



Old & new CUPA Code - Sugstd Matches	USM Exempt Job Title" E-Code"					REVISED OCTOBER 7, 2013				
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201.00	E	1	2	01	S	ACA	VICE CHANCELLOR FOR ACADEMIC AFFAIRS	The senior administrative official responsible for the direction of academic programs of the USM.	11	11-9033
201.1 & 1026	E	1	5	01	0	ACA	PROVOST	The senior administrative official responsible for the direction of the academic program of the institution. Functions typically include teaching, research, extension, admissions, registrar, and library activities. Reports to the Chief Executive Officer.	11	11-9033
1218.00	E	1	6	01	5	ACA	Dean – Philosophy & Public Policy	Senior administrator responsible for the instructional division which may include but is not limited to: Economic Policy, Environmental Policy, Housing & Community Development, International Security, and Social Policy.	11	11-9033
1236.00	E	1	6	01	6	ACA	Dean – Science and Technology (Computer, Math, Physical Science)	Senior administrator responsible for the instructional division which may include but is not limited to: Astronomy, Computer Science, Geology, Mathematics, Meteorology, and Physics.	11	11-9033
1238.00	E	1	6	01	7	ACA	Dean – Social Work	Senior administrator responsible for the instructional division which may include but is not limited to: Social Work.	11	11-9033
1240.00	E	1	6	01	8	ACA	Dean – Undergraduate Studies	Senior administrator responsible for the instructional division which may include but is not limited to: the Honor's Program, Scholar's Program, Academic Achievement Programs, Educational Talent Search, and other programs which support the academic environment for all students.	11	11-9033
1241.00	E	1	6	01	9	ACA	Dean – Veterinary Science	Senior administrator responsible for the instructional division which may include but is not limited to: Veterinary Science and related programs.	11	11-9033
210 & 7003	E	1	6	01	A	ACA	DEAN - General	Serves as the principal administrator of the instructional division indicated.	11	11-9033
1201.00	E	1	6	01	B	ACA	Dean – Agriculture	Senior administrator responsible for the instructional division which may include but is not limited to: Biological Resources Engineering, Agricultural & Resource Economics, Agronomy, Animal & Avian Sciences, Natural Resource Sciences & Landscape Architecture, Nutrition & Food Science, and Veterinary Medicine. May also be responsible for the Agricultural Experiment Station and the Cooperative Extension Service.	11	11-9033
1202.00	E	1	6	01	C	ACA	Dean – Architecture	Senior administrator responsible for the instructional division which may include but is not limited to: Architecture, Urban Studies & Planning, and Interior Design.	11	11-9033
1203.00	E	1	6	01	D	ACA	Dean – Arts (Humanities, Liberal Arts)	Senior administrator responsible for the instructional division which may include but is not limited to: American Studies, Art, Art History & Archeology, Asian & European Languages, Cultures, Literature, Classics, English Language & Literature, Germanic Studies, History, Jewish Studies, Music, Philosophy, Theatre, and Women's Studies.	11	11-9033

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1237.00	E	1	6	01	E	ACA	Dean – Behavioral & Social Science	Senior administrator responsible for the instructional division which may include but is not limited to: Afro-American Studies, Anthropology,	11	11-9033
1206.00	E	1	6	01	F	ACA	Dean - Business	Senior administrator responsible for the instructional division which may include but is not limited to: Business, Accounting, and Finance, Management & Organization, Business Telecommunications, Global Knowledge Management and Supply Chain Management.	11	11-9033
1208.00	E	1	6	01	G	ACA	Dean – Continued Education	Senior administrator responsible for the instructional division which may include but is not limited to: Continued Education, and Summer Programs.	11	11-9033
1210.00	E	1	6	01	H	ACA	Dean – Dentistry	Senior administrator responsible for the instructional division which may include but is not limited to: School of Dentistry and related programs.	11	11-9033
1212.00	E	1	6	01	J	ACA	Dean – Education	Senior administrator responsible for the instructional division which may include but is not limited to: Center for Children, Relationships, & Culture, Child Study, Counseling & Personnel Services, Curriculum & Instruction, Elementary Education, Human Development, Measurement, Statistics, & Evaluation, and Special Education.	11	11-9033
1213.00	E	1	6	01	K	ACA	Dean – Engineering	Senior administrator responsible for the instructional division which may include but is not limited to the following types of engineering: Aerospace, Chemical, Civil & Computer, Electrical, Fire prevention, Materials & Nuclear, and Mechanical	11	11-9033
1216.00	E	1	6	01	M	ACA	Dean – Fine Arts	Senior administrator responsible for the instructional division which may include but is not limited to: Art, Dance, Theatre, and Music.	11	11-9033
1219.00	E	1	6	01	N	ACA	Dean – Graduate School	Senior administrator responsible for the instructional division which may include but is not limited to: the overall graduate program. Responsibility may include but not be limited to Graduate Programs, Research Administration & Advancement, and Laboratory Animal Care.	11	11-9033
1220.00	E	1	6	01	P	ACA	Dean – Health & Recreation	Senior administrator responsible for the instructional division which may include but is not limited to: Aging Studies, Family Studies, Health Education, Kinesiology, and Wellness Research.	11	11-9033
1224.00	E	1	6	01	R	ACA	Dean – Journalism	Senior administrator responsible for the instructional division which may include but is not limited to: Journalism.	11	11-9033
1225.00	E	1	6	01	T	ACA	Dean – Law	Senior administrator responsible for the instructional division which may include but is not limited to: Law.	11	11-9033
2050.00	E	1	6	01	U	ACA	Dean – Library	Senior administrator responsible for the instructional division which may include but is not limited to: Librarianship.	11	11-9033
1205.00	E	1	6	01	V	ACA	Dean – Life Sciences (Natural, Biology, Chemistry)	Senior administrator responsible for the instructional division which may include but is not limited to: Biology, Cell Biology & Molecular Genetics, Chemistry & Biochemistry, Microbiology, and Zoology.	11	11-9033
1228.00	E	1	6	01	W	ACA	Dean – Medical	Senior administrator responsible for the instructional division which may include but is not limited to: Medical School and related programs.	11	11-9033

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1230.00	E	1	6	01	X	ACA	Dean – Nursing	Senior administrator responsible for the instructional division which may include but is not limited to: Nursing and related programs.	11	11-9033
1233.00	E	1	6	01	Y	ACA	Dean – Pharmacy	Senior administrator responsible for the instructional division which may include but is not limited to: Pharmacy and related programs.	11	11-9033
207 & 2007	E	2	1	01	1	ACA	<u>DIRECTOR, INTERNATIONAL EDUCATION</u>	The senior administrative official who directs all activities of the institution's international education programs. Functions directed typically include international studies, English study, international visitors, visa certification, education abroad, and international student admissions.	11	11-9033
	E	2	1	01	3	ACA	DIRECTOR OF ACCREDITATION PLANNING	Directs the development of self-study reports for regional, state and specialized approval/accreditation of teacher education programs	11	11-9033
	E	2	1	01	<u>4</u>	ACA	<u>SATELLITE FACILITY DIRECTOR</u>	Responsible for the direction of a center which may include operations and academic affairs of a Satellite Facility of an institution.	11	11-9033
	E	2	1	01	5	ACA	DIRECTOR, HONORS PROGRAM	Responsible for the administration of an institutional program to include developing strategies, ensuring sustainable delivery of a quality curriculum, mentor students, supervise staff, and manage financial resources.	11	11-9033
2002.00	E	2	2	01	0	ACA	ASSOCIATE PROVOST	The second senior administrative official responsible for the direction of the academic program of the institution.	11	11-9033
207.1 & 2008	E	2	2	01	1	ACA	<u>DIRECTOR, INTERNATIONAL STUDIES EDUCATION</u>	Directs Academic studies conducted outside the United States: advises students and faculty on international study and travel, and promotes campus activities of an international nature.	11	11-9033
	E	2	2	01	<u>S</u>	ACA	ASSOCIATE VICE CHANCELLOR FOR ACADEMIC AFFAIRS	The second senior administrative official responsible for the direction of Academic programs of the USM	11	11-9033
2003.00	E	2	3	01	0	ACA	ASSISTANT PROVOST	The administrative official responsible for the direction of one or more academic programs of the institution. Reports to the Provost or Associate Provost.	11	11-9033
	E	2	3	01	<u>S</u>	ACA	ASSISTANT VICE CHANCELLOR FOR ACADEMIC AFFAIRS	Administrative official, reporting to the Vice Chancellor, and responsible for the direction of specific systemwide academic programs.	11	11-9033
Above 204.00 & 0000	E	2	4	01	<u>S</u>	ACA	<u>ARTICULATION</u> ASSOCIATE DIRECTOR	The second senior administrative official responsible for student/academic support services and overseeing Articulation functions for USM transition from other educational segments to the universities. Oversees Statewide public/private Articulation data base.	11	11-9033

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741 & 7553	E	4	0	01	1	ACA	STUDENT ABROAD ADVISOR	With supervision from the Director, provides advisory, referral, and information services to students, parents, and others interested in work, travel, or volunteer opportunities abroad. Provides, organizes, and implements materials and forums regarding overseas study opportunities and sources of financial aid; assists students in complying with registration and academic credit transfer requirements. May supervise support staff positions.	14	21-1012
445 & 3603	E	3	0	02	0	ARC	ARCHITECT	Performs architectural design, development, and management duties for a variety of construction renovation projects. Plans layout of project and integrates related engineering elements for the development of construction documents. Develops specifications, conducts materials research, and selects materials required for renovations and alterations. Reviews drawings and documents to ensure compliance with specifications and standards.	13	17-1011
2019.00	E	2	1	03	0	ART	PERFORMING ARTS CENTER DIRECTOR	The senior administrative official responsible for the activities and operations of the Performing Arts Center.	11	11-9199
205 & 2057	E	2	1	03	1	ART	DIRECTOR, <u>EDUCATIONAL MEDIA SERVICES</u>	Directs the support area of audio-visual services, which includes purchasing hardware, generating software, and encouraging the use of multimedia learning devices.	11	11-9199
170 & 8557	E	2	1	03	<u>2</u>	ART	<u>FILM AND VIDEO</u> PRODUCER/DIRECTOR	Plans and develops programs and specials for broadcast presentation. Determines format, researches information and prepares scripts. Directs the preparation of sets and equipment schedules and contacts talent and special guests. Directs filming or broadcast sessions.	14	27-2012
	E	2	1	03	<u>6</u>	ART	<u>INSTRUCTIONAL TELEVISION</u> DIRECTOR	Responsible for directing operations of instructional television systems.	14	27-2012
173 & 8560	E	2	2	03	<u>4</u>	ART	MANAGER <u>RADIO</u> STATION	Manages FM radio station operation including programming, on - air functions, program production, broadcast negotiations, and studio equipment supervision.	14	27-2012
171 & 8558	E	2	3	03	<u>3</u>	ART	<u>BROADCAST</u> PROGRAM MANAGER	Supervises the selection of on - air programming consistent with audience, station, and educational objectives. Organizes the station program schedule. Researches and analyzes audience ratings. Approves the selection and purchase of regular and special programs for on - air broadcasting.	14	27-2012
2057.00	E	3	0	03	<u>1</u>	ART	<u>EDUCATIONAL MEDIA</u> MANAGER	Manages the technical staff and operations of a large and complex university media center which includes audiovisual systems, analog and digital telecommunications networks and associated facilities in the libraries or other locations on and off the institution.	11	11-9190
172 & 8559	E	3	0	03	<u>3</u>	ART	<u>BROADCAST</u> ENGINEER	Designs, modifies, repairs, and installs a variety of broadcasting equipment to ensure the quality of on - air operations. Ensures broadcasting equipment functions within FCC regulations.	14	27-2012
5566.00	E	4	0	03	0	ART	AUDIO VISUAL SPECIALIST	Responsible for audio visual services.	14	27-4011

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	E	4	0	03	<u>2</u>	ART	<u>FILM AND VIDEO PRODUCTION SPECIALIST</u>	Responsible for the technical expertise of formatting and preparation of scripts for film and/or video. Prepare sets and equipment schedules. Produce film and/or video as directed.	14	27-2012
	E	4	0	03	<u>5</u>	ART	<u>ACCOMPANIST</u>	Staff responsible for musical accompaniment to voice or dance classes.	14	27-2042
	E	4	0	03	<u>7</u>	ART	<u>PERFORMING ARTS SPECIALIST</u>	Provides technical or maintenance support for artistic presentations for theater such as dance, performing art, etc. Provides training in set, lighting design, and affiliated specialties	14	27-3099
518 & 6001	E	2	1	04	0	ATH	<u>DIRECTOR, ATHLETICS</u>	Directs intramural and intercollegiate athletic programs for men and women. Functions typically include scheduling and contracting for athletic events, employment and direction of athletic coaches, publicity, ticket sales, and equipment and facilities maintenance.	11	11-9039
6002.00	E	2	2	04	0	ATH	<u>ASSOCIATE DIRECTOR, ATHLETICS</u>	Second subordinate responsible for directing intramural and intercollegiate athletic programs for men and women. Functions typically include scheduling and contracting for athletic events, employment and direction of athletic coaches, publicity, ticket sales, and equipment and facilities maintenance.	11	11-9039
522 & 7028	E	2	2	04	<u>1</u>	ATH	<u>DIRECTOR, CAMPUS RECREATION/INTRAMURALS</u>	Directs all nonvarsity and club sports and has responsibility for some facilities including recreational areas.	11	11-9199
	E	2	3	04	0	ATH	<u>ASSISTANT DIRECTOR, ATHLETICS</u>	Subordinate to the Associate Director	11	11-9039
6502.00	E	2	3	04	<u>4</u>	ATH	<u>ATHLETIC TRAINER</u>	Manages overall & develops training.	25	29-9091
505 & Multiples	E	2	4	04	<u>2</u>	ATH	<u>HEAD COACH – MAJOR SPORT</u>	Plans and directs the activities of a major athletic team. Directs conditioning of student athletes to achieve maximum athletic performance, assesses players skills and assigns team positions, evaluates own and opposition team capabilities to determine game strategy, and coaches or directs coaches to instruct players in techniques of game.	14	27-2022
501 & Multiples	E	2	4	04	<u>3</u>	ATH	<u>HEAD COACH—MINOR SPORT</u>	Plans and directs the activities of a minor athletic team. Directs conditioning of student athletes to achieve maximum athlete performance, assesses players' skills and assigns team positions, evaluates own and opposition team capabilities to determine game strategy, and coaches or directs coaches to instruct players in techniques of game.	14	27-2022
	E	2	4	04	<u>7</u>	ATH	<u>POOLS AND LIFEGUARDS MANAGER</u>	Manages the operation of the pools and the lifeguards	11	11-9199
	E	3	0	34	<u>8</u>	RET	<u>GOLF PROFESSIONAL</u>	Provides golf instruction and assists management in operation of golf course.	14	27-2099
519 & 6003	E	4	0	04	0	ATH	<u>ADMINISTRATOR, SPORTS INFORMATION</u>	Institutional representative to the media for all athletic activities.	14	27-3030

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507 & Multiples	E	4	0	04	<u>2</u>	ATH	ASSISTANT COACH – MAJOR SPORT	Analyzes performance and instructs student athletes in game strategies and techniques to prepare them for athletic competition; observes players while they perform to determine need for individual or team improvement; and coaches players individually or in groups, demonstrating techniques of sport coached.	14	27-2022
503 & Multiples	E	4	0	04	<u>3</u>	ATH	ASSISTANT COACH— MINOR SPORT	Analyzes performance and instructs student athletes in game strategies and techniques to prepare them for athletic competition; observes players while they perform to determine need for individual or team improvement; and coaches players individually or in groups, demonstrating techniques of sport coached.	14	27-2022
508 & 6501	E	4	0	04	<u>4</u>	ATH	ASSISTANT ATHLETIC TRAINER /PHYSICAL THERAPIST	Under the general supervision of the Athletic Trainer, provides physical therapy and assists in the prevention, care, and rehabilitation of athletic injuries. Provides trainer coverage of athletic activities, organizes orthopedic clinics, advises on prevention and care of athletic injuries, and team-teaches athletic training classes. Supervises student trainers.	25	29-9091
	E	4	0	04	<u>5</u>	ATH	EQUIPMENT ASSISTANT MANAGER	Responsible for the operations of the varsity teams, house-equipment room.	14	27-2090
Below 508 & 0000	E	4	0	04	<u>8</u>	ATH	EDUCATOR PHYSICAL EDUCATION	Staff employee with instructional responsibilities in athletics department (not faculty). Teaches training systems, fitness concepts, rules/regulations of specific sports/other athletic activities; appreciation of physical activity for lifetime use; develops students skill levels. Coordinates lesson plans. Develops syllabi for students to complete athletics related coursework. CPR certification required.	24	25-1193
309 & 1038	E	2	0	07	0	COM	IT CHIEF INFORMATION SYSTEMS OFFICER	Directs the institution's major academic and administrative computing activities and voice and data communications.	11	11-3020
	E	2	0	07	<u>S</u>	COM	IT ASSOCIATE VICE CHANCELLOR FOR INFORMATION TECHNOLOGY	Senior USM administrative official for Information Technology development and strategic planning.	11	11-3020
208 & 5002	E	2	1	07	1	COM	IT DIRECTOR, ACADEMIC COMPUTING	Directs the institution's academic/research computing services.	11	11-3020
310 & 5001	E	2	1	07	<u>3</u>	COM	IT INFORMATION TECHNOLOGY DIRECTOR	Directs the institution's administrative and/or academic Information Technology programs.	11	11-3020
	E	2	1	07	<u>U</u>	COM	IT - INFORMATION TECHNOLOGY SECURITY DIRECTOR	Provides strategic direction, leadership, and coordination for enterprise security strategies in Information Technology that safeguard information resources.	11	11-3020
309.1 & 5015	E	2	2	07	0	COM	IT INFORMATION SYSTEMS ASSOCIATE DIRECTOR	The second senior administrative official responsible for directing the institution's major computing activities.	11	11-3020
208.1 & 5003	E	2	2	07	1	COM	IT - ASSOCIATE DIRECTOR, ACADEMIC COMPUTING	The second senior administrative official responsible for the institution's academic computing activities.	11	11-3020

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310.1 & 5004	E	2	2	07	<u>3</u>	COM	<u>IT - ASSOCIATE DIRECTOR, ADMINISTRATIVE COMPUTING</u>	The second senior administrative official responsible for the institution's computing activities.	11	11-3020
301.2 & 5006	E	2	2	07	<u>8</u>	COM	<u>IT TELECOMMUNICATIONS/ NETWORKING DIRECTOR</u>	The administrative official responsible for the institution's telecommunication system, including planning and coordination of voice and data system modifications, equipment installation, and operating procedures.	11	11-3020
309.2 & 5014	E	2	3	07	<u>4</u>	COM	<u>IT - DATABASE ADMINISTRATION, MANAGER</u>	Responsible for developing and implementing standards, procedures, and controls that ensure the security, reliability, and availability of databases at the Institution.	13	15-1141
5514.00	E	2	3	07	<u>8</u>	COM	<u>IT TELECOMMUNICATIONS/ NETWORKING MANAGER</u>	Manages the institution's telecommunications/networking function.	11	11-3020
	E	2	3	07	<u>J</u>	COM	<u>IT - CHIEF TECHNOLOGY ARCHITECT</u>	Student Information Systems – The lead architect and evaluator in identifying and developing technical standards and providing direction to a large-scale development and cross-institution e-strategy integration projects. Works closely with architects and project managers to ensure seamless integration from design through implementation.	13	15-1121
312 & 5503	E	2	4	07	<u>6</u>	COM	<u>IT PROGRAMMER ANALYST, SUPERVISOR</u>	Supervises a unit of Programmer Analysts and/or Senior Programmer Analysts in the design of data retrieval and management systems to meet user needs. Conducts feasibility studies, evaluates costs, analyzes user needs, designs in-house data processing systems or subsystems, programs the systems or, subsystems, develops testing criteria, and establishes documentation to support the new systems.	13	15-1132
322 & 5506	E	2	4	07	<u>7</u>	COM	<u>IT SYSTEMS PROGRAMMER SUPERVISOR</u>	Supervises a unit of Systems Programmers and/or Senior Systems Programmers providing technical guidance with regard to proper data processing methods and performance standards. Audits performance of in-house data processing system activities and provides means to improve performance. Evaluates software requirements, analyzes equipment capabilities, recommends optimum equipment configurations, and evaluates recommendations from lower-level systems programmers. Implements and maintains the installation's in-house operating system. Educates and/or instructs lower-level systems programmers.	13	15-1121
314 & 5531	E	2	4	07	<u>B</u>	COM	<u>IT WEB ADMINISTRATOR</u>	Manages the unit's overall Web presence. Sets policy, style, masters protocol input in conjunction with the Web	11	11-3020
315 & 5544	E	2	4	07	<u>C</u>	COM	<u>IT PRODUCTION CONTROL MANAGER</u>	Responsible for production control support activities and functions such as job submitting, job scheduling, data entry. Monitors production performance and initiates improvements and change in procedures.	13	15-1190

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	E	2	4	07	<u>E</u>	COM	<u>IT OPERATIONS</u> MANAGER	Manages the overall operation of a computer center including software installation, upgrades, production control, and computer room supervision. May be responsible for purchasing hardware/software; user support.	13	15-1190
5543.00	E	2	4	07	<u>H</u>	COM	<u>IT LABORATORY</u> MANAGER	Manages the computer workstations, applications software, network infrastructure, and supervision of student workers.	13	15-1190
Multiples	E	2	4	07	<u>J</u>	COM	<u>IT TELECOMMUNICATIONS NETWORK SYSTEM</u> ADMINISTRATOR	Directs the staff responsible for overall operation and maintenance operation, and maintenance of communications systems and networks including PBX's, Voice Mail, Voice Processing, Call Management System, and all adjuncts as well as local and long distance network. Manages a staff of skilled professional engineers and technical staff. Monitors performance of the system and network to insure they conform to specifications and ensure operational integrity. Assists in long and short range planning.	13	15-1190
Multiples	E	2	4	07	<u>K</u>	COM	<u>IT TELECOMMUNICATIONS SYSTEM & USER SUPPORT</u> MANAGER	Provides technical and instructional support to all administrative users; maintains the administrative VAX computers, Local Area Networks, and All-in-One office automation system; and oversees telecommunication technicians responsible for micro-computer installation and maintenance; for fiber optic network maintenance and administration; and for installation, repair, and maintenance of the institution's telephone system.	13	15-1190
	E	2	4	07	<u>M</u>	COM	<u>IT QUALITY ASSURANCE</u> MANAGER	Manages and provides program testing and documentation accuracy.	13	15-1190
Below 309.10 & 0000	E	3	0	07	<u>0</u>	COM	<u>IT SUBJECT MATTER</u> ADVISOR	As the IT subject matter expert of the institution, reports to the IT Director or CIO. May lead a project team or serve as consultant to identify or recommend appropriate technological platforms within a functional area or within a discipline such as networking, telecommunications, web services, e-mail, etc.	13	15-1121
	E	3	0	07	<u>8</u>	COM	<u>IT TELECOMMUNICATIONS AUTOMATION</u> ADMINISTRATOR	Administers and maintains all Interactive Voice Response systems and all communications automation systems. Position requires extensive knowledge of communication system theory and programming to design and implement and automate systems.	13	15-1190
5505.00	E	3	0	07	E	COM	IT SYSTEMS ENGINEER	Staff responsible for design and implementation of network operations and/or data center server operations. Designs and/or implements applications and upgrades to meet user requirements.	13	15-1143
	E	3	0	07	<u>J</u>	COM	<u>IT – ENTERPRISE ADMINISTRATIVE SYSTEM</u> ARCHITECT	Student Information Systems – The technical architect responsible for hands on development, documentation, and implementation of enterprise administrative system architecture projects.	13	15-1121
5531.00	E	3	4	07	<u>T</u>	COM	<u>IT – WEB SERVICES DEVELOPER,</u> SENIOR	Leads a team of website architects and developers utilizing state-of-the-art technologies and established software engineering principles to create web-based service oriented.	13	15-1134

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323 & 5565	E	4	0	07	<u>2</u>	COM	<u>IT EDUCATION SPECIALIST</u>	Responsible for assisting and maximizing the use of technology for informational and educational purposes. Knowledge of the area's subject matter with background in applications is required.	24	25-9031
330 & 5526	E	4	0	07	<u>4</u>	COM	<u>IT DATABASE UNIT ADMINISTRATOR</u>	Designs, develops, and administers database applications and administers and maintains database integrity for a unit and/or department. Refers decisions relating to major policy changes or the purchase of new software to the supervisor.	13	15-1141
309.30 (321 & 322 crosref) & 5015	E	4	0	07	<u>5</u>	COM	<u>IT SYSTEMS ANALYST</u>	Responsible for designing and structuring the appropriate flow of complex computer systems requiring considerable independent judgment. Position involves no programming responsibility.	13	15-1121
311 & 5502 (309.50 Cross Refnc)	E	4	0	07	<u>6</u>	COM	<u>IT PROGRAMMER ANALYST</u>	Designs IT application solutions for data retrieval and management systems to meet user needs. Conducts feasibility studies, evaluates costs, analyzes user needs, designs in-house data processing systems or subsystems, programs the systems or subsystems, develops testing criteria, and establishes documentation to support the new systems. May serve as a project leader or be assigned to the more complex projects.	13	15-1132
321 & 5505	E	4	0	07	<u>7</u>	COM	<u>IT SYSTEMS PROGRAMMER</u>	Provides technical guidance with regard to proper data processing methods and performance standards. Audits performance of in-house data processing system activities and provides means to improve performance. Evaluates software requirements, analyzes equipment capabilities, recommends optimum equipment configurations, and evaluates recommendations from lower-level system programmers. Implements and maintains the installation's in-house operating system. May assist in education and/or instruction of programmers; may serve as a project leader or be assigned to more complex projects.	13	15-1132
340 & 0000	E	4	0	07	<u>9</u>	COM	<u>IT LOCAL AREA NETWORK ADMINISTRATOR</u>	Responsible for the operations of mini-computers or multiple smaller servers with terminals. Maintains effective and efficient operations of a Local Area computer communications Network (LAN). Ensures that the LAN runs smoothly and properly, maintains network security, makes access for authorized users readily available and timely, and designs new LAN applications. Makes decisions regarding procedures for set up of, access to, and operation of LAN. Refers decisions relating to major policy changes or the purchase of new hardware or software to the supervisor.	13	15-1142
324 & 0000	E	4	0	07	<u>A</u>	COM	<u>IT NETWORK CONTROL SPECIALIST</u>	Technical specialist responsible for monitoring, maintaining, upgrading and troubleshooting the network. Installs and maintains network devices. Serves as interface to campus LAN administrators for network integration.	13	15-1152

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313 & 5532	E	4	0	07	<u>B</u>	COM	<u>IT WEB</u> MASTER	Responsible for design and presentation of material for internet publications including layout design, graphics and hyperlinks. Requires knowledge of state of the art internet.	13	15-1134
350 & 5550	E	4	0	07	D	COM	<u>IT PERSONAL COMPUTER</u> SPECIALIST	Responsible for the installation, repair, and preventive maintenance of personal computer and related systems. Performs installations, upgrades, and backups of software and hardware applications. Troubleshoots software and hardware failures and identifies network problems when they relate to personal computers.	13	15-1190
5551.00	E	4	0	07	<u>G</u>	COM	<u>IT HELP DESK</u> ADMINISTRATOR	Responsible for administering the help desk function to assist users with IT problems.	13	15-1151
	E	4	0	07	<u>T</u>	COM	<u>IT – WEB SERVICES</u> DEVELOPER	Designs and implements software using state-of-the-art technologies and engineering principles to create web-based service oriented architecture.	13	15-1134
	E	4	0	07	<u>J</u>	COM	<u>IT TELECOMMUNICATIONS</u> <u>NETWORK</u> SYSTEM ASSISTANT ADMINISTRATOR	Assists in the maintenance and administration of all PBX systems; voice mail systems and/or local and wide area computer networking; related system management utilities and equipment supporting the communications system. Plans, designs, and implements, upgrades and expansions. Serve as administrator for all system utilities. Assists implementation of emerging technologies, trial applications, and complex special projects.	13	15-1190
	E	4	0	07	<u>K</u>	COM	<u>IT TELECOMMUNICATIONS</u> <u>NETWORK</u> ENGINEER	Staff responsible for administering and maintaining all analog and digital facilities for the institution's communications system and assists in the administration and maintenance of the PBX, voice mail system, and other communication systems adjuncts. Designs and implements custom applications and system upgrades to meet user requirements.	13	15-1190
	E	4	0	07	<u>S</u>	COM	IT ASSISTANT ADMINISTRATOR	Assists the USM Director of Information Technology in all areas of Information Technology support for Student Systems, Finance, Budget, Human Resources, Institutional Research and overall support for USMH users.	13	15-1134
	E	4	0	07	<u>U</u>	COM	<u>IT - INFORMATION</u> <u>TECHNOLOGY SECURITY</u> ANALYST	Responsible for designing, implementing, and reporting on security system. Recommends, schedules, and performs security improvements. Log and monitor suspicious activity; document progress until resolution.	13	15-1122
	E	3	0	08	0	DEN	DENTIST	Professional staff responsible for dental services to patients.	25	29-1020
403 & 1049	E	1	2	09	0	DEV	CHIEF DEVELOPMENT AND PUBLIC RELATIONS OFFICER	This position combines the major duties and responsibilities as defined in 401.00 and 402.00.	11	11-2031

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401 & 1047	E	1	4	09	0	DEV	CHIEF <u>DEVELOPMENT</u> OFFICER	The senior administrative official responsible for institutional development programs. Incumbent typically leads the institution's fund - raising. May also lead public relations, alumni relations, and information office activities if there is no organizational co - equal specifically assigned to the function.	11	11-2031
Below 401.00 & 0000	E	1	4	09	<u>5</u>	DEV	VICE PRESIDENT, <u>ECONOMIC & COMMUNITY INITIATIVES</u>	The senior administrative official responsible for institutional outreach programs. Incumbent typically leads the institution's business initiatives with the community. This function will address education, economic development, and broad social issues within the community.	11	11-1020
404 & 8005	E	2	1	09	<u>1</u>	DEV	<u>ALUMNI AFFAIRS</u> DIRECTOR	Directs coordination of contacts and services to alumni: develops and maintains alumni mailing lists and mailings; organizes receptions and other special alumni activities, including fundraising and public relations.	11	11-2031
405 & 8006	E	2	1	09	<u>2</u>	DEV	<u>DEVELOPMENT</u> DIRECTOR	Directs general fund raising efforts.	11	11-2031
8002.00	E	2	1	09	<u>3</u>	DEV	<u>ANNUAL GIVING</u> DIRECTOR	Directs the Annual Giving Fund telemarketing and mail programs	11	11-2031
	E	2	2	09	<u>1</u>	DEV	<u>ALUMNI AFFAIRS</u> ASSOCIATE DIRECTOR	Second subordinate to coordinate contacts and services to alumni, including fundraising and public relations.	11	11-2031
	E	2	2	09	<u>2</u>	DEV	<u>DEVELOPMENT</u> ASSOCIATE DIRECTOR	Second subordinate to coordinate general fund raising efforts.	11	11-2031
	E	2	2	09	<u>6</u>	DEV	ASSOCIATE VICE CHANCELLOR <u>GIFT PLANNING</u>	Senior administrative official responsible for Gift Planning initiatives for USM institutions by delivering comprehensive services that facilitate major current and deferred gifts (including bequests, trusts, charitable gift annuities, real state, and insurance). Experienced in charitable tax law and gift planning instruments and techniques. Law degree desirable.	11	11-2031
	E	2	3	09	<u>1</u>	DEV	<u>ALUMNI AFFAIRS</u> ASSISTANT DIRECTOR	Reports to Director or Associate Director of Alumni Affairs and manages one or more aspects of alumni relations, including fundraising and public relations.	11	11-2031
	E	2	3	09	<u>2</u>	DEV	<u>DEVELOPMENT</u> ASSISTANT DIRECTOR	Reports to Director or Associate Director of Development and manages one or more aspects of Development.	11	11-2031
8502.00	E	2	3	09	<u>3</u>	DEV	<u>ANNUAL GIVING</u> ASSISTANT DIRECTOR	Reports to the Director or Associate Director and is responsible for a unit or function of Annual Giving.	11	11-2031
	E	2	3	09	<u>5</u>	DEV	<u>RESOURCE DEVELOPMENT</u> DIRECTOR	Senior administrative official responsible for Systemwide Resource Development Directs the organization and overseeing of the USM's records relating to current and prospective donors; the research to discover prospects for gifts; and the documentation of the association of these prospects with the institutions of the USM.	11	11-2031
	E	2	4	09	<u>5</u>	DEV	<u>OUTREACH PROGRAMS</u> DIRECTOR	Organizes special events and other activities for the USM-Board of Regents, Board of visitors, and the Chancellor.	11	11-9199

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401.1 -600 & 8502	E	4	0	09	<u>3</u>	DEV	<u>ANNUAL GIVING</u> ADMINISTRATOR	Plans and implements the institution's campaign for annual gift support from all constituents, including alumni.	12	13-1131
401.2 -610 & 8003	E	4	0	09	<u>4</u>	DEV	ADMINISTRATOR, <u>CORPORATE/</u> <u>FOUNDATION RELATIONS</u>	Plans and carries out the institution's program of soliciting gifts and grants from corporations and foundations.	11	11-2031
401.3 & 8509	E	4	0	09	<u>5</u>	DEV	<u>RESOURCE DEVELOPMENT</u> ADMINISTRATOR	Organizes and oversees the institution's records relating to current and prospective donors, conducts research to discover prospects for gifts, and documents the association of these prospects with the college or university.	12	13-1131
8508.00	E	4	0	09	<u>6</u>	DEV	ADMINISTRATOR, <u>PLANNED</u> <u>GIVING</u>	Plans, organizes, markets and conducts a comprehensive estate planning and deferred giving program pursuant to the developmental goals of the college or university.	12	13-1131
406 & 8506	E	4	0	09	<u>7</u>	DEV	ADMINISTRATOR, <u>MAJOR GIFTS</u>	Solicits large donations in the areas of special and deferred gifts.	12	13-1131
	E	4	0	09	<u>8</u>	DEV	<u>SPECIAL EVENTS</u> ADMINISTRATOR	Organizes institutionwide special events and other activities for an institution such as graduation, open houses, and other outreach or promotional activities.	12	13-1190
	E	3	0	10	<u>5</u>	ENG	<u>FIRE PROTECTION</u> ENGINEER	Staff responsible for professional support in reviewing construction drawings of new buildings or renovations for compliance to applicable fire protection standards, building codes, and university standards. Requires knowledge of the principles and practices of Fire Protection Engineering.	13	17-2111
801 & 9502	E	4	0	10	<u>2</u>	ENG	<u>ELECTRICAL</u> /ENGINEER	Conducts research and development activities related to the design, development, manufacture, modification, installation, and/or testing of state-of-the-art electrical/electronic parts, components, equipment, and systems involved in cutting-edge scientific research and/or acts as a project leader, in the engineering phase of a project providing professional direction to and coordination of other engineers and technicians.	13	17-2071
811 & 9504	E	4	0	10	<u>4</u>	ENG	<u>MECHANICAL</u> ENGINEER	Provides professional direction and coordination of other engineers, technicians, and skilled trade employees in the design, testing, manufacture, installation, and repair of mechanical parts, components, and equipment. Identifies complex operating and installation problems and recommends and/or implements solutions.	13	17-2141
301.1 & 3076	E	2	1	11	0	ENV	DIRECTOR, ENVIRONMENTAL HEALTH AND SAFETY	Senior administrative official responsible for the campus environment and/or occupational health and safety programs. May include Risk Management.	11	11-1021

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	E	2	1	11	<u>2</u>	ENV	<u>MARYLAND FIRE AND RESCUE INSTITUTE</u> DIRECTOR	Directs the operation of the Institute which provides a statewide system of training and education for emergency responders and interfaces with fire/rescue service interest groups on a state and national basis.	11	11-1021
410 & 3581	E	2	4	11	0	ENV	ENVIRONMENTAL HEALTH AND SAFETY MANAGER	Manages comprehensive program of disposal of hazardous chemical waste materials or radiation safety. Conducts inspections of laboratories and facilities to ensure compliance with regulations and procedures. Provides training concerning hazardous materials and chemicals to faculty, staff, and students. Provides for the collection, storage, transportation, and shipping of hazardous waste.	25	29-9011
3001.00	E	2	4	11	<u>3</u>	ENV	RISK MANAGER	Manages risk and loss prevention programs to maintain maximum protection of assets at most economical rates. Reviews programs for effectiveness of coverage and to reduce insurance costs and losses.	11	11-1021
420 & 3582	E	4	0	11	0	ENV	ENVIRONMENTAL HEALTH SAFETY SPECIALIST	Coordinates functions of a health and safety program, which may include workers' compensation and fire prevention. Activities include safety education, promotion of safety/health concerns, purchase and design of safety equipment, safety engineering, and accident reporting. Performs technical investigations and evaluations. Also provides regulations and technical consultation regarding health and safety issues to faculty and staff.	13	19-2041
	E	4	0	11	1	ENV	INDUSTRIAL HYGIENIST	Staff responsible for conducting worksite inspections and analysis related to the industrial hygiene and safety programs, evaluating the results of these inspections, recommending corrective action, and preparing detailed reports on studies conducted.	13	19-2041
318.00	E	2	0	12	<u>8</u>	FIN	<u>INTERNAL AUDIT</u> DIRECTOR, <u>USM</u>	The senior administrative official for the USM audit functions. Directs the advisory function on internal auditing and systems accounts, which serves as an independent appraisal review regarding the physical and administrative operations of the financial areas of the USM. Presents audit reports to the USM-BOR.	11	11-3030
303 & 1034	E	2	1	12	<u>2</u>	FIN	CHIEF <u>BUDGET</u> OFFICER	The senior administrative official responsible for the current budgetary operations. May also include responsibility for long-range planning unless there is a separate planning officer.	11	11-1020
302 & 1033	E	2	1	12	<u>3</u>	FIN	CHIEF <u>CAPITAL PLANNING</u> OFFICER	The senior administrative official responsible for the direction of long-range planning, and the allocation of resources. Functions typically include budget planning, institutional research and facilities planning, and may also include responsibility for current planning and budgeting, as well as state and federal regulations.	11	11-1020
	E	2	1	12	<u>8</u>	FIN	<u>INTERNAL AUDIT</u> DIRECTOR, <u>INSTITUTION</u>	Directs the advisory function on internal auditing and systems accounts, which serves as an independent appraisal review regarding the physical and administrative operations of the financial areas of the Institution.	11	11-3030

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301.02 & 1031	E	2	2	12	0	FIN	ASSOCIATE VICE PRESIDENT FOR FINANCIAL AFFAIRS	The second senior administrative official responsible for the direction of financial affairs for the Institution. Functions supervised typically include investments, accounting, and budgets.	11	11-3031
Below 303.00 & 3026	E	2	2	12	<u>2</u>	FIN	BUDGET ASSOCIATE DIRECTOR	Second senior administrative official responsible for current budgetary operations. Coordinates analytic support from analyst and other professional staff to facilitate long-range planning.	11	11-1020
304 & 1035	E	2	2	12	<u>3</u>	FIN	CAPITAL PLANNING & BUDGET DIRECTOR	The second senior official responsible for the direction of long-range planning, and the allocation of resources and current budgetary operations.	11	11-1020
	E	2	2	12	<u>A</u>	FIN	<u>AUDIT, INFORMATION SYSTEMS</u> ASSOCIATE DIRECTOR	The second senior administrative official for the USM audit function. Manages the information systems audit function and manages the audit office in the director's absence.	11	11-3030
	E	2	2	12	<u>S</u>	FIN	ASSOCIATE VICE CHANCELLOR FOR FINANCIAL AFFAIRS	The second senior administrative official responsible for the direction of financial affairs for USM. Functions supervised typically include investments, accounting, and budgets.	11	11-3031
303.1 & 1034	E	2	3	12	<u>2</u>	FIN	BUDGET MANAGER	Manager responsible for the current budgetary operations.	11	13-2031
313 & 1040	E	2	3	12	<u>4</u>	FIN	<u>COMP</u> TROLLER	Directs accounting, payroll, cashiering and related functions. May also have responsibility for office services, such as mail and telephone.	11	11-3031
313.10	E	2	<u>3</u>	12	<u>5</u>	FIN	<u>PAYROLL</u> USM DIRECTOR	Directs the operation of the USM's payroll system.	11	11-3031
202 & 3528	E	2	3	12	<u>6</u>	FIN	ACCOUNTING MANAGER	Manages accounting staff performing specialized or general accounting, statistical, or finance-oriented functions. Provides training and development of newly assigned or less experienced personnel. Provides for the accumulation of data and the preparation of financial reports, special projects, and analyses as needed. Advises management regarding the effective use of resources and methods to maximize earnings.	11	11-3030
315 & 3030	E	2	3	12	<u>7</u>	FIN	<u>BURSAR</u>	Custodian of institutional funds.	11	11-3031
	E	2	3	12	<u>8</u>	FIN	<u>AUDIT</u> MANAGER, USM	Manages the USM audit function. Develops audit programs, policies, and procedures for the USM. Performs the more difficult portions of audit programs, confers with auditees. Develops discussion notes regarding deficiencies detected during audits, follows up with auditees and drafts formal audit reports. Manages audit staff.	11	11-3030
313.1 & 3032	E	2	<u>4</u>	12	<u>5</u>	FIN	<u>PAYROLL</u> INSTITUTION MANAGER	Manages the operation of the institution's payroll system.	11	11-9199
314 & 3029	E	2	4	12	<u>6</u>	FIN	<u>ACCOUNTING</u> DIRECTOR	Directs the daily operation of the institution's budgetary accounting system.	11	11-3030
315.1 & 3031	E	2	4	12	<u>7</u>	FIN	<u>BURSAR</u> ASSOCIATE	The second senior administrative official serving as custodian of institutional funds.	11	11-3031

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	E	2	4	12	<u>8</u>	FIN	<u>AUDIT SUPERVISOR, USM</u>	In charge auditor and day to day supervisor of professional USM auditors. Trains, supervises and evaluates staff; reviews all work performed by lower level audit staff and resolves any related problems. Provides staff with expert guidance in audit specialties.	12	13-2010
231 & 3535	E	2	4	12	<u>9</u>	FIN	<u>BUSINESS</u> MANAGER	Manages business affairs of a division. Prepares operating and project budget drafts. Manages control of board - approved budget, including collection, custody, disbursement, accounting, and auditing of all college funds. Monitors division/departmental budgets and reports and significant deviations from approved budgets. Responsible for supervising business support personnel.	11	11-3030
314.1 & 3526	E	<u>3</u>	0	12	<u>6</u>	FIN	STAFF ACCOUNTANT, <u>CPA</u>	Responsible for maintaining, auditing, inspecting, and reporting complex financial records of the institution. CPA REQUIRED.	12	13-2011
211.00	E	3	0	12	<u>8</u>	FIN	<u>AUDITOR</u>	Examines and analyzes accounting records of the department or unit and prepares reports concerning its financial status and operating procedures. Reviews data regarding material assets, net worth, liabilities, capital stocks, surplus, income, and expenditures. Recommends changes in financial procedures. Develops audit reports and consults with departments concerning financial and accounting functions. Performs annual accounting closing functions, including observation of inventory, insertion of closing journal entries, and preparation of accounting statements.	12	13-2010
230 & 3534	E	3	0	12	<u>9</u>	FIN	<u>BUSINESS</u> ADMINISTRATOR	Administers the business affairs of a department. Develops and evaluate operating policies and procedures. Develops budgetary controls and prepares financial reports. Establishes priorities for major purchases.	11	11-3010
	E	3	0	12	<u>A</u>	FIN	<u>AUDITOR, INFORMATION SYSTEMS, USM</u>	Professional USM auditor responsible for Systemwide audits of USM Information Systems. Performs audits of computer facilities at the USM institutions, computer based application systems, and technical systems with minimal supervision. Evaluates security measures for computer use and equipment. Assess disaster recovery and business continuity plans. Develop computer-assisted auditing capabilities. Performs follow-up reviews of external audits.	12	13-2010
	E	3	0	12	<u>B</u>	FIN	<u>AUDIT SPECIALIST, CONSTRUCTION, USM</u>	Performs professional, complex audits of USM construction work. Must work with contractors, contract managers, architects, and buyers. Must understand tax law, financing methods, and variable construction contracting methods.	12	13-2010

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3528.00	E	4	0	12	<u>0</u>	FIN	<u>FINANCIAL SERVICES</u> SUPERVISOR	Supervises accounting and clerical staff performing specialized or general accounting, statistical, or finance oriented functions. Provides training and development of newly assigned or less experienced personnel. Responsibilities may include overseeing the receipt of, verification, deposit of, and reporting on all funds received by the organization, whether it be cash, check, money order, or debit card. Responsibilities may also include oversight of all bills received for payment, petty cash fund (to include a travel fund) and other financial services as needed.	12	13-2010
201 & 3527	E	4	0	12	1	FIN	<u>ACCOUNTANT</u>	Performs professional accounting work of a complex nature. Thoroughly understands institutional, state, and federal policies, procedures, and restrictions. Ensures compliance with generally accepted accounting principles in executing, analyzing, verifying, and reporting transactions of a fiscal nature. Advises management regarding the effective use of resources and methods to maximize earnings. Monitors records of past and present operations. May serve as a project leader on special projects.	12	13-2010
221 & 3532	E	4	0	12	<u>2</u>	FIN	<u>BUDGET</u> ANALYST	Provides analytical support for more complex budget projects. Prepares operational budgets for departments. Recommends changes to systems and procedures to ensure conformance with budgetary provisions.	12	13-2030
	E	<u>4</u>	0	12	<u>6</u>	FIN	STAFF ACCOUNTANT, <u>NON-DEGREE</u> OPTION	Responsible for maintaining, auditing, inspecting, and reporting complex financial records of the institution. NON-DEGREE OPTION.	12	13-2011
	E	4	0	12	<u>9</u>	FIN	<u>BUSINESS</u> SPECIALIST	Staff responsible for performing business management work under the direction of a higher level business professional.	12	13-2090
507 & 3055	E	2	1	13	0	FOO	DIRECTOR, FOOD SERVICES	Administers all institutional food services whether directly managed and operated or catered.	11	11-9051
507.1 & 3056	E	2	2	13	0	FOO	ASSOCIATE DIRECTOR, FOOD SERVICES	The second senior administrative official responsible for administering all institutional food services.	11	11-9051
	E	2	3	13	0	FOO	<u>FOOD SERVICES</u> ASSISTANT DIRECTOR	The administrative official responsible for administering one or more institutional food service operations. Reports to the Director or Associate Director.	11	11-9051
780.00	E	2	4	13	0	FOO	<u>FOOD SERVICES</u> MANAGER	Plans and coordinates activities involved in food service management, menu planning, and cafeteria management. Responsible for planning work schedules, staffing for operation, purchasing food and supplies, training employees in food service, food preparation, and maintenance of sanitary working conditions. May coordinate special ethnic and cultural food services events.	11	11-9051
	E	3	0	13	<u>2</u>	FOO	<u>CHEF</u>	The senior professional staff member responsible for the preparation of food.	26	35-1011

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	E	4	0	13	<u>0</u>	FOO	<u>DIETICIAN</u>	Provides expertise in nutrition; plans meals, counsels patients or dieters, may participate in research projects.	25	29-1031
	E	4	0	13	<u>2</u>	FOO	<u>SOUS CHEF</u>	The second senior professional staff member responsible for the preparation of food.	26	35-1011
Below 780	E	4	4	13	<u>0</u>	FOO	<u>FOOD SERVICE ASSISTANT MANAGER</u>	Assists a Food Service Manager with the activities involved in food service management, menu planning and cafeteria management.	26	35-1012
101.00	E	1	1	14	<u>S</u>	GEN	<u>CEO OF THE SYSTEM – CHANCELLOR</u>	The principal administrative official responsible for the direction of all operations and programs of the USM. Each subordinate Institution has its own President, administrative offices and independent programs.	11	11-1011
	E	1	2	14	<u>S</u>	GEN	<u>VICE CHANCELLOR ADMINISTRATION & FINANCE</u>	The senior administrative official responsible for the direction of administrative and financial matters of the USM.	11	11-1011
102 & 1003	E	1	3	14	0	GEN	<u>CEO OF A SINGLE INSTITUTION – PRESIDENT</u>	The principal administrative official responsible for the direction of all operations and academic programs of an institution of higher education.	11	11-1011
Above 301 & 1005	E	1	4	14	0	GEN	<u>VICE PRESIDENT, SENIOR</u>	The senior administrative official responsible for oversight of multiple major functional areas such as Finance, Financial Aid, Information Technology, Human Resources, Legal, Military Operations, Community Relations, Enrollment. This role reports directly to the President.	11	11-1021
301 & 1029	E	1	4	14	D	GEN	<u>VICE PRESIDENT FOR ADMIN & FINANCE</u> <i>(Former Code E14140)</i>	The senior administrative official responsible for the combined functions of administrative and/or financial affairs. Functions may typically include purchasing, physical plant management, property management, auxiliary enterprises, human resources, investments, accounting, administrative computing.	11	11-1020
Above 301.02 & 0000	E	1	4	14	<u>F</u>	GEN	<u>VICE PRESIDENT, DEPARTMENT OF DEFENSE (DOD) RELATIONS</u>	The senior administrative official responsible for the strategic planning and direction of a critical Department of Defense program initiative of the university.	11	11-1020
<i>Was</i> 307.00 1051.00 & 1051	E	2	0	14	G	GEN	<u>DIVERSITY OFFICER</u> <i>(replaces former E40157 code & title Director, AA/EE)</i>	Senior administrator responsible for the institution's programs relating to diversity and inclusion. Typically works with all areas of the university. May include EEO/AA administration and compliance.	12	13-1041
244 & 1027	E	2	1	14	<u>0</u>	GEN	<u>CHIEF RESEARCH OFFICER</u>	Senior administrative official responsible for the institutional overall scientific research. Functions typically include: research policy, sponsored liaison, intellectual properties (patents), and grants and contract administrator.	11	11-1021
209 & 2009	E	2	1	14	4	GEN	<u>DIRECTOR, SPONSORED RESEARCH AND PROGRAMS</u>	Directs the administrative activities for externally funded grants and contracts including funding source identification, institutional review, and sign-off of proposals; negotiates contracts; and develops research policy.	11	11-1020

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	E	2	1	14	<u>5</u>	GEN	CONTINUOUS QUALITY IMPROVEMENT DIRECTOR	Directs the unit which provides internal consultation to faculty, staff and administrators regarding the incorporation of continuous quality improvement principles and practices into their work.	11	11-1020
	E	2	1	14	<u>8</u>	GEN	CENTER DIRECTOR	Directs the administrative and operational functions of specialized centers such as: educational centers, research centers, medical centers, business initiatives centers.	11	11-1020
211 & 0000	E	2	2	14	0	GEN	ASSOCIATE DEAN	Reports to the Dean and manages one or more subunits in the Dean's area of responsibility.	11	11-9033
	E	2	2	14	<u>C</u>	GEN	ASSOCIATE VICE PRESIDENT	Generic functional title – The second administrative official responsible for direction of one or more programs in the Vice President area.	11	11-1020
	E	2	2	14	<u>D</u>	GEN	ASSOCIATE VP FOR ADMINISTRATION & FINANCE	Second senior official responsible for the combined functions of administrative and financial affairs. Functions typically include purchasing, physical plant management, property management, auxiliary enterprises, human resources, investments, accounting, administrative computing, and auxiliary enterprises.	11	11-1020
3010.00	E	2	2	14	<u>E</u>	GEN	ASSOCIATE VP FOR ADMINISTRATIVE SERVICES	Senior administrative official who administers and directs the operation of procurement, material management, environmental health & safety, postal services, printing and duplicating services, planning, policy development and all general management responsibilities.	11	11-1020
	E	2	2	14	<u>S</u>	GEN	ASSOCIATE VICE CHANCELLOR FOR ADMINISTRATION & FINANCE	The second senior administrative official responsible for the strategic planning and direction of Administrative and Financial programs of the USM.	11	11-1020
212 & 0000	E	2	3	14	0	GEN	ASSISTANT DEAN	Reports to the Dean or Associate Dean and manages one or more subunits in the Dean's area of responsibility.	11	11-9033
102.1 & 1004	E	2	3	14	1	GEN	ASSISTANT TO THE PRESIDENT/SINGLE INSTITUTION	The senior professional staff assistant to the President that manages administrative, operational and financial affairs of the Office of the President. Represents the president to senior vice presidents and institution officials. Advises the president on policy, procedural and operational issues of the institution. Responsible for communication from the office including preparing speeches and responses on behalf of the President—NOT a secretarial position.	11	11-1020
	E	2	3	14	<u>C</u>	GEN	ASSISTANT VICE PRESIDENT	Generic functional title - Reports to the Vice President or the Associate Vice President and manages one or more subunits.	11	11-1020
	E	2	3	14	<u>B</u>	GEN	UNIVERSITY SENATE DIRECTOR	Responsible for administrative operations in support of the University of Maryland College Park Senate	11	11-9199

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	E	2	3	14	E	GEN	PROGRAM MANAGER, ADMINISTRATIVE	Senior role responsible for managing administrative/academic programs for designated functional area. Coordinates and monitors complex programs from initiation through delivery. Serves as liaison between departments to ensure projects are completed on target, on time and on budget.	11	11-9199
	E	2	3	14	J	GEN	PROGRAM MANAGER, TECHNICAL	Senior role responsible for managing technical programs for designated functional area. Coordinates and monitors complex technical programs from initiation through delivery. Serves as liaison between departments to ensure projects are completed on target, on time and on budget.	11	11-9199
101.10	E	2	3	14	<u>S</u>	GEN	ASSISTANT TO THE CHANCELLOR OF A SYSTEM	The senior professional staff assistant to the Chancellor that manages the administrative, operations, and/or financial affairs of the Office of the Chancellor. Represents the Chancellor to Vice Chancellors, BOR and Institution officials. Advises the Chancellor on policy, procedural and operational issues of the USM—NOT a secretarial position.	11	11-1020
245 & 1028	E	2	4	14	<u>4</u>	GEN	<u>TECHNOLOGY TRANSFER</u> MANAGER	Administrator responsible for managing technology transfer activities. Participates in the setting and interpretation of policy pertaining to these activities and supervises the licensing and administrative staff engaged in them. Has budgetary authority for the activities. Communicates information about the activities to the institution's senior administration.	11	11-9199
	E	2	4	14	<u>6</u>	GEN	<u>CLIENT SERVICE</u> MANAGER	Supervises client business services such as order taking, billing and problem resolution for campus clients.	11	11-9199
Multiples	E	2	4	14	<u>7</u>	GEN	ASSOCIATE DIRECTOR	Generic functional title – Reports to the Director and manages one or more subunits or functions in the Director's area of responsibility. May assume full responsibility in absence of the Director.	11	11-1020
Multiples	E	2	4	14	<u>9</u>	GEN	ASSISTANT DIRECTOR	Generic functional title – Assists the Director or Associate Director with professional administrative functions (Not a secretarial function).	11	11-1020
245.1 & 2011	E	2	4	14	<u>A</u>	GEN	<u>TECHNOLOGY LICENSING</u> MANAGER	Administrator responsible for managing licensing projects and cases, including identifying and evaluating technologies with commercial potential and licenses for the technologies. Prepares invention summaries for marketing purposes and develops and implements marketing strategies for each technology. Drafts and negotiates licenses and other types of agreements, including material transfer, collaboration, and nondisclosure agreements.	11	11-9199
Multiples	E	2	4	14	<u>B</u>	GEN	MANAGER	Generic functional title – Managerial responsibility for an overall unit or function.	11	11-9199

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	E	3	4	14	E	GEN	PROJECT MANAGER, ADMINISTRATIVE	Responsible for managing all aspects of a complex large admin/academic project (or multiple small projects) from initiation to delivery. Ensures all targets are met on schedule and budget. Develops project charter, documents requirements, tracks deliverables and milestones, conducts user testing.	11	11-9199
	E	3	4	14	J	GEN	PROJECT MANAGER, TECHNICAL	Responsible for managing all aspects of a complex large technical project (or multiple small projects) from initiation to delivery. Ensures all targets are met on schedule and budget. Develops project charter, documents requirements, tracks deliverables and milestones, conducts user testing.	11	11-9199
	E	4	0	14	<u>0</u>	GEN	<u>PROGRAM SPECIALIST</u>	Staff Assistant providing professional level, general administrative support to management, includes use of management theories, principles, and practices, reference and research methods involving business data collection, compilation, and analysis. Develops specialized projects and reports to obtain information and data useful to management in the decision-making process. NOT A SECRETARIAL POSITION.	12	13-1190
213 & 0000	E	4	0	14	1	GEN	ASSISTANT TO THE DEAN	Assists the Dean with administrative functions.	12	13-1199
158 & 3501	E	4	0	14	<u>2</u>	GEN	<u>COORDINATOR</u>	Performs a variety of professional and administrative duties in support of the day-to-day operations of a function or program; executes the details of one or more programs with or without oversight from a director or advisor; assists in program planning and development: interprets, monitors, and analyzes information regarding operating policies and procedures: administers budgets; uses independent judgment, and coordinates academic and/or staff personnel matters. Resolves problems that have a significant impact on the overall goals of the department. Excludes nonexempt employees, departmental business officers and positions that can be identified with a specific functional area and code.	12	13-1190
160 & 2503	E	4	0	14	<u>3</u>	GEN	<u>CURATOR</u>	Determines the storage conditions and level of care of objects in the institutions collections. Designs and implements documentation, information retrieval, and storage systems to ensure safety and facilitate research use of collections. Responds to requests from the campus community and off-campus individuals and organizations to use the institutions research collections. Catalogues new collections and writes grant proposals and fund raising papers.	21	25-4012

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150 & 3506	E	4	0	14	<u>4</u>	GEN	<u>CONTRACT AND GRANT SPECIALIST</u>	Responsible for the coordination of pre-award and/or post-award activities relating to grant and contract proposals. Pre-award activities include assisting departmental faculty in the development, preparation, and submission of grant and contract proposals. Also ensures that all applications meet agency and university guidelines and published time tables and deadlines. Post-award activities include establishment of accounts in the financial accounting system, re-budgeting of funds, and making of changes to the award or expenditures.	12	13-1190
	E	4	4	14	1	GEN	ASSISTANT TO THE VICE PRESIDENT	Assists the Vice President with administrative functions. Not a secretarial position.	12	13-1190
	E	4	4	14	<u>6</u>	GEN	<u>CLIENT SERVICE</u> SPECIALIST	Responsible for developing client outreach strategies, establishing collaborative relationships with internal or external clients, establishing and managing client information processes, and identifying new clients for campus services	12	13-1190
	E	4	4	14	<u>S</u>	GEN	ASSISTANT TO THE VICE CHANCELLOR	Assists the Vice Chancellor with administrative functions. Not a secretarial position.	11	11-1020
307.00 & 4503 & 4009	E	4	0	14	G	GEN	SPECIALIST, AFFIRMATIVE ACTION/EQUAL EMPLOYMENT (former title Director, AA/EE; former code E40157; former CUPA 307.00) was HRM	Performs staff support activities in the area of university-wide program(s) designed to ensure equality of opportunity on an individual basis without giving preference in opportunity to any group.	12	13-1190
306 & 1037	E	2	1	15	0	HRM	<u>CHIEF HUMAN RESOURCES/ PERSONNEL OFFICER</u>	The senior administrative official responsible for administering institutional HR policies and practices for staff and/or faculty. Functions typically include personnel records, benefits, staff employment, wage and salary administration, and, where applicable, AA/EEO.	11	11-3120
306.1 & 4001	E	2	2	15	0	HRM	<u>HUMAN RESOURCES/ PERSONNEL ASSOCIATE DIRECTOR</u>	The second senior administrator responsible for administering institutional HR policies and practices for staff and/or faculty.	11	11-3120
Below 306.10 & 0000	E	2	3	15	<u>0</u>	HRM	<u>HUMAN RESOURCES</u> MANAGER	Responsible for managing and administering multiple areas in HR including but not limited to: employee/labor relations; compensation administration; HR policies and practices; information systems; employment; ensuring compliance with USM, local, State, and Federal policies/regulations/guidelines.	11	11-3120
306.2 & 4002	E	2	3	15	<u>1</u>	HRM	<u>BENEFITS</u> MANAGER,	Responsible for implementing the benefits package for staff and/or faculty, such as medical, dental, long-term disability, retirement, and accidental death.	11	11-3110
306.3 & 4003	E	2	3	15	<u>2</u>	HRM	<u>TRAINING AND DEVELOPMENT</u> MANAGER	Directs and coordinates the various training programs for employees of the institution, which may include in-house training for management and faculty as well as staff.	11	11-3131

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306.4 & 4004	E	2	3	15	<u>3</u>	HRM	<u>EMPLOYEE RELATIONS</u> MANAGER	Advises and assists staff and/or faculty regarding general HR policies and procedures regarding grievances, employee relations, affirmative action, and equal opportunity. Resolves grievances and recommends policies.	11	11-3120
306.6 & 4006	E	2	3	15	<u>4</u>	HRM	<u>EMPLOYMENT</u> MANAGER	Responsible for the employment section of a Human Resources office, including recruiting, interviewing, and placement.	11	11-3120
306.7 & 4007	E	2	3	15	<u>5</u>	HRM	<u>COMPENSATION AND</u> <u>CLASSIFICATION</u> MANAGER	Responsible for maintaining classification and pay schedules for the institution. Conducts job audit, salary surveys, classifies jobs, and monitors the pay program.	11	11-3110
306.8 & 4008	E	2	3	15	<u>6</u>	HRM	<u>HUMAN RESOURCES</u> <u>INFORMATION SYSTEMS</u> MANAGER	Responsible for the payroll/personnel database, which includes preparing specifications for database improvements/enhancements; establishing and monitoring production schedules; and coordinating report generation, modifications, and development.	11	11-3120
186 & 4508	E	4	0	15	<u>0</u>	HRM	<u>HUMAN RESOURCES</u> SPECIALIST	Performs activities in various areas of personnel. May be expert in a particular field. Screens resumes and applications and may interview applicants. Counsels employees concerning work-related problems; maintains records for EEO/AAP reporting requirements. May write position descriptions, benefits brochures, and/or employee handbooks. Conducts research and analyzes data on assigned projects. May assist in the formulation of staffing plans and personnel policies and procedures.	12	13-1071
192 & 4514	E	4	0	15	<u>1</u>	HRM	<u>BENEFITS</u> SPECIALIST	Responsible for the administration of complex benefits programs with regard to plan options, policy features, enrollment, and other requirements. May assist with planning, developing, and redesigning benefits and typically evaluates benefits costs. Ensures compliance with federal, and state laws.	12	13-1140
180 & 4502	E	4	0	15	<u>2</u>	HRM	<u>TRAINING</u> SPECIALIST	Responsible for the design, modeling, testing, delivery, and evaluation of training programs of a highly technical or sophisticated nature and coordination of organizational and career consultation services.	12	13-1150
183 & 4505	E	4	0	15	<u>3</u>	HRM	<u>EMPLOYEE RELATIONS</u> SPECIALIST	Responsible for the development, implementation, and administration of employee relations program and policies. Advises and assists staff and/or faculty regarding human resource policies and procedures, such as grievance and disciplinary action.	12	13-1075
198 & 4520	E	4	0	15	<u>4</u>	HRM	<u>EMPLOYMENT</u> SPECIALIST	Responsibilities include developing, implementing, and/or maintaining employment programs. Interviews and screens applicants. Conducts reference checks. Develops and administers advertising campaigns and programs. Conducts research and analyzes data on assigned projects.	12	13-1071

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189 & 4511	E	4	0	15	5	HRM	<u>COMPENSATION</u> SPECIALIST	Performs staff support activities to develop, implement, and administer compensation policies and programs. Formulates recommendations regarding development and updating of salary structures, FLSA exemptions, job revisions, organizational structures, etc. May prepare special studies in a given compensation area, such as incentive compensation.	12	13-1140
305 & 1036	E	2	1	16	0	LGL	GENERAL COUNSEL	The senior administrative official responsible for managing the legal affairs of the institution. Functions typically include providing legal advice to the President, management of matters in litigation, and supervision of both inside and outside counsel. Often serves as liaison to regulatory and legislative bodies, courts, and Attorneys General. (Do NOT report unless on institution's payroll).	14	23-1011
305.1 & 3502	E	3	0	16	0	LGL	STAFF ATTORNEY(S)	The administrative official(s) responsible for providing day -to -day advice and guidance to all elements of the institution, under supervision of the General Counsel.	14	23-1011
203 & 2050	E	2	1	17	0	LIB	DIRECTOR LIBRARY SERVICES	Directs all activities of the institution's libraries. Functions directed typically include public services, collection development, acquisitions, technical services, and special collections.	11	11-1020
	E	2	2	17	0	LIB	ASSOCIATE LIBRARY DIRECTOR	Second senior administrative official in charge of directing the activities of library services which may include supervision of any or all of the library functions.	11	11-1020
2056.00	E	2	2	17	6	LIB	<u>ARCHIVIST</u>	Senior person responsible for the conservation and archiving of material.	21	25-4011
	E	2	2	18	0	MAR	<u>MARINE</u> SUPERINTENDENT	Responsible for management of all phases of Research Fleet Operations, including: budget; scheduling; personnel management; vessel maintenance; and design, maintenance, and fabrication of custom marine research equipment	11	11-9199
	E	2	3	18	0	MAR	<u>RESEARCH VESSEL</u> MASTER	Responsible for the operation, safe navigation, maintenance, supervision of officers and crew, and for the safety of passengers and crew aboard a large marine research vessel.	30	53-5021
125 & 3550	E	4	0	19	0	MAT	<u>SHIPPING AND RECEIVING</u> SUPERVISOR	Supervises shipping and receiving of materials from appropriate vendors in a timely manner and according to specifications. Reviews receipt of all materials to ensure compliance with purchase orders and quality standards. Develops operational methods and procedures.	30	53-1021
515 & 7103	E	2	1	20	0	MED	DIRECTOR, STUDENT HEALTH SERVICES	Directs the clinics, medical staff, and other programs that provide institutional based health services for the student body.	11	11-9111
516 & 7102	E	2	2	20	0	MED	ASSOCIATE DIRECTOR, STUDENT HEALTH SERVICES (Nurse Administrator)	Second subordinate responsible for directing the clinic, medical staff, and other programs that provide institutional based health services for the student body.	11	11-9111

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900 & 7603	E	3	0	20	0	MED	HEALTH CARE PROVIDER	Provides primary health care and nursing services in a student health center. Assesses, diagnoses, and treats minor illnesses and manages chronic health problems. Demonstrates evaluation and observation skills relied on by physicians in development and modification of treatment. Evaluates concepts, procedures, and program effectiveness.	25	29-1170
902 & 7605	E	3	0	20	3	MED	PHYSICIAN	With direction from a supervising physician, delivers health care, including direct patient care, consultation, and research. Assists with administrative activities; may participate in clinical research; may serve as athletic team physician. Supervises physician assistants, health profession students, and support staff.	25	29-1062
	E	3	0	20	<u>4</u>	MED	<u>AUDIOLOGIST/SPEECH PATHOLOGIST</u>	Provides diagnostic and rehabilitative services related to hearing and speech.	25	29-1127
	E	4	0	20	<u>5</u>	MED	HEALTH EDUCATOR	Provides health and education programs to students and USM employees.	25	29-1199
	E	2	1	22	<u>0</u>	MVO	<u>FLEET OPERATIONS DIRECTOR</u>	Directs the operation of Motor Transportation Services and facilities including a fleet of rental motor vehicles. Develops, coordinates, and administers policies and assures safe, economical operation.	11	11-3011
901 & 7604	E	3	0	23	0	NRS	<u>NURSE, HEALTH CENTER</u>	Provides out-patient general medical/surgical nursing care to students and personnel. Interviews and evaluates patients, makes judgments regarding patient assessment, provides for comprehensive patient education when treating patients, and participates in outreach programs.	25	29-1141
910 & 7606	E	3	0	23	<u>2</u>	NRS	<u>CLINICAL RESEARCH NURSE</u>	With general supervision from a research director, administers and monitors treatment or research protocols. Instructs and counsels patients in research procedures, administers treatment procedures, monitors patients during procedures, and records and analyzes data.	25	29-1141
319.1 & 3052	E	2	4	24	<u>1</u>	OFF	<u>MANAGER, POSTAL SERVICES</u>	Manages operation of institution mail services including pick-up and delivery of materials, metering of bulk mail, and acquisition of postal permits as needed.	11	11-9131
920 & 7607	E	3	0	25	0	PHA	PHARMACIST	Manages the on-campus pharmacy located in a student health center. Organizes dispensing and internal control procedures for all medications and drugs. Maintains full inventory. Orders, dispenses, and maintains control and security of narcotic drugs. Ensures compliance with government regulations concerning records, dispensing, and compounding. Provides drug information to physicians; tests drugs and advises on drug use. Approves financial transactions and sets prices.	25	29-1050
	E	4	0	25	<u>0</u>	PHA	<u>SPECIALIST IN POISON INFORMATION</u>	Staffs a 24 hour poison information hotline. Triage poisoning and overdose cases; responds to requests for poison and prevention information. May be a licensed pharmacist or nurse; must acquire AAPCC certification.	25	29-1050

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312 & 3103	E	2	1	26	0	PHP	PHYSICAL PLANT/FACILITIES MANAGEMENT DIRECTOR	The senior administrative official responsible for the construction, rehabilitation, and maintenance of physical plant facilities. Functions typically include supervision of new construction and remodeling, grounds and building maintenance, power plant operation, and parking.	11	11-3011
312.1 & 3103	E	2	2	26	0	PHP	ASSOCIATE DIRECTOR, PHYSICAL PLANT/FACILITIES MANAGEMENT	The second senior administrative official responsible for maintenance and operation of all facilities.	11	11-3011
	E	2	3	26	0	PHP	<u>BUILDING AND LANDSCAPE SERVICES DIRECTOR</u>	Directs the operation of multiple areas such as Housekeeping, Landscape, and General Services. Responsible for strategic planning and resource allocation. Advises and coordinates management staff on operational and organizational planning.	11	11-3011
312.2 & 3105	E	2	3	26	<u>1</u>	PHP	<u>MANAGER, LANDSCAPE AND GROUNDS</u>	Responsible for administration of the institution's landscape and grounds programs. Reevaluates and redesigns existing landscaping.	11	11-9199
312.3 & 3106	E	2	3	26	<u>2</u>	PHP	<u>MANAGER, BUILDING MAINTENANCE TRADES</u>	Manages the operation of the building craft areas, which usually include carpentry, locksmith, painting, sheet metal, welding, masonry, and roof and road functions.	11	11-9021
312.4 & 3107	E	2	3	26	<u>3</u>	PHP	<u>MANAGER, TECHNICAL TRADES</u>	Manages the operation of the technical trade areas, which usually includes plumbing, heating, electrical, refrigeration and air conditioning, preventative maintenance, and water plant.	11	11-9199
312.5 & 3108	E	2	3	26	<u>4</u>	PHP	<u>MANAGER, CUSTODIAL SERVICES</u>	Responsible for the management of institutional custodial services.	11	11-3011
312.6 & 3109	E	2	3	26	<u>5</u>	PHP	<u>MANAGER, POWER PLANT</u>	Manages the operation and maintenance of the high pressure steam and electrical generating plants and central refrigeration plants and all utility distribution systems.	11	11-3011
	E	2	3	26	<u>A</u>	PHP	<u>WORK CONTROL CENTER MANAGER</u>	Manages the operation of the Facilities Management Work Control Center.	11	11-3011
	E	2	4	26	<u>0</u>	PHP	<u>PHYSICAL PLANT/FACILITIES MANAGER</u>	Staff responsible for managing one or a combination of units in the construction and maintenance trades or crafts and/or manual labor occupations in buildings and grounds operations or maintenance work. Plans and organizes maintenance projects, schedules projects and assures that projects meet trade standards and contract specifications. Monitors supervisors activities.	11	11-3011
	E	2	4	26	<u>9</u>	PHP	<u>GENERAL SERVICES MANAGER</u>	Manages and directs units responsible for General Services Administration, Solid Waste and Recycling, Pest Control, Fountains and Pools and Physical Plant fleet operations which may include as many as 250 vehicles.	11	11-3011
	E	3	0	26	1	PHP	LANDSCAPE ARCHITECT	Staff responsible for completion of landscape design projects to include scheduling and technical review of design details and for designing and evaluating long range landscape planning.	13	17-1012

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	E	3	0	26	<u>6</u>	PHP	CONSTRUCTION CIVIL ENGINEER	Staff responsible for professional support as a licensed Civil Engineer in building construction or renovation.	13	17-2051
9501.00	E	3	0	26	<u>7</u>	PHP	CONSTRUCTION ELECTRICAL ENGINEER	Staff responsible for professional support as a licensed Electrical Engineer in building construction or renovation.	13	17-2199
9503.00	E	3	0	26	<u>8</u>	PHP	CONSTRUCTION MECHANICAL ENGINEER	Staff responsible for professional support as a licensed Mechanical Engineer in building construction or renovation.	13	17-2199
470 & 3605	E	4	0	26	0	PHP	FACILITIES ENGINEER	Assists in the design and retrofit of mechanical systems for campus buildings. Advises on mechanical problems and recommends solutions. May design new mechanical systems. Develops specifications and prepares cost estimates for the selection, application, and installations of mechanical equipment. Reviews mechanical plans submitted by outside consultants or architects. Ensures that mechanical systems comply with building codes, insurance, stipulations, and OSHA requirements. Coordinates with contractors or installers of mechanical systems.	13	17-2199
	E	4	0	26	1	PHP	HORTICULTURALIST	Performs technical work in the field of landscape maintenance, ornamental horticulture, and/or landscape construction. Responsible for hybridization, propagation, maintenance and identification of plants in the nursery and throughout the campus.	13	19-1013
	E	2	4	26	<u>A</u>	PHP	<u>WORK CONTROL CENTER</u> ASSISTANT MANAGER	Assists the manager of the Work Control Center with managerial responsibilities.	11	11-9199
440 & 3602	E	2	4	27	<u>3</u>	PLA	<u>CONSTRUCTION</u> PROJECTS COORDINATOR	Coordinates projects involving major renovations and/or alterations to campus buildings. Serves as liaison among physical plant shops, campus departments, and external contractors for coordinating and scheduling construction projects. Visits work site to determine necessary resources. Inspects projects to ensure compliance with specifications and standards.	12	13-1199
450 & 3604	E	4	0	27	0	PLA	FACILITIES UTILIZATION PLANNER	Assists in planning and coordinating campus-wide use of space and physical facilities. Maintains current floor plans and data on campus facilities. Receives and analyzes requests or space. Develops plans to maximize facility use. Makes space allocation recommendations to administration. May develop analytical studies in support of space or physical facility changes.	12	13-1110
	E	4	0	27	<u>1</u>	PLA	INTERIOR DESIGNER	Staff responsible for planning layout, specifications, and acquisition of interior building finishes and furnishings including wall and floorcoverings, furniture, decorative lighting, and other decorative treatments. Assures requirements for quality and compliance with required standards. Coordinates purchasing, delivery, and installation.	14	27-1025
320 & 3077	E	2	1	28	0	POL	POLICE CHIEF	Directs institution police and patrol units, directs institution vehicle traffic and parking; organizes security programs and training as needed.	11	11-1020

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400 & 0000	E	2	2	28	0	POL	<u>POLICE</u> CHIEF ASSOCIATE	Assists the Chief and/or Deputy Chief of Police in planning and directing activities relating to campus security. Plans and develops a variety of campus security programs, including crime prevention, police personnel training, and criminal investigations. May assume command of a bureau.	11	11-1020
	E	2	2	28	1	POL	<u>POLICE</u> DEPUTY CHIEF	Second in command to the Chief of Police and oversees and provides direction to Associate Chief/s of Police. Responsible for administrative functions including union negotiations, personnel actions, budgets, policies and department-wide leadership.	11	11-1020
3557.00	E	3	0	28	0	POL	<u>POLICE</u> ADMINISTRATOR	Responsible for administering special police administrative functions related to public safety. May head special unit. (e.g., emergency preparedness or investigations). Sworn officer.	26	33-1012
	E	4	0	28	<u>0</u>	POL	<u>POLICE ASSOCIATE</u> ADMINISTRATOR	Reports to a University Police Administrator or above, performs the duties of a University Police Officer in a first line administrative capacity.	26	33-1012
Two Under 402.00 & 0000	E	1	2	29	<u>3</u>	PRL	VICE CHANCELLOR FOR GOVERNMENTAL/ LEGISLATIVE RELATIONS	The senior administrative official, reporting to the Chancellor, responsible for overseeing USM relations with the state/federal legislature and coordination of lobbying efforts for the USM institutions.	11	11-9199
402 & 0000	E	1	2	29	<u>5</u>	PRL	VICE CHANCELLOR FOR COMMUNICATIONS	The senior administrative official, reporting to the Chancellor, who directs public relations programs. Functions typically include public relations, news media relations, Legislative relations, alumni relations, and information office services.	11	11-2030
	E	1	4	29	<u>0</u>	PRL	VICE PRESIDENT, MARKETING AND COMMUNICATIONS	The senior administrative official responsible for providing senior leadership and oversight of integrated marketing, public relations, and media relations plans and products for the university and its various units.	11	11-1020
8026 Above 402.10	E	2	0	29	3	PRL	GOVERNMENTAL/ LEGISLATIVE RELATIONS OFFICER	Senior administrator responsible for developing and maintaining effective relations with local, state and federal government and for coordinating college/university lobbying efforts.	11	11-9199
Use code 402.00 for new VCC & 1048	E	2	1	29	<u>0</u>	PRL	DIRECTOR <u>PUBLIC RELATIONS</u>	The senior administrative official who directs public relations programs. Functions typically include public relations, news media relations, legislative relations, alumni relations, and information office services.	11	11-2031
410 & 8052	E	2	1	29	<u>1</u>	PRL	DIRECTOR, <u>INSTITUTION</u> <u>MARKETING</u>	Directs the provision of information about the institution to students, faculty and the public. Functions typically include, preparation or review of news releases and photographs, and preparation and distribution of newsletters, magazines, and other publications for purposes for purposes of marketing the institution.	11	11-2021
409 & 8050	E	2	1	29	<u>2</u>	PRL	DIRECTOR, <u>PUBLICATIONS</u>	Directs the planning, budgeting, writing, design, production, and distribution of institutional publications.	11	11-9199

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E	2	2	29	<u>3</u>	PRL	ASSOCIATE VICE CHANCELLOR FOR GOVERNMENTAL/LEGISLATIVE RELATIONS	The senior administrative official, reporting to a Vice Chancellor, responsible for overseeing USM relations with the state/federal legislature and coordination of lobbying efforts for the USM institutions.	11	11-9199	
411 & 8053	E	2	4	29	<u>4</u>	PRL	MANAGER, <u>NEWS BUREAU</u>	Prepares and writes news and publicity releases and writes feature stories about institutional events and programs.	11	11-9199
121 & 8550	E	4	0	29	<u>0</u>	PRL	<u>PUBLIC RELATIONS</u> SPECIALIST	Promotes and publicizes institutional activities and programs. May write brochures and articles for publication. Prepares and disseminates information to the internal college and university community as well as to local and state media.	14	27-3031
409.1 & 8051	E	4	0	29	<u>2</u>	PRL	ADMINISTRATOR, <u>PUBLICATIONS</u>	Responsible for one or more functions in the design of institution publications.	14	27-3031
402.1 & 8026	E	4	0	29	<u>3</u>	PRL	ADMINISTRATOR, GOVERNMENTAL/ LEGISLATIVE RELATIONS	Responsible for developing and maintaining effective relations with the state/federal legislature and coordinating college/university lobbying efforts.	12	13-1190
130 & 8552	E	4	0	29	<u>6</u>	PRL	<u>EDITOR</u>	Edits and processes publications through stages of manuscript and proof; may coordinate printing production. Works with author through stages of publication to ensure that standards and copyright requirements are met. Reviews material to assure proper language usage and punctuation.	14	27-3041
132 & 8554	E	4	0	29	<u>7</u>	PRL	<u>WRITER</u>	Writes brochures and articles for publication and/or technical/scientific material for manuals or journals. May assist in the writing aspects of proposal preparation and provide other technical assistance in manuscript writing.	14	27-3043
131 & 8553	E	4	0	29	<u>8</u>	PRL	<u>GRAPHIC DESIGNER</u>	Creates original designs and executes the artwork or publications. Conceptualizes design layout of finished art for reproduction and coordinates final production of finished product with printing department.	14	27-1024
409.2 & 3051	E	2	4	30	<u>0</u>	PRT	MANAGER, <u>PRINTING SERVICES</u>	Manages operation of campus printing services including offset printing and bulk xerographic reproduction.	11	11-9199
514 & 7104	E	2	1	31	0	PSY	DIRECTOR, <u>STUDENT COUNSELING</u>	Directs the provision of counseling and testing services for students.	14	21-1012
514.1 & 7053	E	2	2	31	0	PSY	ASSOCIATE DIRECTOR. <u>STUDENT COUNSELING</u>	The second senior administrative official responsible for student counseling services.	14	21-1012
730 & 7601	E	3	0	31	<u>1</u>	PSY	<u>COUNSELING PSYCHOLOGIST</u>	Provides psychological and counseling services of a remedial, preventive and developmental nature through direct and indirect (consultation) contacts with students, faculty, and staff (individually and in groups).	13	19-3031
316 & 3033	E	2	1	32	0	PUR	DIRECTOR. <u>PURCHASING</u>	Directs central purchasing operations for the institution. Functions typically include preparation of specifications, contracting, bidding, receiving and storing, materials management and approval of invoices.	11	11-3061

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316.1 & 3034	E	2	2	32	0	PUR	<u>PURCHASING</u> ASSOCIATE DIRECTOR	The second senior administrative official responsible for central purchasing operations for the institution.	11	11-3061
	E	2	3	32	<u>0</u>	PUR	<u>PURCHASING</u> ASSISTANT DIRECTOR	Reports to the Director or Associate Director of Purchasing and is responsible for a unit in purchasing	11	11-3061
112 & 3504	E	4	0	32	0	PUR	<u>PURCHASING</u> AGENT	Prepares bid investigations, evaluates bid proposals and issues purchase orders. Confers with university departments regarding requirements, specifications, and deliveries. Advises departments on purchases policies and procedures and provides vendor sources. May supervise technical/clerical support staff and/or provide lead supervision to lower - level buyers.	12	13-1023
204 & 2004	E	2	1	33	0	RES	DIRECTOR, INSTITUTIONAL RESEARCH	The senior administrative staff official responsible for the conduct of research and studies on the institution itself. Functions performed or supervised typically include data collection, analysis, reporting, and related staff work in support of decision making.	11	11-9199
9553.00	E	2	1	33	<u>5</u>	RES	<u>FARM OPERATIONS</u> DIRECTOR	Directs the Teaching-Research Farm. Coordination of farm resources including land, equipment and supplies for student labs and research plots, as well as managing crop land not involved in these to produce economic return to the institution. Planning and conducting various service activities such as tours and field days as well as coordinating activities with other research stations and government agencies are also functions of this position.	11	11-9013
204.1 & 2005	E	2	2	33	0	RES	ASSOCIATE DIRECTOR, INSTITUTIONAL RESEARCH	The second senior administrative official responsible for the conduct of research and studies on the institution itself.	13	15-2031
834 & 9506	E	2	4	33	<u>1</u>	RES	RESEARCH SUPERVISOR LABORATORY/SCIENTIFIC	Acts as a project leader, directing and coordinating research assistants and technicians in a laboratory setting. Supervises data collection evaluation, and compliance with methods and procedures.	13	19-4020
850 & 9509	E	2	4	33	<u>2</u>	RES	<u>LABORATORY SUPERVISOR</u> <u>TECHNICAL SUPPORT</u>	Coordinates operational activities in a laboratory, providing support services to users. Develops and implements policies, procedures, and standards for lab operations to ensure the efficiency, effectiveness, and quality control of the laboratory and compliance with federal, state, and university regulations and standards. Coordinates the ordering, inventory, storage, and maintenance of supplies, lab ware, and instruments essential to the operation of the lab.	11	11-9121
835 & 9508	E	2	4	33	<u>3</u>	RES	RESEARCH SUPERVISOR <u>SOCIAL/CLINICAL</u>	Acts as a project leader directing and coordinating research assistants in social and clinical disciplines. Supervises data collection, evaluation and analysis. May coordinate efforts with other sites.	13	19-4060
836 & 9506	E	3	0	33	<u>1</u>	RES	RESEARCH SPECIALIST <u>LABORATORY/SCIENTIFIC</u>	Functions as a single specialist in a laboratory setting. Acts independently in the design of research projects in the development of methods and procedures, the preparation of research proposals, and the writing of research findings.	13	19-4020

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	E	3	0	33	2	RES	GEOGRAPHIC INFORMATION SPECIALIST	Provide Geographic Information System support by producing maps, collecting and processing spatial data, and improving the Internet GIS network. Analyze spatial data to produce informative graphics of environmental conditions.	13	17-3031
833 & 9508	E	3	0	33	<u>3</u>	RES	RESEARCH SPECIALIST <u>SOCIAL/CLINICAL</u>	Performs senior -level professional research in support of a major research project. Acts independently in the design of research projects, the development of methods and procedures, the preparation of research proposals and the writing of research findings. Reports to faculty researcher or principal investigator. Performs data collection and reduction.	13	19-4060
840 & 0000	E	3	0	33	<u>4</u>	RES	<u>STATISTICIAN</u>	Analyzes and interprets numerical data from clinical trials, academic studies, surveys and other sources. Applies statistical methodology to provide information for further research and analysis. Evaluates reliability of original data; determines limitations on usability of data.	13	15-2041
881 & 9515	E	4	0	33	0	RES	RESEARCH PROJECT ENGINEER	With direction from a designated supervisor, designs, develops, and maintains scientific research and teaching instrumentation. Builds sophisticated scientific equipment, provides technical advice, administers related budgets, and prepares protocols and reports	13	17-2199
831 & 9506	E	4	0	33	<u>1</u>	RES	RESEARCH ASSISTANT <u>LABORATORY/SCIENTIFIC</u>	Performs professional research in support of a major research project. May act as a project leader in directing and coordinating other research assistants and technicians. Supervises data collection, evaluation, and analysis. Reports to faculty researcher or principal investigator.	13	19-4020
880 & 9514	E	4	0	33	<u>2</u>	RES	<u>ELECTRONIC</u> TECHNICIAN SUPERVISOR	Acts as supervisor, providing direction and coordination in the planning, layout, and construction of experimental and scientific equipment. Consults with faculty and engineers regarding design requirements. Evaluates system performance of new equipment. Instructs technicians in proper operation and maintenance of instruments and equipment.	13	17-3023
832 & 9507	E	4	0	33	<u>3</u>	RES	RESEARCH ASSISTANT <u>SOCIAL/CLINICAL</u>	Supports a project in a social/clinical research discipline. Interviews subjects; performs basic data analysis; assists in development of data collection tools and techniques.	13	19-4060
	E	4	0	33	<u>6</u>	RES	ENGINEERING <u>PHYSICIST</u>	Staff responsible for performing a variety of tasks associated with evaluation, acquisition, installation, operation, and maintenance of laboratory equipment, and designing and fabricating high tolerance machined components for research projects, such as custom instrumentation electronics and testing prototypes and providing necessary design modifications for space flight, high energy physics and other similar applications.	13	17-2199

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317 & 3053	E	2	1	34	<u>1</u>	RET	<u>BOOKSTORE</u> DIRECTOR	Directs the operation of the bookstore. Functions typically include purchase and sale of new and used books, supplies and equipment; advertising, employment and supervision of sales staff; and maintenance of sales and inventory records.	11	11-3011
319 & 3050	E	2	1	34	<u>2</u>	RET	<u>AUXILIARY SERVICES,</u> DIRECTOR	Responsible for the management and operation of auxiliary services, which typically includes food service, bookstore, housing, vending, student unions, and printing, but may include a variety of services and operations.	11	11-3011
525 & 7008	E	2	1	34	<u>3</u>	RET	<u>CONFERENCES AND SERVICES</u> DIRECTOR	Responsible for the development, promotion, and implementation of institutional (on and off campus) noncredit conferences and seminars	11	13-1121
166 & 3554	E	2	1	34	<u>4</u>	RET	<u>DAY CARE</u> CENTER DIRECTOR	Responsible for the direction and supervision of day care center activities. Performs a variety of professional and administrative duties, including program administration and management of budgets, facilities, personnel, and special projects for a single site. Coordinates the childcare support services program with day care center teachers and other staff.	11	11-9031
3078.00	E	2	1	34	<u>7</u>	RET	<u>PARKING</u> DIRECTOR	Oversees parking operation, which may include supervision of subcontracted services.	11	11-9199
317.1 & 3054	E	2	2	34	<u>1</u>	RET	<u>BOOKSTORE</u> ASSOCIATE DIRECTOR	The second senior administrative official responsible for bookstore operations.	11	11-3011
	E	2	2	34	<u>2</u>	RET	<u>AUXILIARY SERVICES,</u> ASSOCIATE DIRECTOR	The second senior administrative official responsible for the operation of an auxiliary service.	11	11-3011
	E	2	3	34	<u>2</u>	RET	<u>AUXILIARY SERVICES,</u> ASSISTANT DIRECTOR	Reports to the Director or Associate Director and is responsible for a unit or function of Auxiliary Services	11	11-3011
	E	2	3	34	<u>3</u>	RET	<u>CONFERENCES AND SERVICES</u> ASSISTANT DIRECTOR	Reports to Director of Conferences and Services and manages one or more aspects of Conferences and Services	12	13-1121
510 & 6503	E	2	4	34	0	RET	TICKET MANAGER	Manages special event ticket operations and provides ticket services to those sponsoring and attending activities. Responsibilities include hiring and training personnel, conferring with event sponsors concerning ticket needs, preparing and supervising the mailing of ticket information, solving problems, maintaining control of money and tickets, and preparing audit statements.	11	11-9199
760 & 3555	E	2	4	34	1	RET	TEXTBOOK MANAGER	Manages and coordinates activities of the textbook section of the bookstore. Buys textbooks required for academic classes and displays them for purchase by students. Assists in the formulation of policies and develops procedures regarding pricing, inventory and, sale of textbook and trade book items. Supervises the preparation and return of overstock and defective books and the valuation and repurchase of used books.	11	11-9199
	E	2	4	34	<u>3</u>	RET	<u>CONFERENCE CENTER</u> MANAGER	Manages a Conference Center; may include marketing, event planning, catering and facilities management.	11	11-3011

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	E	2	4	34	<u>8</u>	RET	<u>GOLF COURSE</u> MANAGER	Responsible for overall maintenance and operations of the golf course	11	11-9199
165 & 3553	E	3	0	34	<u>4</u>	RET	<u>DAY CARE</u> CENTER TEACHER	Responsible for providing day care classroom activities, including curriculum preparation. Interacts with parents and faculty to review curriculum and activities.	24	25-2011
	E	3	0	34	<u>6</u>	RET	<u>BUSINESS STAFF CONSULTANT</u>	Staff responsible for providing business and management consulting services to client/organizations throughout the State, research and investigate appropriate technology, methodology and resources, and prepare specific program materials and reports for these clients.	12	13-1111
710 & 2501	E	4	0	34	<u>3</u>	RET	<u>CONFERENCE/</u> WORKSHOP COORDINATOR	Coordinates activities involved in provision of conference and workshop services. Assists in the selection and design of workshops to be presented. Develops preliminary program budget. Coordinates registration process, including fee collection and payment of honorarium and conference expenses. Secures appropriate conference setting and arranges for auxiliary services, including lodging, meals, and transportation.	12	13-1121
	E	4	0	34	<u>5</u>	RET	<u>EDUCATOR NON-CREDIT</u> <u>COURSES</u>	Educates individuals in non-credit courses offered by the institution.	24	25-3021
	E	3	3	36	<u>0</u>	SOC	<u>SOCIAL WORKER</u>	Applies the theories, knowledge, procedures, and methods to restore or enhance social functioning of individuals, couples, families, groups, organizations or communities through assessment, planning, intervention, evaluation, and advocacy to maximize the individual's well-being.	14	21-1029
501 & 1043	E	1	4	37	0	STU	CHIEF STUDENT AFFAIRS OFFICER	The senior administrative official responsible for the direction of student services and student life programs. Functions typically include student counseling and testing, career development and placement, student union, campus/student activities, minority student support programs, residence life, and related functions.	11	11-9033
7003.00	E	2	1	37	0	STU	DEAN - STUDENTS	Responsible for administrative functions such as student activities, housing, conduct, and orientation. Reports to the Chief Student Affairs Officer.	11	11-9033
502 & 1044	E	2	1	37	<u>1</u>	STU	DIRECTOR, <u>ADMISSIONS</u>	Directs the admission of undergraduates. May also be responsible for the admission of graduate and professional students, or for scholarship administration or similar functions.	11	11-9033
504 & 2078	E	2	1	37	<u>3</u>	STU	<u>REGISTRAR</u>	The administrative official with principal responsibility for student registrations and records. Functions typically include registration, classroom scheduling, maintenance of student records, graduation clearance, enrollment services and related matters.	11	11-9033
506 & 2082	E	2	1	37	<u>4</u>	STU	DIRECTOR, STUDENT <u>FINANCIAL</u> <u>AID</u>	Directs the administration of all forms of student aid. Functions typically include assistance in the application for loans or scholarships; administration of private, state, or federal loan programs; awarding of scholarships and fellowships; and maintenance of appropriate records.	11	11-9033

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509 & 7030	E	2	1	37	<u>5</u>	STU	DIRECTOR OF <u>STUDENT UNION</u>	Directs the total operation of a student union building and the student activities program. Functions typically include supervision of food facilities, guest rooms, information desk, and recreational facilities; arrangements for specific functions; coordination of student activities; and supervision of student organizations.	11	11-1020
512 -700 & 7026	E	2	1	37	<u>6</u>	STU	DIRECTOR, <u>STUDENT ACTIVITIES</u>	Responsible for coordinating all campus student activities including special events, student organizations, publications, and student government activities.	11	11-9033
513 & 7051	E	2	1	37	<u>7</u>	STU	DIRECTOR, <u>CAREER DEVELOPMENT AND PLACEMENT</u>	Directs the operation of a student placement office to provide job placement and counseling services to undergraduates, graduates, and alumni. May also be responsible for placement of students in part-time jobs or outside the institution.	11	11-9033
523 & 1045	E	2	1	37	<u>8</u>	STU	CHIEF, <u>ENROLLMENT MANAGEMENT</u>	Administrative official responsible for the development of marketing plans for the recruitment and retention of students. Also coordinates institutional efforts in admissions, financial aid, records and registration, and advising.	11	11-9033
524 & 7007	E	2	1	37	<u>9</u>	STU	DIRECTOR, <u>MINORITY AFFAIRS</u>	Responsible for the director of counseling programs, cultural affairs, and remedial and support programs. Also invites minority speakers to campus. In addition, may be responsible for minority housing and intercultural centers.	11	11-1020
7554.00	E	2	1	37	<u>E</u>	STU	DIRECTOR, <u>ACADEMIC RESOURCES</u>	Directs programs to evaluate academic skills and knowledge and to provide tutoring assistance.	11	11-9033
	E	2	1	37	<u>F</u>	STU	DIRECTOR <u>COMMUNITY OUTREACH</u>	Administers these programs in compliance with regulations and agreements as well as with funding sources. Directs and delivers education and community outreach with agencies, such as schools, parents and the private sector.	11	11-9033
508 & 7076	E	2	1	37	G	STU	DIRECTOR, <u>RESIDENT LIFE</u>	Senior official responsible for the direction of all residence hall operations for students. May also administer off-campus housing programs.	11	11-1020
501.1 & 7001	E	2	2	37	0	STU	ASSOCIATE CHIEF STUDENT AFFAIRS OFFICER	The second senior official responsible for the direction of student services and student life programs.	11	11-9033
502.1 & 2076	E	2	2	37	<u>1</u>	STU	ASSOCIATE DIRECTOR, <u>ADMISSIONS</u>	The second senior administrative official responsible for student admissions.	11	11-9033
504.1 & 2079	E	2	2	37	<u>3</u>	STU	ASSOCIATE <u>REGISTRAR</u>	The second senior administrative official with principal responsibility for the performance of the Registrar's duties.	11	11-9033
506.1 & 2083	E	2	2	37	<u>4</u>	STU	ASSOCIATE DIRECTOR, <u>STUDENT FINANCIAL AID</u>	The second senior administrative official responsible for the student financial aid activity.	11	11-9033
511.1 & 7032	E	2	2	37	<u>5</u>	STU	ASSOCIATE DIRECTOR, <u>STUDENT UNION</u>	The second senior official responsible for the operation of the student union building and related student activities.	11	11-1020

USM Exempt Job Title" E-Code"

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	E	2	2	37	<u>7</u>	STU	ASSOCIATE DIRECTOR <u>CAREER DEVELOPMENT AND PLACEMENT</u>	Second senior official responsible for the operation of a student placement office to provide job placement and counseling services to undergraduates, graduates, and alumni. May also be responsible for placement of students in part-time jobs or outside the institution.	11	11-9033
517 & 7006	E	2	2	37	<u>A</u>	STU	DIRECTOR, CAMPUS <u>MINISTRIES</u>	Plans, coordinates, and directs the pastoral ministry and religious activities on the campus, advises on policies and issues affecting the well-being of the campus community.	14	21-2020
508.1 & 7077	E	2	2	37	G	STU	ASSOCIATE DIRECTOR, <u>RESIDENT LIFE</u>	The second senior official responsible for all residence hall operations for students.	11	11-1020
	E	2	3	37	0	STU	ASSISTANT DEAN - STUDENTS	Responsible for the administration of functions such as judicial management and the retention, academic success, parent, and student programs.	11	11-9033
502.2 & 0000	E	2	3	37	<u>1</u>	STU	ASSISTANT DIRECTOR, <u>ADMISSIONS</u>	Subordinate to the Associate Director with responsibilities for one substantively related area (e.g., recruiting, records).	11	11-9033
504.2 & 2080	E	2	3	37	<u>3</u>	STU	ASSISTANT <u>REGISTRAR</u>	Subordinate to the Associate Registrar with responsibilities for one substantively related area (e.g., military/VA registration, international registration).	11	11-9033
770 & 7576	E	2	4	37	<u>C</u>	STU	RESIDENCE HALL MANAGER— <u>RESIDENT</u>	Supervises and administers activities of a residence hall. Manager is given room and board at the residence hall as part of the employment package. Duties include oversight of maintenance and renovation, purchase and inventory of supplies, assignment of rooms and summer housing, housekeeping functions, and management of student conduct and discipline.	11	11-9080
771 & 7577	E	2	4	37	<u>D</u>	STU	RESIDENCE HALL MANAGER— <u>NON-RESIDENT</u>	Supervises and administers activities of a residence hall. Manager is not given room and board as part of the employment package. Duties include oversight of maintenance and renovation, purchase and inventory of supplies, assignment of rooms and summer housing, housekeeping functions, and management of student conduct and discipline.	11	11-9080
502.3 & 7550	E	3	0	37	<u>2</u>	STU	STUDENT <u>ADVISOR</u>	Advises undergraduate students in the construction of schedules and core curriculum, major, and elective requirements. Assists in registration and drop/add, approves AP credit, and approves transfer credit to satisfy curriculum requirements.	14	21-1012
722 & 2576	E	4	0	37	<u>1</u>	STU	<u>ADMISSIONS COUNSELORS</u>	Recruits freshmen and transfer students from high schools and community colleges. Makes presentations to student groups. Counsels students and parents regarding the admissions process.	14	21-1012

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745 & 7554	E	4	0	37	2	STU	ACADEMIC SUPPORT COORDINATOR	Plans programs and supervises individuals involved in proficiency/evaluation testing. Supervises special tutors for students with language barriers or students requiring remedial education in math or English. Maintains a liaison with academic deans and faculty. Advises and assists students in determining proficiency in college-level courses.	12	13-1190
750 & 2577	E	4	0	37	4	STU	FINANCIAL AID COUNSELOR	Provides personal and financial aid application counseling to students and parents. Assists in the administration of the financial aid program. Makes decisions to award funds to students eligible for scholarships, grants, and college work-study. Responsible for auditing and reconciling financial aid accounts and packaging financial aid awards.	12	13-2070
701 & 7527	E	4	0	37	<u>6</u>	STU	<u>STUDENT ACTIVITIES</u> SPECIALIST	Organizes student activities, which may include social clubs or organizations, student government, and Greek programs. Must exercise independent judgment. May serve as liaison between student organizations and campus administrators. Provides assistance and guidance to student groups in the planning, organization, and delivery of student activities.	12	13-1190
721 & 7551	E	4	0	37	<u>7</u>	STU	<u>STUDENT CAREER COUNSELOR</u>	Advises and counsels students concerning employment opportunities and careers. Encourages employers to recruit campus graduates. Conducts individual and group sessions to inform students of services, policies, and procedures; and to provide assistance in resume preparation and interviewing techniques. Serves as liaison between employers and students; administers and coordinates activities associated with the campus interview program. Coordinates production of job opportunities bulletin and refers students to prospective employers.	14	21-1012
740 & 7552	E	4	0	37	B	STU	COOPERATIVE PROGRAM COORDINATOR	Coordinates and administers a cooperative education program. Serves as the college or university representative on off-campus visits for the solicitation of cooperative jobs and scholarships from local and national firms and organizations. Interprets policies and procedures of cooperative programs for students and industry, interviews student applicants, and matches job/company to student.	12	13-1190
	E	4	0	37	<u>E</u>	STU	COORDINATOR <u>ACADEMIC</u>	Coordinates delivery of programs to evaluate academic skills and knowledge and/or to provide tutoring assistance.	14	21-1012
	E	4	0	37	<u>F</u>	STU	<u>COMMUNITY OUTREACH</u> EDUCATION SPECIALIST	Develops and/or delivers education and outreach classes for community groups, schools, and other constituencies. Examples of work might be on health or social work programs or in a museum setting.	14	21-1099
508.3 & 7079	E	4	0	37	G	STU	ADMINISTRATOR, <u>RESIDENT</u> <u>LIFE</u>	Responsible for the supervision and direction of residence life, staff, and student housing.	12	13-1190

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	E	4	0	37	<u>H</u>	STU	<u>INTERPRETER</u>	Responsible for interpreting sign language for the deaf and hard of hearing students, employees and visitors or for foreign language translation or interpretation.	14	27-3091
891 & 9552	E	2	4	38	0	VET	ANIMAL CARE MANAGER	Responsible for directing the activities of the animal care unit. Assists in surgery and performs pre- and post- operative care as directed. Ensures maintenance of and adherence to standard operating procedures and protocols. Trains employees in proper lab techniques. Maintains quality checks on cleanliness of labs and animal rooms. Ensures care and maintenance of animals in the facility according to GLPs. Supervises animal technicians and support personnel.	25	29-2056
890 & 9551	E	3	0	38	0	VET	VETERINARIAN	Provides professional veterinary services in support of researchers in the health, care, and breeding of animals and the administration of surgical procedures/methods to animals. Prescribes medications, establishes treatment modalities, and performs complex surgeries on animals. Reviews and approves animal care and experimentation protocols to ensure compliance with veterinary standards and statutory requirements.	25	29-1130