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| **Career Tracks Job Level** | **Approved Working Titles1, 2** |
| P1 | Professional Title (e.g., Accountant, Assoc Analyst, Representative) |
| P2 | Professional |
| P3 | Senior Professional (e.g., Senior Accountant, Specialist, Consultant) |
| Program Director |
| P4 | Senior Professional |
| Program Director |
| Lead |
| Assistant Manager |
| Manager |
| P5 | Senior Professional |
| Assistant Manager |
| Manager |
| Assistant Director |
| Director |
| Supv1/Supv2 | Program Director |
| Supervisor |
| Manager |
| Assistant Manager |
| M1 | Manager |
| Assistant Director |
| Director |
| M2 | Senior Assistant Dean |
| Director |
| Senior Director |
| M3 | Senior Assistant Dean |
| Assistant Vice Chancellor |
| Executive Director |
| M4 | Associate Vice Chancellor |

1For Advancement positions, see [*Working Title Standards for Advancement Positions*](https://hr.uci.edu/partnership/totalrewards/files/Working-Titles-Standards-AdvanceDevelop.docx)*.*

2See Working Titles That Require Pre-Approval by PMRC Section below for additional titles.

**Working Title Descriptions:**

**Professional (typically job levels: P1, P2)**

Professional positions require a theoretical and conceptual knowledge of a specialization. Problems are typically solved through analysis and strategic thinking. Professionals work on assignments of limited to moderate scope and complexity. Incumbents exercise some judgment within defined guidelines and practices to determine appropriate action.

**Senior Professional (P3, P4, P5)**

In Senior Professional positions, incumbents may independently manage or administer professional or independent programs, policies and resources. Incumbents work independently and may be experienced professionals or technical leaders with in-depth understanding of their field.

**Lead (P4)**

Lead positions manage programs that include formulating strategies and administering policies, processes, and resources; function with a high degree of autonomy. Incumbents are technical leaders with a high degree of knowledge in the overall field and recognized expertise in specific areas. Leads may assign work to others and review their work products.

**Supervisor (SUPV 1, SUPV2)**

Supervisor level roles provide immediate supervision to a unit or group of employees. A portion of time may be spent performing individual tasks related to the unit; however, supervisory activities must constitute a primary part of the job. Supervisors ensure compliance with departmental or organizational policies, procedures, and defined internal controls.

**Program Director (P3, P4, SUPV1, SUPV2)**

Program Directors research, plan, develop and implement one or more of the organization’s outreach program services and responsible for the delivery and overall success of each program. The programs managed must be organized with an established objective, budget, users, resources and schedule or timeline. Incumbents in this role regularly lead projects of critical importance to the organization; these projects carry substantial consequences of success or failure. May spend more than 50% of their time achieving organization objectives through the coordinated achievements of subordinate staff who report to the incumbent. Significant barriers to entry exist at this level.

**Assistant Manager (P4, P5, SUPV1, SUPV2)**

Incumbents in this level provide support in a significant area of the Manager's responsibilities. Regularly lead projects that carry substantial consequences of success or failure. May spend more than 50% of their time achieving organization objectives through the coordinated achievements of subordinate staff who report to the incumbent.

**Manager (P4, P5, SUPV1, SUPV2, M1)**

Incumbents in manager roles may lead programs and projects to formulate strategies; or achieve strategic department objectives through the coordinated achievements of subordinate staff who report to the incumbent. Management positions require a high degree of autonomy and discretionary judgment. May spend more than 50% of their time achieving organization objectives through the coordinated achievements of subordinate staff who report to the incumbent.

**Assistant Director (P5, M1)**

Incumbents in this level provide support in a significant area of the Director's responsibilities. Regularly lead projects of critical importance to the organization; these projects carry substantial consequences of success or failure. May spend more than 50% of their time achieving organization objectives through the coordinated achievements of subordinate staff who report to the incumbent. Significant barriers to entry exist at this level.

**Director (P5, M1, M2)**

Directors oversee through subordinate Managers a department or smaller unit(s), OR manage a highly specialized technical function/ team. Typically spends majority of time (50% or more) achieving organization objectives through the coordinated achievements of subordinate staff. Establish departmental goals and objectives. Direct programs with organization-wide impact (or may have impact beyond the University) that include formulating strategies and administering policies, processes, and resources.

**Senior Director (M2)**

At the Senior Director level, incumbents oversee through subordinate Managers a large department or multiple smaller units, OR manage a highly specialized technical function/ team. Have significant responsibility to achieve broadly stated goals through subordinate Managers. Spends majority of time (50% or more) achieving organization objectives through the coordinated achievements of subordinate staff. Determine objectives, direct programs, develop strategies and policies, manage human, financial, and physical resources, and function with a high degree of autonomy. Proactively assess risk to establish systems and procedures to protect organizational assets. Determine strategies for a program with organization-wide impact.

**Working Titles That Require Pre-Approval by PMRC (when position is initially created):**

**Chief of Staff (P4, P5, M1-4)**

The Chief of Staff reports to the Chancellor, Provost or Vice Chancellor and plays a critical support role in strategic planning, decision-making, and execution of decisions, serving as member of a leadership team and other advisory groups as assigned. The Chief of Staff provides advice to senior management and coordination and liaison with other senior campus officials on virtually any matter of interest to leadership, including policy, programs, budget, personnel and community and system-wide initiatives. The Chief of Staff represents senior management in all manner of situations with tact and diplomacy and requires a dedication to consultation and consensus building. The incumbent manages confidential and sensitive issues and develops solutions to a wide range of issues in all areas of campus operations.

**Assistant Dean (P4, P5, M1) – For College of Health Sciences, School of Law, and School of Business use only**

Responsible for a specific area within a professional school (schools that prepare students to earn degrees that are often required by law before working in a particular occupation, such as medical, law, and pharmacy). The Assistant Dean is responsible for planning, operations, and resource management for the specific area, involving its instructional, research, and/or administrative functions. The Assistant Dean works directly with the Senior Assistant Dean and/or Dean in defining and prioritizing specific needs related to the School’s academic mission and in developing strategies to meet those needs.

**Associate Dean of Students (M2) – For Student Affairs use only**

Under the supervision of the Dean of Students, the Associate Dean of Students has ultimate management oversight and supervisory responsibility for several departments within the Student Life & Leadership area. Develops the long term organizational goals and strategic plans of the organization and makes recommendations to the Dean of Students regarding campus policies, strategic plans, learning objectives impacting the co-curricular involvement of students and their organizations. Directs subordinate supervisors and / or managers. The Associate Dean of Students manages the budget and human resources, and represents the organization with external organizations. The incumbent is evaluated on overall program results and effectiveness.

**Dean of Students (M4) – For Student Affairs use only**

The Dean of Students serves as a senior leader to the area of Student Affairs. The incumbent is responsible for the broad spectrum of student concerns/issues and for creating and managing innovative programs and services that provide a high quality and student centered campus environment. Under minimal direction, the Dean of Students is responsible for the overall vision, oversight, management, planning and direction to wide ranging departments within the Student Life & Leadership area. The incumbent is expected to lead organization-wide initiatives, decisions, and policy-matters involving students throughout the organization. Programs affect a number of major aspects of the non-academic life of the University, such as residential life, public service, leadership development, student conduct, student organization advising, and / or student health.

**Executive Director (M3)**

Oversees through subordinate Managers one or more large, complex departments or business units with multiple functional disciplines/occupations, OR manages a program, regardless of size, that has critical impact upon the organization as a whole, such as most or all of a campus, medical center, UCOP or the UC System. Has significant responsibility for formulating and administering policies and programs, manages significant human, financial, and physical resources, and functions with a very high degree of autonomy. Oversees through subordinate Managers the accountability and stewardship of department resources and the development of systems and procedures to protect organizational assets.

**Senior Assistant Dean (M2, M3)**

Serves as the senior administrative officer and is responsible for the entire scope of planning, operations, and resource management for the School, involving its instructional, research, and administrative functions. The Senior Assistant Dean works directly with the Dean in defining and prioritizing specific needs related to the School’s academic mission and in developing strategies to meet those needs. Has significant responsibility for formulating and administering policies and programs, manages significant human, financial, and physical resources. Provides oversight of technology support operations for research, administrative and instructional computing; provides leadership for the management of all space, facilities, capital needs and human resources (academic and staff).

**Assistant Vice Chancellor (M3)**

Incumbents in this level provide support in a significant area of the vice chancellor’s responsibilities. Position typically has direct authority for a large, single function within the coordinating point or for a variety of smaller functions that have significant impact across the control point. Has significant responsibility for formulating and administering policies and programs, manages significant human, financial, and physical resources, and functions with a very high degree of autonomy. Oversees through subordinate Managers the accountability and stewardship of department resources and the development of systems and procedures to protect organizational assets.

**Associate Vice Chancellor (M4)**

Position serves as primary support to the vice chancellor, acting as vice chancellor in his/her absence. The span of responsibilities typically include direct authority for the majority of the coordinating point or for the most significant function under the vice chancellor’s jurisdiction. Usually limited to a single position for each vice chancellor. Accountable for formulating and administering policies and programs for major functions. Operational or program results can affect overall organization-wide performance and reputation. Directs through subordinate Managers the development of strategic goals and objectives to achieve accountability and stewardship of university resources in a manner consistent with system-wide objectives and initiatives.