>	<p>Reports to any level of leadership (Director/Executive Staff). Some direct reports can be supervisors or team leads. Has at least 2 FTE's reporting to them (FLSA Exemption under executive rule). program/Project Managers are different from this type of role.</p>	<p>Requires in-depth understanding and application of concepts, theories and principles in own discipline and basic knowledge of other disciplines. The expected performance is to have the ability to meet or exceed longer-term objectives (project based/quarterly or annual targets).</p> <p>Scope of position does not reach across both campuses.</p>
--	---------------------------	--	--	--	---

<p>Supervisor</p>	<p>Grade 4,5,6</p>	<p>Leaders at this level are responsible for leading and supervising regular staff (not students) to ensure that the goals and objectives of the work unit or program are fulfilled. Characteristic functions typically include assigning and monitoring work and tasks; assisting in determining work procedures and expediting workflow; issuing instructions; troubleshooting and resolving problems; and arranging schedules and setting priorities. Positions within this level may spend a portion of time performing work that is similar in nature to that of subordinate positions supervised; however, they are accountable for overall operations through the effective use of subordinate personnel. No budget responsibility Limited resource flexibility or decision-making leeway. Level placement within this career level will be determined by the positions scope and complexity of responsibility. Can also coordinate and assign activities within a project or single program.</p> <ul style="list-style-type: none"> - Main focus is on tactical execution of unit/area related goals. - FOCUS ON TASKS TO ACHIEVE GOALS - Directs daily / weekly activities 	<p>Associates degree required. At least one (1) year of experience in the area being supervised.</p> <p>Experience as a supervisor is preferred</p> <p>Prior leadership experience is preferred.</p>	<p>Reporting generally to a manager but can report to a level above manager. Direct reports are typically non-supervisory employees. Has at least 2 FTE's reporting to them (FLSA Exemption under executive rule).</p>	<p>Requires understanding and application of procedures and concepts within own discipline and basic knowledge of other disciplines. The expected performance is measured by the ability of the supervisor to get others to meet expectations, to grow, and to develop. Accountable for ensuring their staff achieve their task on time, on-budget, and with appropriate quality.</p> <p>Scope of position will be within a department that does not reach across one campus.</p>
--------------------------	---------------------------	---	---	--	---

<p>Professional (Typical Titles can be Coordinator, Analyst, Specialist)</p>	<p>Grade 3,4,5</p>	<p>Positions within this career level, who may report to a variety of supervisory personnel, serve as individual contributors. The work may be viewed as administrative, programmatic, or logistical in providing key support to a department function, or operation unit. Characteristic functions include preparing, processing, and tracking a variety of data; providing and responding to information requests; arranging and coordinating a multitude of activities or events; and/or facilitating on a range of administrative, operational, and technical matters.</p> <p>- Differences in scope, complexity, knowledge, and skill will determine the position's level within this career level.</p>	<p>Some professional experience can be required depending on the level of professional (Sr/Lead)</p>	<p>Can report to any level of leadership. May be responsible for providing technical guidance within the department but does not supervise staff.</p>	<p>Requires understanding and application of procedures and concepts within own discipline and basic knowledge of other disciplines.</p>
---	-------------------------------	---	---	---	--