

CLASSIFICATION & COMPENSATION PLAN

TEMPORARY POSITIONS

(Effective 1/1/19)

| Title, Pay Range & Position Number | Position Examples & Definition of Duties |
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| <i>Clerical Assistant Examples: Administrative Specialists I, II, III; Multimedia Technician; Campus Postmaster; Special Event Supervisor; Fiscal Support Specialist; Special Events Coordinator; Administrative Support Supervisor; Human Resources Specialist; Payroll Services Specialist; Purchasing Specialist; Fiscal Support Analyst</i> | |
| CLERICAL ASST I \$9.25-12.75 NBPCA1 | Routine & repetitive in nature as detailed by supervisor's instructions. May include typing, receptionist tasks, retail selling, filing, shelving books/stocking shelves, scheduling, & handing out media equipment. |
| CLERICAL ASST II \$9.25-15.90 NBPCA2 | Requires exercising judgment under general supervision, as well as applying skill or knowledge of bookkeeping, cash handling, inventory procedures, library rules, typing, data entry, equipment operation, minor maintenance/repair of media materials, assisting faculty (academic depts.) in preparing for classes/labs. |
| CLERICAL ASST III \$10.54-18.83 NBPCA3 | Requires independent judgment, including directing the work of subordinates and/or performing complex clerical duties. Tasks may involve interpretation of policies or rules and/or administration of a project/program requiring specialized knowledge. |
| <i>Intern & Seasonal Examples: Summer Interns; Seasonal Agricultural Workers; CES Program Assistants; Research Field Technicians</i> | |
| INTERN & SEASONAL I \$9.25-14.87 NBPIS1 | Performs agricultural labor or serves as department/county summer intern (e.g., student workers in 4H & Youth Development, Communications, or FCS). |
| INTERN & SEASONAL II \$9.53-16.83 NBPIS2 | Requires the formal education equivalent of a high school diploma, plus three years of progressively more responsible experience supervising agricultural workers or interns. |
| <i>Service Assistant Examples: Institutional Services Assistant; Apprentice Tradesman; Institutional Services Supervisor; Shipping and Receiving Clerk; Maintenance Assistant; Landscape Specialist; Warehouse Specialist; Coordinator of Housekeeping; Institutional Services Shift Supervisor; Maintenance Specialist</i> | |
| SERVICE ASST I \$9.25-12.75 NBPSA1 | Involves unskilled labor tasks that are routine & repetitive in nature. Minimal training is required to carry out assignments. Work is performed under supervision. |
| SERVICE ASST II \$9.25-14.87 NBPSA2 | Involves semi-skilled labor that may require specialized training or licenses. Incumbents work under general supervision. Tasks of a specialized nature & moderate complexity may require incumbent to draw on experience & use judgment. |
| SERVICE ASST III \$9.53-16.83 NBPSA3 | Involves all of those in Levels I and II with responsibility for own work performed & for directing the work of subordinates (i.e., all lead or working supervisory positions.) |
| <i>Skilled Crafts Assistant Examples: Printer; Institutional Printer; Print Shop Supervisor; Skilled Tradesman</i> | |
| SKILLED CRAFTS ASST \$12.91-23.67 NBPSA | Includes skilled manual labor normally requiring a minimum of 4 years' experience and/or training. Work performed under general supervision. Tasks require knowledge & experience in a variety of related areas: design, fabrication, installation, maintenance, or repair work. |

Technical Assistant Examples: Accountant I; HEI Program Coordinator; Commercial Graphic Artist; Computer Operator; Computer Support Analyst

TECHNICAL ASST I
\$9.25-15.05
NBPTA1
Duties are routine & repetitive and are performed under supervision. Tasks may include working with animals, working with computers or other electronic equipment, washing glassware in a laboratory setting, greenhouse or lab work for a research project, etc.

TECHNICAL ASST II
\$9.53-16.84
NBPTA2
Duties require independent actions, use of judgment & specific knowledge or experience in a technical specialty. (Requires 2 years' experience in the specialty or comparable education). Incumbent works under general supervision. Tasks include assisting with research projects, operating computer systems, preparing materials for presentation or use in classes or laboratory sessions.

TECHNICAL ASST III
\$13.72-25.08
NBPTA3
Duties involve all of those in Levels I & II with full responsibility for work performed & for directing the work of subordinates. Tasks have a high degree of complexity, including design & planning responsibilities.

Professional Assistant Examples: Non-Classified Positions

PROFESSIONAL ASST. I
\$13.72-25.08
NBPPA1
Performs work that is predominantly original & creative in nature. Work is directly related to administrative, instructional/academic, or research programs. May require a degree or equivalent experience. Duties focus on research, analysis, & evaluative tasks requiring independent judgment or tasks of a specialized nature requiring technical knowledge or background experience.

PROFESSIONAL ASST. II
\$21.44-40.26
NBPPA2
Performs all work identified in Level I and requires the same qualifications. In addition, duties involve the directing the work of subordinates. May make significant decisions related to development of policies, procedures, & work methods that directly affect the outcome or production of the work.

Note: Should it become necessary to employ someone to complete a limited and defined project outside the normal scope of work for an appointed position, the project may, under certain circumstances, be paid through unit pay, i.e., pay by the project and not by the hour. Written proposals for unit pay situations must be approved by the Assistant Director of Operations and the Associate Vice President for Agriculture-Extension.