



University System of Maryland Job Class Specification

TITLE: GENERAL ASSOCIATE
FLSA: NONEXEMPT
EEO6: H40
IPEDS-SOC: 13-1199

JOB CODE: N80GAW
JOB TYPE: SYSTEMWIDE
JOB FAMILY/SERIES: GEN

APPROVED BY: Chancellor's Designee:
James Sansbury, Acting Director of Human Resources

EFFECTIVE DATE: 09/15/2005

JOB SUMMARY

The purpose of this Nonexempt Job Class is to comply with Fair Labor Standards Act (FLSA) regulations for positions that do not meet the Exempt FLSA test. That is, the position would have been Exempt, but is required to be Nonexempt **because the weekly salary does not meet FLSA criteria established for the salary minimum threshold and/or the employee in the position will not be paid on a salary basis.**

USE OF THIS JOB CLASS IS RESTRICTED TO POSITIONS AT LESS THAN 100% FTE, CONTINGENT CATEGORY I AND CONTINGENT CATEGORY II, AS DETERMINED BY THE INSTITUTION, WHICH CAN NOT BE ACCOMMODATED IN AN EXISTING EXEMPT STATUS JOB CLASS DUE TO FLSA REGULATIONS.

PRIMARY DUTIES

As required by the institution for an already established comparable Exempt Job Classification. The position would have been assigned to the comparable Exempt Job Classification, but, because of the FLSA regulation, it has to be designated as Nonexempt.

Note: The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

MINIMUM QUALIFICATIONS

EDUCATION: As required in the comparable Exempt Status Job Classification.

EXPERIENCE: As required in the comparable Exempt Status Job Classification.

OTHER:

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

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OTHER: Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

CONDITIONS OF EMPLOYMENT

As required in the comparable Exempt Status Job Classification.