

UNIVERSITY OF UTAH

JOB CLASSIFICATION STRUCTURE

Updated on 10/2024

		Chief executives and heads of key university functions responsible for long-term strategy.		Directors, managers, and supervisors leading tactical operational teams.		Skilled roles that typically require a college degree, use independent judgment, and contribute to organizational objectives.		Semi-skilled roles that typically do not require a college degree.		
		EXECUTIVE TRACK								
IV	University Senior Leadership Level	E5	TBD (UCareer Phase II)							
		E4	TBD (UCareer Phase II)							
		E3	TBD (UCareer Phase II)							
		E2	TBD (UCareer Phase II)							
III	University Leadership Level	E1	TBD (UCareer Phase II)	MANAGEMENT TRACK		PROFESSIONAL TRACK				
						GENERAL		LIFE SCIENCES		
II	Professional and Management Level			M7	Senior Director	P7	Senior Principal	L7	Senior Principal	
				M6	Director	P6	Principal	L6	Principal	
				M5	Associate Director	P5	Expert	L5	Expert	
				M4	Senior Manager	P4	Advanced	L4	Advanced	
				M3	Manager	P3	Career	L3	Career	
I	Support and Entry Level			M2	Senior Supervisor	P2	Developing	L2	Developing	
				M1	Supervisor	P1	Entry Level Pro	L1	Entry Level Pro	
									S4	Highly Skilled
									S3	Skilled
									S2	Intermediate
									S1	Entry Level Support

*Based on the Radford model

EXECUTIVE TRACK

LEVEL CODE	LEVEL TITLE	OVERVIEW
E5	TBD (UCareer Phase II)	TBD
E4	TBD (UCareer Phase II)	TBD
E3	TBD (UCareer Phase II)	TBD
E2	TBD (UCareer Phase II)	TBD
E1	TBD (UCareer Phase II)	TBD

MANAGEMENT TRACK

LEVEL CODE	LEVEL TITLE	OVERVIEW	ORGANIZATIONAL IMPACT	SCOPE OF LEADERSHIP	KNOWLEDGE (assumes equivalency)*
M7	Senior Director	Highest-level director. Reports to an executive. Leads the work of functional area(s) through subordinate directors and/or managers.	Assists executives in defining organizational goals and strategic plans. Failure to achieve goals will have critical impact on success of functional area(s) and organization.	Develops guidelines, processes, and procedures for assigned functional area(s) through subordinate directors. Responsible for resource allocation, including budget and personnel. Makes strategic decisions based on company goals and objectives. Responsible for hiring, firing, performance appraisals, and pay reviews.	Expert business knowledge with comprehensive understanding of the organization and functional area(s). Advanced leadership skills. Typically requires a bachelor's and 17+ years of relevant experience.
M6	Director	First-level director. May report to executive or senior director. Leads the work of functional area in absence of senior director.	Assists executives and/or senior directors in defining organizational goals and strategic plans. Failure to achieve goals will have critical impact on success of functional area and organization.	Develops guidelines, processes, and procedures for assigned functional area. Responsible for resource allocation, including budget and personnel. Makes strategic decisions based on company goals and objectives. Responsible for hiring, firing, performance appraisals, and pay reviews.	Extensive business knowledge with comprehensive understanding of the organization and functional area. Advanced leadership skills. Typically requires a bachelor's and 15+ years of relevant experience.
M5	Associate Director	Second-level manager. Manages the activities of first-level managers and/or supervisors. Senior manager with more experience.	Objectives for assigned unit/area defined by upper management. Latitude to make decisions to achieve defined goals. Failure to achieve objectives will have major impact on unit and the organization.	Manages the work efforts of managers/supervisors. Responsible for hiring, firing, performance appraisals, and pay reviews. Makes decisions based on business objectives and allocated resources.	Typically requires a bachelor's and 12+ years of relevant experience.
M4	Senior Manager	Second-level manager. Manages the activities of first-level managers and/or supervisors.	Objectives for assigned unit/area defined by upper management. Latitude to make decisions to achieve defined goals. Failure to achieve objectives will have major impact on unit and the organization.	Manages the work efforts of managers/supervisors. Responsible for hiring, firing, performance appraisals, and pay reviews. Makes decisions based on business objectives and allocated resources.	Broad knowledge of the field with proven leadership skills. Typically requires a bachelor's and 10+ years of relevant experience.
M3	Manager	First-level manager. Manages activities of team including supervisors and/or individual contributors. May also manage a process or function without having direct reports.	Objectives for assigned unit/area defined by upper management. Latitude to make decisions to achieve defined goals. Failure to achieve objectives will have significant impact on unit and the organization.	Manages the work efforts of supervisors/individual contributors. Responsible for hiring, firing, performance appraisals, and pay reviews. Makes decisions based on unit objectives, as well as company policies and procedures.	Broad knowledge of the field with demonstrated leadership skills. Typically requires a bachelor's degree and 6+ years of relevant experience.
M2	Senior Supervisor	First-level leadership. Coordinates and leads daily team activities. May spend a portion of time performing the work of those they supervise. May also be called Team Lead or Associate Manager.	Works within established guidelines, processes, and procedures. May recommend improvements to achieve team goals. Failure to achieve goals may impact team deadlines and results.	Supervises the work of individual contributors. Assists with management decisions and activities. Typically does not have responsibility for hiring or firing but may provide feedback.	Working knowledge of team function within the organization. Typically requires a bachelor's degree and 4+ years of relevant experience.
M1	Supervisor	Receives predetermined work assignments that are process driven and subject to a moderate level of control and review. Guides subordinates on a course of action based on knowledge of established policies and procedures. Provides input and contributes to managing costs related to a unit or sub-unit. Meets unit targets typically against a weekly plan. Interacts daily with subordinates and/or functional peer groups. Interaction normally involves exchange or presentation of factual information. Conveys straightforward information to audiences.	Executes specified routine tasks. Erroneous decisions or failure to achieve results will cause delays in schedules.	Works on issues of limited scope. Follows established practices and procedures in analyzing situations or data from which answers can be readily obtained. Monitors daily/weekly operations of a unit or sub-unit. Provides immediate supervision to a unit or group of employees. Assigns tasks and monitors work at frequent intervals. Maintains schedules and workflow of the team. A portion of time is normally spent performing individual tasks related to the unit or sub-unit. Generally supervises semiskilled employees (e.g., assemblers, operators, packagers, material tracking, clerical).	Typically requires a bachelor's degree and 0-3 years of relevant experience.

* 1 year of higher education can be substituted for 1 year of directly related work experience.

PROFESSIONAL TRACK: GENERAL

LEVEL CODE	LEVEL TITLE	OVERVIEW	COMPLEXITY	DEGREE OF INDEPENDENT JUDGEMENT	EDUCATION & EXPERIENCE (assumes equivalency)*
P7	Senior Principal	Typically applies to technology and research positions. Recognized as distinguished senior expert within field. Consistently works with abstract ideas. Through assessment of intangible variables, identifies and evaluates fundamental issues, providing strategy and direction. Requires in-depth knowledge of industry trends, business strategies and the company's goals.	Applies deep technical expertise of current industry and emerging technologies to provide insight and technical leadership to promote new ideas, innovative concepts and resolving critical issues. Uses extensive knowledge of theories, practices and design and is a key influencer in product research, product innovation and growth strategies.	Oversees creative engineering-oriented research or advanced product development. Erroneous decisions will have a long-term effect on the company's success. Consults with and provides guidance on advanced technical issues to leadership. Recognized as a technical leader whose knowledge, ideas and critical thinking impact the university.	Typically requires a bachelor's degree and 17+ years of relevant experience.
P6	Principal	Recognized as senior expert within field. Requires highly specialized skill set. Knowledgeable of emerging trends and influences best practices within discipline.	Conducts the most complex and vital work. Failure would result in critical impact to the university.	Works without supervision. Complete latitude for independent judgment. Mentors less-experienced team members and displays leadership as needed.	Typically requires a bachelor's degree and 15+ years of relevant experience.
P5	Expert	Recognized as expert within field. Requires highly specialized skill set.	Works on significant and unique issues where analysis of situations or data requires an evaluation of intangibles. Uses conceptual thinking to understand advanced issues and implications.	Exercises independent judgment in methods, techniques and evaluation criteria for obtaining results. Accountable for results, which may impact the entire function.	Typically requires a bachelor's degree and 12+ years of relevant experience.
P4	Advanced	Recognized as advanced individual contributor with specialized skill set. Considered subject matter expert within discipline. May be called Principal.	Conducts highly complex and expert-level work. Failure would result in significant impact to the university.	Works without supervision. Extensive latitude for independent judgment. Mentors less-experienced team members.	Typically requires a bachelor's degree and 10+ years of relevant experience.
P3	Career	Career-level position within field. Considered highly skilled and proficient in discipline.	Conducts complex work important to the university. Contributes to measurable team and/or university objectives.	Minimal supervision with wide latitude for independent judgment. May assist less-experienced team members.	Typically requires a bachelor's degree and 6+ years of relevant experience.
P2	Developing	Career-development position within field. Requires moderate skill set and developing proficiency within discipline.	Conducts work assignments of increasing complexity. Contributes to team objectives and outcomes.	Moderate supervision with some latitude for independent judgment. Limited problem-solving responsibility while working under defined guidelines.	Typically requires a bachelor's degree and 4+ years of relevant experience.
P1	Entry Level Pro	Entry-level position within field. Requires basic skill set and proficiency.	Conducts work assignments of minimal complexity. Contributes to specific objectives and outcomes.	Closely supervised with little latitude for independent judgment. Works under clearly defined guidelines.	Typically requires a bachelor's degree and 0-3 years of relevant experience.

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PROFESSIONAL TRACK: LIFE SCIENCES

LEVEL CODE	LEVEL TITLE	OVERVIEW	COMPLEXITY	DEGREE OF INDEPENDENT JUDGEMENT	EDUCATION & EXPERIENCE (assumes equivalency)*
L7	Senior Principal	Oversees applied research or advanced development of new products, materials, or processes. Uses leading-edge and broad knowledge of other disciplines, principles, concepts and practices and/or techniques to champion highly complex projects or programs involving multi-disciplinary. Recognized as the highest scientific leader/authority within and outside the organization.	Directs and develops strategy, direction and activities necessary to complete major projects, requiring a wide variety of technical skills that impacts the business. Erroneous decisions or unsound recommendations could risk achievement of critical organizational objectives and affect the organization's public image or value. Is recognized as a leader and an expert in the scientific arena, both nationally and typically internationally as well.	Consults, interacts with and provides guidance to executive management and several departments on advanced technical issues. Influences policy making efforts, consistent with governing practices and regulations.	Typically requires a PhD in a scientific discipline and 17+ years of experience.
L6	Principal	Recognized as scientific leader/authority within and outside the organization. Possesses superior subject matter knowledge.	Conducts extremely complex work that is critical to the organization's success and leads to progress within the scientific community.	Complete latitude for independent judgment. Leads cross-discipline projects. Mentors less experienced team members.	Typically requires a PhD in a scientific discipline and 15+ years of experience.
L5	Expert	Expert-level scientist. Applies leading edge knowledge and professional concepts to contribute to development of company's concepts and principles and to achieve objectives in creative and effective ways.	Creates formal networks with key decision makers and serves as external spokesperson for the organization. Works on significant and unique issues where analysis of situations or data requires an evaluation of intangible variables and may impact future concepts, products or technologies. Exercises latitude in determining objectives and approaches to critical assignments. Barriers to entry, such as committee review, exist at this level.	Acts independently to determine methods and procedures on new assignments. A strategic leader within the organization. Oversees the activities of other lower level personnel.	Typically requires a PhD in a scientific discipline and 12+ years of experience.
L4	Advanced	Advanced senior-level scientist. Possesses comprehensive knowledge of scientific principles and concepts.	Contributes innovative solutions that advance the strategy of the organization and extend knowledge in a given field.	Acts independently with no supervision. Leads projects and initiatives. Mentors less experienced team members.	Typically requires a PhD in a scientific discipline and 10+ years of experience.
L3	Career	Senior-level scientist with in-depth understanding of scientific principles and proficiency in research techniques.	Conducts complex scientific assignments important to the organization.	Acts independently with little supervision. May mentor less experienced team members.	Typically requires a PhD in a scientific discipline and 4+ years of experience, or an equivalent combination of education and directly related experience.
L2	Developing	Mid-level scientist with working knowledge of scientific skills and research techniques.	Conducts scientific assignments of increasing complexity.	Works with limited supervision and guidance.	Typically requires a PhD in a scientific discipline, or an equivalent combination of education and directly related experience.
L1	Entry Level Pro	Junior-level scientist. Acquiring scientific skills used in research and development.	Performs routine scientific assignments and contributes to team objectives and outcomes.	Works with limited amount of autonomy under the guidance of more senior level scientists.	Typically requires a PhD in a scientific discipline, or an equivalent combination of education and directly related experience.

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SUPPORT TRACK

LEVEL CODE	LEVEL TITLE	OVERVIEW	COMPLEXITY	DEGREE OF INDEPENDENT JUDGEMENT	EDUCATION & EXPERIENCE
S4	Highly Skilled	Highest-level support. Performs advanced tasks.	Advanced skill set within role. Leverages skills to establish new techniques or approaches.	Minimal supervision with considerable latitude for independent judgment. Completes difficult assignments without assistance. May mentor less-experienced team members and assist supervisors.	Typically requires 5+ years of related experience.
S3	Skilled	Senior-level position. Performs complex tasks.	Fully proficient in role. Applies skills to complete a broad range of tasks.	Limited supervision with latitude for independent judgment. Regularly completes assignments with little or no assistance. May assist less-experienced team members.	Typically requires 3+ years of related experience.
S2	Intermediate	Mid-level position. Performs general tasks and completes routine assignments.	Developing proficiency in role. Applies skills to the completion of assigned tasks.	Moderate supervision with some latitude for independent judgment. Receives assistance in the completion of more complex assignments.	Typically requires at least 1 year of related experience.
S1	Entry Level Support	Entry-level position. Performs routine tasks as directed.	Acquiring new skills and gaining an understanding of role responsibilities.	Closely supervised with little latitude for independent judgment.	Typically requires little to no related experience.