Information Technology Position Reclassification Form

Information Technology Classification Definition

Information Technology professionals devote the majority of their time to the design, development, configuration, maintenance, and/or user support of information technology systems. An information technology system is comprised of hardware and/or software to create, transmit, store, or display information. Usually, these systems are electronic and digital in nature. Management professionals in this category spend the majority of their effort directly responsible for overall information technology policy, strategy, and management, and IT financial and personnel management.

Clarification – This classification is *not* directed at people *using* software to do their job, rather it is directed at people who configure and manipulate software to provide it to their users.

Employee's Signature

I certify that the information given in this document is true and complete.

Date _____

Employee Signature _____

Employee Name (Please Print) _____

Department _____

Title _____   Current PIT Level _____

INSTRUCTIONS

- Text describing each of the criteria <u>must</u> be included in the space allowed at the end of the criteria descriptions or the form will be returned to you for completion. It will be helpful for you to include <u>substantive examples</u> to support the boxes selected for each criteria.

- When filling out the form, check box(es) that represent the majority of your time. <u>Do not</u> check boxes for things you only do occasionally.

- Text boxes will expand as they are completed. To fill in a check box, just point on the box and left click.

- There is a Supervisor Comment/Signature page at the end of the document. This <u>must</u> be completed and returned along with the Reclassification Form.

- Completed forms should be returned to Phyllis Clevenger in Human Resources. Once your form has been received, you and your supervisor will be contacted to determine the best time to schedule an interview with the Audit Committee.

- This form and the Audit Committee interview will be the only information sources used by the committee to establish its recommendation.

- The Audit Committee recommendation will be forwarded to Human Resources, where the final determination of the appropriate classification level will be made.

- You will be notified within one week of the interview of the position's reclassified level.

- The determination of Human Resources regarding the classification level is final.

Definitions

Builds and directs teams – to accomplish a task, project or goal

Business and enterprise processes and systems – a set of procedures and steps necessary to complete an outcome critical to the **university.** These procedures require input data and rules by which the outputs are determined.

Communicates complex topics to diverse formal groups – audience has dissimilar knowledge base.

Complex project management experience – experience managing projects with many overlapping or diverse components; typically includes technical, personnel, contract, timeline, budget, and communications management of projects with multiple stages or multiple deliverables

Complex systems – systems that require advanced technical knowledge to develop and maintain; usually requires extensive adaptation and customization

Complex and comprehensive systems – requires extensive technical knowledge and development to integrate a collection of complex and comprehensive systems to support multiple areas or functions

Comprehensive judgment – requires balancing multiple factors (may include time, budget, technical) and making trade-offs between those factors

Comprehensive systems – a collection of standard information technology systems and/or services that support one or more areas or functions; typically vendor-supported or supported with standard vendor processes

External representation – officially represent the university to parties outside the university

Financially responsible for department IT budgets – refers to the ENTIRE technology-related budget for a department, not just a component of a department's technology-related budget. The term "department" is to be interpreted as a generally recognized university unit. Examples might be Accounting, Office of Student Affairs, Mechanical Engineering, Fine Arts, Residential Services, etc. To be financially responsible for a *department's IT budget,* a position must be responsible for all aspects of the budget from its initial development to approval of major expenditures.

Negotiating with vendors – responsible for contract terms (examples include: price, deliverables, time lines, termination clauses); requires knowledge of university processes concerning contracts

Presents to formal groups – audience has similar knowledge base; presenter may have dissimilar knowledge base.

Strategic planning – process of determining the unit's long-term goals and then identifying the best approach for achieving those goals; involves evaluating the capacity, locating funding, developing personnel, and establishing projects or initiatives

Visionary/Strategic – identifies unique tactical paths and leads the way to meet and expand the mission and goals of the university

MAJOR FUNCTIONS

List **no more than six (6)** major functions of this position, **in order of importance**. Be concise but include important details. Try to start each statement with an action verb (i.e., operate, design, prepare, develop, analyze). You don't need to use full sentences, but you should state **(1)** what the task is, and **(2)** how it is accomplished. Please provide examples if they help illustrate the complexity and technical requirements of the position.

Indicate the total percentage of **time spent in a typical month**, rounded to the nearest 5%, for each area of responsibility. **NOTE: This does not need to total 100% since only major functions will be listed.**

% of Time	MAJOR FUNCTIONS

TECHNICAL RESPONSIBILITIES

Include as applicable:

A. **Hardware details** Is the position responsible for deploying, maintaining, or diagnosing hardware systems? If so, describe these systems (operating system(s), number of CPU's, storage, network size/complexity, security, special or custom functionality).

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B. **Application details** Is the position responsible for managing, modifying, or creating applications? Do those applications interface with other systems or use multiple programming languages? If yes, which systems and/or languages?

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C. **Users** Is the position responsible for user support? If so, describe the user population (number of, activities of, novice vs. expert, clerical vs. technical vs. academic).

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D. **Technical team** (is position stand-alone? or leader? or one of a team?)

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SUPERVISORY AND BUDGETARY RESPONSIBILITIES

Does this position supervise others?　　Yes ☐　　　　No ☐

List all positions this position supervises **by title**. Attach additional information if necessary. Please attach an organization chart to the back of this form showing all positions described below.

Official Title	Number with Title	Professional	Hourly	Students

Supervisory functions: Does this position:

- train these positions?　　　　　　　　　　　　　　　　Yes ☐　　　No ☐
- handle their grievances?　　　　　　　　　　　　　　Yes ☐　　　No ☐
- plan and assign work to positions?　　　　　　　　　Yes ☐　　　No ☐
- effectively recommend hiring of new positions?　　　Yes ☐　　　No ☐
- recommend transfers, promotions, salary increases?　Yes ☐　　　No ☐
- prepare performance appraisals?　　　　　　　　　　Yes ☐　　　No ☐
- recommend disciplinary action as required?　　　　　Yes ☐　　　No ☐
- Is this position accountable for the quality of work produced　Yes ☐　　　No ☐
  by these positions?

Does this position have budgetary responsibilities?　　　Yes ☐　　　No ☐

If yes, check the boxes that describe this position's financial responsibilities. Please remember to only check box(es) that represent the majority of your time. <u>Do not</u> check boxes for things you only do occasionally.

Budget components	Yes ☐	No ☐
Budget proposals	Yes ☐	No ☐
Contracts	Yes ☐	No ☐
Department budgets	Yes ☐	No ☐
Expenditure approvals	Yes ☐	No ☐
Multiple department budgets	Yes ☐	No ☐
Project budgets	Yes ☐	No ☐

Application of Knowledge

Scope and depth of professional knowledge and innovation as applied to technology, support, personnel, and/or business systems within information technology. Check box(es) that represent the majority of your time. <u>Do not</u> check boxes for things you only do occasionally.

☐ Applies standard procedures to complete a series of tasks
☐ Assesses the need for and/or implements change initiatives, new policies, new systems, etc.
☐ Contributes technical knowledge to proposals
☐ Creates solutions and procedures for recurring problems
☐ Designs complex and comprehensive systems
☐ Designs subsystems
☐ Designs systems
☐ Develops processes/ procedures for the deployment, maintenance, or diagnosis for predesigned systems
☐ Develops processes/procedures for the deployment, maintenance, diagnosis, or implementation for predesigned complex or comprehensive systems
☐ Diagnoses typical problems and applies the known solutions
☐ Installs, supports, configures
☐ Mobilizes teams and resources to achieve and sustain results across the university
☐ Strategic development and/or deployment of university vision
☐ Strategic planning for complex systems
☐ Strategic planning for systems

Information to support **Application of Knowledge**

Judgment

Scope, depth, and impact of judgment on work assignments. Check box(es) that represent the majority of your time. <u>Do not</u> check boxes for things you only do occasionally.

- ☐ Ability to review and evaluate work of peers
- ☐ Creates project plans and tasks
- ☐ Demonstrated creativity, foresight, and comprehensive judgment in overseeing areas or multiple large projects
- ☐ Develops a plan of solution for assignments
- ☐ Implements technology to meet strategic university needs
- ☐ Independently applies extensive and diversified knowledge of practices in broad areas of responsibility
- ☐ Independently conceives, plans, and conducts initiatives to meet broad university strategic technology needs
- ☐ Independently conceives, plans, and conducts technical initiatives to meet diverse department(s) needs
- ☐ Judgment is applied to technical aspects of assignments
- ☐ Plans and conducts work requiring independent judgment in the design, adaptation, and modification of standard techniques, processes, and criteria
- ☐ Requires comprehensive judgment to insure successful completion of projects and objectives
- ☐ Requires judgment to insure successful completion of projects and objectives
- ☐ Uses judgment in selection, adaptation, and modification of standard technical processes
- ☐ Work consists of minor phases of broader assignments
- ☐ Works with known factors requiring very limited judgment

Information to support **Judgment**

Education/ Experience

Level of formal education and/or related professional experience/development required for the position.

- [ ] No degree with 6 months to 2 years experience or Associate Degree
- [ ] Associate Degree + 2 years experience
- [ ] Bachelor's Degree
- [ ] Bachelor's Degree + 2 years experience
- [ ] Bachelor's Degree + 4 years experience
- [ ] Master's degree
- [ ] Master's Degree + 2 years experience; where applicable, personnel management experience
- [ ] Master's Degree + 4 years experience; where applicable, management of professional personnel with diverse responsibilities is desirable

Information to support **Education/Experience**

Level of Accomplishment

Depth of professional accomplishments – what should a new hire bring to the position?

- [ ] Collaborated with external professionals on information technology developments and activities
- [ ] Complex project management experience
- [ ] Consulted on information technology developments and activities
- [ ] Demonstrated innovative technical activities
- [ ] Good academic record for degreed individuals or record of achievement in technical areas
- [ ] Good personal recommendation from references, supervisor, educational institution, and/or previous employer
- [ ] Good recommendation of accomplishment from references, supervisor, educational institution, and/or previous employer
- [ ] Participated in conference activities
- [ ] Peer recognition of innovative professional capabilities for information technology positions and may have co-authored or authored publications
- [ ] Proven accomplishments of innovative work
- [ ] Sufficient professional experience to work independently on a day-to-day basis

Information to support **Level of Accomplishment**

Communication Skills

Scope of verbal/written communication skills. Check box(es) that represent the majority of your time. <u>Do not</u> check boxes for things you only do occasionally.

- [ ] Able to negotiate
- [ ] Communicates complex topics to diverse formal groups, both verbally and written
- [ ] Communicates simple procedures both written and verbal
- [ ] Communicates strategic plans/projects
- [ ] Effective interpersonal communication, both verbal and written
- [ ] Presents to formal groups
- [ ] Presents to peer groups
- [ ] Provides effective written and verbal communication related to complex topics
- [ ] Writes formal reports or technical specifications for management
- [ ] Writes proposals, grants, and/or publications

Information to support **Communication Skills**

Leadership

Level of direction needed and/or leadership exercised. Check box(es) that represent the majority of your time. <u>Do not</u> check boxes for things you only do occasionally.

- [ ] Builds and directs teams
- [ ] Demonstrates consistency among principles, values, ethics, and behavior to establish and maintain credibility with a variety of constituents (peers, employees, customers, etc.)
- [ ] Develops and promotes environments that improve effectiveness and productivity
- [ ] Encourages employee learning and excellence
- [ ] Establishes and reinforces environments which promote empowerment and innovation
- [ ] Follows specific instructions to complete tasks
- [ ] Gains support and commitments of others to take action
- [ ] Has a clear understanding of, and works toward, the mission and goals of the unit
- [ ] Instills a collective commitment to a common university purpose
- [ ] Leverages the diverse talents of people and demonstrates an understanding of different cultures to enhance performance
- [ ] Pursues objectives and seeks opportunities
- [ ] Receives guidance prior to tasks but is expected to perform tasks with minimal supervision
- [ ] Understands and is committed to overall mission and goals of the University
- [ ] Visionary/Strategic
- [ ] Works independently

Information to support **Leadership**

External Representation

The scope and nature of external representation (external to MTU). Check box(es) that represent the majority of your time. <u>Do not</u> check boxes for things you only do occasionally.

☐ Direct contact with customers
☐ Direct contact with sponsors where appropriate
☐ Direct contact with vendors
☐ Participates in external committees and organizations
☐ Participates in preparation and presentation of proposals
☐ Provides status reports to sponsor for subtasks
☐ Reports to sponsor for the task/project
☐ Responsible for development of partnerships
☐ Responsible for negotiating with vendors
☐ Responsible for new program initiatives
☐ Responsible for preparation of proposals
☐ Supervised contact with sponsors and vendors

Information to support **External Representation**

Additional Information

If there is additional information not covered above that you feel is relevant to this reclassification, please list below.

SUPERVISOR SECTION

What do you consider to be the most important aspect of this position?

What are the other aspects you consider to be important in this position?

What do you consider to be the most important qualifications of an employee in this position?

Supervisor's Signature (sign the appropriate line)

I certify that I have reviewed this document and I believe that it accurately and completely describes this position.

Date _____
Supervisor's Signature _____
Supervisor's Name (Please Print) _____
Title _____

-- **- OR -** --

I certify that I have reviewed this document, and I do not agree that it accurately represents this position.

Date _____
Supervisor's Signature _____
Supervisor's Name (Please Print) _____
Title _____

Indicate which areas you disagree with and why.

Significant differences between the supervisor and employee must be reviewed with the employee.