

ACC Title Protocols

Director: is limited to titles

- Primarily engaged in the formal management process with total responsibility for a major and distinct function
- Have college-wide responsibilities
- Are the primary and exclusive member of management responsible for an area
- Are normally at the department head level
- Reporting directly to an Vice President, Associate Vice President, or other Administrator

Manager: is limited to titles that

- Primarily are engaged in the formal management process, including the integration and harmonizing of diverse functions and a combination of the areas of planning, executing, controlling and evaluation of human & financial resources.
- Have direct people reports – not just “manage a process”.

Supervisor: is limited to titles

- Primarily engaged in planning, organizing, directing, evaluation and personal leadership of a group of subordinate employees (normally more than 2 FTE staffing table employees)
- Are categorized as Exempt under the FLSA (i.e. more than a lead function)
- Have responsibility for hiring, discipline, termination, professional development, approval of timesheets and leave requests, work assignments for their direct reports

Engineer: is limited to titles

- Primarily engaged in professional level engineering work, normally requiring a BS or Masters degree in an engineering discipline such as Civil, Electrical, Hydraulic Mechanical, Nuclear Engineering.

Analyst: is limited to titles

- Primarily engaged in support roles, at the professional level, gathering, tabulating, analyzing data and deriving conclusions from their statistical or behavioral observations; such as Systems Analyst, Financial Analyst, Budget Analyst, etc.

Coordinator: is limited to titles

- Primarily engaged in facilitating the communication process and/or activities between the parent and outside organizations
- May also include among departments within the same organization.

Technician: is generally limited to titles

- Primarily engaged in specialized duties requiring knowledge of a mechanical or scientific discipline, such as Engineering Technician, Telecommunications Equipment Repair Technician etc.

Specialist: is generally limited to classes of work

- Primarily engaged in duties of a non-technical nature, specific to an occupational specialization, often within a subdivision of a broad field of work, such as Safety Training Specialist, Records Specialist, Property Assessment Specialist etc.

Administrator: is generally limited to titles

- Primarily responsible for a single specialized organization-wide non-technical program or function, of limited scope, requiring specialized program knowledge, without policy-making authority over the program or function, such as Insurance Administrator.
- All such titles are IT related.
- This title does not apply to the classification of Administrators

Assistant: This is not a defined title since assistants range from a clerical support function to more specific within a specialized department to a high level administrative support function.

Lead: This is not a defined title but a Lead is more than a Senior and less than a Supervisor. It is the level that usually has training and scheduling responsibilities of the new employees within the same job family.

Senior:

- Sr. Level should reflect advanced skills and competencies.
- This is not a defined title since this level can overlap somewhat with a “Lead”.
- You cannot have a Senior Level as the beginning level within a job family. For example, you can’t have a Senior payroll Clerk if you don’t have a Payroll Clerk.
- Also, a Senior Level is not defined by years of experience if that is the only difference between two levels.
- Longevity does not define a new level within a job family. Only actual duties and responsibilities can make up the different levels of work being performed within a job family.

Not every job family has a career path. There may be only so many levels of actual work being done within that job family. We don’t create career paths based on longevity alone.