

IU Classification Level Guide
Administrative Job Family – Administrative

Positions in this sub family primarily provide and / or manage administrative functions of an organization. To accurately classify a position, specific supporting examples of a position’s primary duties and responsibilities in terms of scope, impact and complexity should be provided.

| Level | 1AD | 2AD | 3AD | 4AD |
|-----------------|--|---|--|--|
| Level Overview | <ul style="list-style-type: none"> • Grandfathered positions may be reclassified to CL/TE/SS support positions when the position becomes vacant. No new positions in this job family will be slotted at this level/grade. • <i>These professional positions are <u>all</u> classified as PAO (Professional Overtime Non-Exempt).</i> | <ul style="list-style-type: none"> • A professional contributor to administrative matters of an organization without full authority to deviate from established protocols. • Has good grasp of professional principles and skills. • Knows and effectively uses fundamental concepts, practices, and procedures. • Work is of limited scope, typically on smaller, less complex projects / assignments or providing support for larger projects/ assignments. • Assists in fact finding. • Errors generally are limited to unit operations. • May be first line supervisors, often of support staff. | <ul style="list-style-type: none"> • Fully competent and productive professional working independently on progressively more complex projects/assignments. • The work may involve program ownership. <p><i>This is intended by design to cover an <u>extensive span of professional work.</u></i></p> <ul style="list-style-type: none"> • Responsibilities are of a professional or highly analytical nature. • Jobs may have significant technical requirements with a high level of accountability. • Errors may have impact beyond operations but normally are caught and / or corrected prior to signification impact. • May train and direct work of junior staff. | <ul style="list-style-type: none"> • Generally responsible for managing a department or major function within a department with staff responsibility. <p style="text-align: center;">---OR---</p> <ul style="list-style-type: none"> • Will manage highly complex processes or have diverse and complex responsibilities such as: people or financial management, external relationship development, project / process leadership. <p><i>This must be the primary purpose of the position, not a sporadic assignment. Focus of management is more frequently operational than strategic. The depth of the organizational structure may impact this.</i></p> <ul style="list-style-type: none"> • Frequently contributes to management strategy. • Establishes priorities; assigns functions; maintains quality control. • Provides total management and expert guidance to lower level staff. |
| Decision Making | | <ul style="list-style-type: none"> • Works in compliance with established procedures. Identifies and resolves readily identifiable problems. • Makes decisions within established guidelines and policies. Refers the most difficult situations to supervisor for guidance. • Nature of work requires supervision; exercises limited judgment. • Work typically involves regular process checks or review of output by a coworker and/or supervisor. | <ul style="list-style-type: none"> • Performs full range of professional level work that typically requires more complex and less clearly-defined issues. • Identifies problems then solutions then takes appropriate action to resolve. • Nature of work requires significant independence. • Receives guidance only on unusual, complex problems / issues. • Typically involves periodic review of output by supervisor / manager. | <ul style="list-style-type: none"> • Has latitude to make operational/procedural decisions within broadly defined parameters. • Decisions require a high level of judgment. • Guidance from higher management limited to expected outcomes. • Generally requires higher managerial approval for policy and/or fiscal variances. |

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| Level | 1AD | 2AD | 3AD | 4AD |
|--|-----|---|---|--|
| Characteristic Duties | | <ul style="list-style-type: none"> • Provides a variety of administrative tasks related to program/project activities. • Execute program/project plan which includes assessing needs, setting goals and objectives. Authority to make adjustments to execution plan. • Analyzes all data and information used or generated by project; resolves any discrepancies or problems. | <ul style="list-style-type: none"> • Oversees daily operations and activities for a program area or center; provides operation and administrative direction. • Develops program concepts and objectives; formulates program guidelines, criteria, and policies/procedures. • Develops and administers program budget; evaluates program effectiveness. | <ul style="list-style-type: none"> • Provides full operational management of a division/dept/unit. • Sets policies with latitude only generally constrained. Continuously assesses operations and makes needed changes. • Advises senior administrators in implementing programs, new initiatives, and special projects. • May exercise full management authority over all professional and support staff. |
| Minimum Education/ Experience (or equiv) | | <ul style="list-style-type: none"> • BS/BA in related discipline. • Combinations of related education and experience will be considered. • Generally 0-2 years of experience in related field. | <ul style="list-style-type: none"> ▪ BS/BA in related discipline. ▪ Combinations of related education and experience will be considered. ▪ Generally 2-5 years of experience in related field. | <ul style="list-style-type: none"> ▪ BS/BA in related discipline ▪ Combinations of related education and experience will be considered. ▪ Generally 5-8 years of experience in related field. |

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| Level | 5AD | 6AD |
|---|--|---|
| Level Overview | <ul style="list-style-type: none"> • Typically manages multiple departments. <p style="text-align: center;">---OR---</p> <ul style="list-style-type: none"> • Responsible for a large unit / dept or multiple functions with a mostly strategic focus. <p><i>Focus of management at this grade is more frequently strategic than operational. The depth of the organizational structure may impact this.</i></p> <ul style="list-style-type: none"> • Determine organizational design. • Often makes final decisions on major in-sourcing / outsourcing. • Develops and manages strategic long range plans and budgets for functional areas or significant projects. • Analyzes the effectiveness of and establishes future direction for functional policies and programs. • Aligns policies, products, and development efforts with strategies. • Errors may have significant impact on operations and / or profits within the organization. | <ul style="list-style-type: none"> • Manages an unusually large university-wide, campus, or responsibility center function. <p style="text-align: center;">---OR---</p> <ul style="list-style-type: none"> • Oversees a highly specialized unit, which contributes a high level of strategic importance to the university / campus / Responsibility Center. • Unusually heavy impact on financial and business results on a wide scale. • Establishes broad plans and formulates policies for functional area for the university, campus, or responsibility center. • Accountable for long term strategic and budgetary decisions. • Errors have significant impact on future operations of the organization/campus/university. |
| Decision Making | <ul style="list-style-type: none"> • Typically involved in, if not the initiator of establishing policies, procedures and practices with major impact. • Has latitude in decision making. • Decision making is based on the analysis of problems with little precedent. | <ul style="list-style-type: none"> • Decision latitude is wide, minimally constrained by university / campus policies. |
| Characteristic Duties | <ul style="list-style-type: none"> • Manages, plans, and organizes multiple business functions/operations for a large unit/dept. • Establishes financial strategies; sets budget controls; advises units on financial transactions. • Focuses on strategic planning and influence versus operational management. • Exercises full and independent authority over all organizational resources, objectives, and programs. • | <ul style="list-style-type: none"> • Exercises all P5 functions but on a larger scale. • May lead the centralized function(s) for the university or campus. |
| Minimum Education/ Experience (or equivalent) | <ul style="list-style-type: none"> • BS/BA in related discipline. Masters required for most positions. • Combinations of related education and experience may be considered • Generally 5-8 years of experience in related field including managerial experience. <p style="text-align: center;">---OR---</p> <ul style="list-style-type: none"> • Masters plus three years related experience including managerial experience. | <ul style="list-style-type: none"> ▪ BS/BA in related discipline. Masters required for most positions ▪ Combinations of related education and experience will be considered ▪ Generally 8+ years of experience in related field including managerial experience; certification is required in some areas <p style="text-align: center;">---OR---</p> <ul style="list-style-type: none"> • Masters plus 5 years related experience including managerial experience. |