



Guide to Mapping Administrative Operations Positions

Since the positions in the Administrative Operations job family are defined by many factors, job descriptions submitted for this job family will be reviewed by an Advisory Committee to ensure consistency. This committee of subject matter experts will then provide recommendations to the HR Compensation unit.

Because current positions have been classified at different times over a period of years, changes to scope and complexity may not have been accounted for in a systematic review. For example, it is possible that some positions currently classified to the MSO III level may map to Administrative Officer 4, while others may map to the Administrative Manager 1 level.

However, in general, positions currently classified in the same job title will generally map to the same category and level through Career Compass.

While there are varying kinds of organizations on campus, **for the purpose of this chart only**, organizational units are described as follows:

- Academic Department
- School
- College
- Student Support Unit (a unit that provides more centralized services and support to students and does not grant degrees)
- Administrative Unit (a unit that provides non-academic services to students, faculty and/or staff, typically with a campuswide scope)
- Institute/Center

Please see the following **examples** of proposed mapping.

Possible New Career Compass Job Title	Job Level	Current Job Title	Current Salary Grade	Typical type of Organizational Unit
Administrative Supervisor 1	Supervisor 1	() Asst. III-Supervisor	PSS 1	Administrative Unit
		Administrative Specialist	PSS 1	Administrative Unit
Administrative Supervisor 2	Supervisor 2	Senior Administrative Analyst	PSS 4	Academic Department.
Administrative Officer 2	Professional 2	Administrative Specialist	PSS 1	Institute/Center
		Administrative Analyst	PSS 2	Student Support Unit
Administrative Officer 3	Professional 3	MSO I	PSS 2	Institute/Center
		Senior Administrative. Analyst	PSS 4	Student Support Unit
Administrative Officer 4	Professional 4	MSO II	PSS 4	College
		Principal Administrative Analyst	PSS 5	Student Support Unit
Administrative Manager 1	Manager 1	MSO III	PSS 5	Administrative Unit
		Admin/Coord/Officer (Functional Area)	MSP I	Academic Department
Administrative Manager 2	Manager 2	Assistant Dean (Functional Area)	MSP II	School
		Assistant Dean (Functional Area)	MSP III	College
		Director (Functional Area)	MSP III	Academic Department
Administrative Manager 3	Manager 3	Assistant Dean (Functional Area)	MSP IV	College
		Director (Functional Area)	MSP V	Administrative Unit
Administrative Manager 4	Manager 4	Assoc. Vice Chancellor	MSP VII	Administrative Unit