

Oklahoma Cooperative Extension Service Career Ladder

Standards of Achievement for Professional Advancement

Level I	Level II	Level III	Distinguished
Degree requirement and years of experience	Degree requirement and years of experience	Degree requirement and years of experience	Degree requirement and years of experience
Bachelor's Degree	Bachelor's Degree & 5 yrs. experience Master's Degree & 3 years experience	Bachelor's Degree & 15 yrs. experience Master's Degree & 10 yrs. experience	Bachelor's Degree & 20 yrs. experience Master's Degree & 15 yrs. experience
Performance Appraisal	Performance Appraisal	Performance Appraisal	Performance Appraisal
	Must have "meets or exceeds expectations" for the past three years	Must have "meets or exceeds expectations" for the past three years	Must have "meets or exceeds expectations" for the past three years

ACADEMIC ADVISOR (and Senior) I & II
Admin. Svcs. Spec., Band 4 – Class Code 5058
Career Development Plan
SOC 211012

This Career Development Plan provides promotional opportunities to Academic Advisors throughout Oklahoma State University who continually demonstrate meritorious performance. Progression within the Plan signifies an increase in skills, competencies and contributions to the organization's goals and objectives. The increased contribution is above and beyond normal changes that are necessary to maintain satisfactory performance within an ever-changing business environment. While this Plan offers promotional opportunities, it does not require career advancement. Neither does it preclude appropriate action for those who fail to meet a satisfactory standard of performance.

Position: Academic Advisor I

Duties:

- Advises declared and undeclared students.
- Maintains ongoing focus on student success, retention, outreach and diversity.
- Evaluates student records and maintains advising records/files.
- Performs administrative duties and special projects as assigned.
- Represents College or advising unit at student organizational meetings and functions.
- Serves and advises prospective students and families.
- Teaches orientation course(s) and/or other designated first-year experience course(s).
- Uses STAR electronic advising system.
- Utilizes the Academic Alert System to enhance interactions with students and with instructors.
- Updates practices based on changes in University policies and procedures.
- Communicates effectively and on a regular basis with advisees using various formats.

Minimum Qualifications:

- Bachelor's Degree
- Zero – two years of experience in a related setting.

Developmental Requirements to Academic Advisor II:

- Advancement based on departmental/college need and budgetary capability.
- Academic Advisor II minimum qualifications of a Master's Degree.
- A minimum of one year of experience in a comparable position.

Position: Academic Advisor II

Duties:

- Advises declared and undeclared students.
- Maintains ongoing focus on student success, retention, outreach and diversity.
- Evaluates student records and maintains advising records/files.
- Performs administrative duties and special projects as assigned.

- Represents College or advising unit at student organizational meetings and functions.
- Assists with various scholarship programs.
- Teaches orientation course(s) and/or other designated first-year experience course(s).
- Serves and advises prospective students and families.
- Uses STAR electronic advising system.
- Utilizes the Academic Alert System to enhance interactions with students and with instructors.
- Updates practices based on changes in University policies and procedures.
- Communicates effectively and on a regular basis with advisees using various formats.

Minimum Qualifications:

- Master's Degree.
- One-three years of experience in a related position.

Developmental Requirements to Senior Academic Advisor I:

- Advancement based on departmental/college need and budget capability.
- Senior Academic Advisor I minimum qualifications of a Master's Degree.
- A minimum of one year of experience in the current or comparable position.

Position: Senior Academic Advisor I

Duties:

- Advises declared and undeclared students.
- Maintains ongoing focus on student success, retention, outreach and diversity.
- Teaches orientation course(s) and/or other designated first-year experience course(s).
- Performs administrative duties and special projects as assigned.
- Represents College or advising unit at student organizational meetings and functions.
- Performs advisory responsibilities for special programs/projects (e.g., undergraduate admissions, publications, scholarships, internship programs, committees and teacher certification programs).
- Evaluates student records and maintains advising records/files.
- Serves and advises prospective students and families.
- Uses STAR electronic advising system.
- Utilizes the Academic Alert System to enhance interactions with students and with instructors.
- Updates practices based on changes in University policies and procedures.
- Communicates effectively and on a regular basis with advisees using various formats.

Minimum Qualifications:

- Master's Degree.
- Three years of experience in a related setting.

Developmental Requirements to Senior Academic Advisor II:

- Advancement based on departmental/college need and budgetary capabilities.
- A minimum of two years of experience in the current or comparable position.

- Administrative experience to include budgetary authority or similar levels of responsibility; previous supervisory experience to include interviewing, training and development, etc. of employees.
- Previous experience in a specific field as defined by the college or department.

Position: Senior Academic Advisor II

Duties:

- Advises declared and undeclared students.
- Maintains ongoing focus on student success, retention, outreach and diversity.
- Teaches orientation course(s) and/or other designated first-year experience course(s).
- Trains and supervises advisors and/or other staff.
- Performs administrative duties and special projects of an advanced nature as assigned (i.e. articulation activities; budgeting; assisting with planning, forecasting and scheduling; may serve as Assistant/Associate Director or similar position or other similar levels of responsibility).
- Represents College or advising unit at student organizational meetings and functions.
- Performs advisory responsibilities for special programs/projects (e.g., undergraduate admissions, publications, scholarships, internship programs, committees and teacher certification programs).
- Serves and advises prospective students and families.
- Evaluates student records and maintains advising records/files.
- Uses STAR electronic advising system.
- Utilizes the Academic Alert System to enhance interactions with students and with instructors.
- Updates practices based on changes in University policies and procedures.
- Communicates effectively and on a regular basis with advisees using various formats.

Minimum Qualifications:

- Master's Degree.
- Four years of experience directly related to academic counseling.

Preferred Qualifications:

- Administrative experience such as budgetary authority or a similar level of responsibility.
- Previous supervisory experience to include interviewing, training and development, etc. of employees.
- Experience in a specific field as defined by the college or department.

Developmental Requirements:

- Not determined at this time.

Developmental Increases:

- Proposed salary would be no less than the minimum hiring range of the proposed level of advancement.
- Increases of 10% or greater would require an approved Compensation Adjustment Request Form.

Incentive Plans:

- Additional opportunities not yet specified.

Additional promotional opportunities involving pay increases would be in accordance with OSU Pay Guidelines and require approval by the appropriate Vice President.

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Review and Approval:

_____ Human Resources
_____ Vice President

Addendum A

Hiring Ranges

Academic Advisor

Position	Min Monthly	Max Monthly	Min Annual	Max Annual
Acad Adv I	\$2,210	\$2,835	\$26,520	\$34,020
Acad Adv II	\$2,490	\$3,250	\$29,880	\$39,000
Sr Acad Adv I	\$2,770	\$3,750	\$33,240	\$45,000
Sr Acad Adv II	\$3,050	\$4,125	\$36,600	\$49,500

Accounting Specialist
Administrative Support Contributor (0338)
Administrative Support Supervisor (0340)
Career Development Plan

This Career Development Plan provides promotional opportunities to Accounting Specialists who continually demonstrate meritorious performance. Progression within the plan signifies an increase in skills, competencies and contributions to the organization's goals and objectives. The increased contribution is above and beyond normal changes that are necessary to maintain satisfactory performance within an ever-changing business environment. While this plan offers promotional opportunities, it does not require career advancement. Neither does it preclude appropriate action for those who fail to meet a satisfactory standard of performance.

Position: Accounting Specialist

Duties:

- Assists in the application of principles of accounting and with experience may handle complex tasks.
- Requires knowledge of accounting principles related to classifying, recording, and summarizing data and making computations to compile and keep financial records.
- Examines and analyzes accounting records for purposes of preparing statements and reports.

Minimum Qualifications:

- High School / GED
- Four years of experience in accounting/bookkeeping.

Preferred Qualifications:

- As determined by department.

Recommended Hiring Range:

- \$12.75 to \$17.35 hr. / \$2,210 to \$3,010 mo. / \$26,520 to \$36,090 yr.

Pay Reference Rates:

- Not determined at this time.

Development Requirement to Sr. Accounting Specialist:

- Departmental need.
- Budgetary capability.
- Sr. Accounting Specialist minimum requirements.
- Demonstrated knowledge of University accounting principles and procedures.
- Successful completion of internal training program.
- Completion of the Ambassador Training Program.
- Completion of Leadership Development Training Program.
- Completion of the HRStar program.
- "Merit" performance within current position as documented by performance evaluation.

Developmental Increase to Sr. Accounting Specialist:

- Up to 10% above current salary.

- Proposed hourly wage would be no less than \$14.00.

Position: Sr. Accounting Specialist (Class Code 0338/Non-Exempt)

Duties:

- Performs a variety of accounting tasks as an entry-level accountant working under close supervision of an experienced accountant.
- Prepares monthly, quarterly, and annual investment balance and interest earnings reports and projections.
- Coordinates and processes all budget adjustments.
- Prepares yearly carry forward spreadsheet and required adjusting entries.

Minimum Qualifications:

- High School / GED.
- Five years of experience in accounting/bookkeeping

Preferred Qualifications:

- Bachelors degree

Hiring Range:

- \$14.00 to \$19.10 hr. / \$2,425 to \$3,310 mo. / \$29,120 to \$39,730 yr.

Pay Reference Rates:

- Not determined at this time.

Incentive Plans:

- Additional opportunities as specified within department/college/division.

Additional promotional opportunities involving pay increases would be in accordance with Pay Guidelines and require approval by the appropriate Vice President.

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External Market Information (updated April 2013):

- ERI: Accountant Assistant @ 1 year of experience; Stillwater Area Market; SOC Code 132011
 - Median: \$15.05 hr. / \$2,608 mo. / \$31,304 yr.
 - 10th Percentile: \$12.66 hr. / \$2,194 mo. / \$26,332 yr.
 - 90th Percentile: \$18.11 hr. / \$3,139 mo. / \$37,668 yr.
- Recommended hiring range was established by a 30% width of the ERI: Accountant Assistant median

Internal Comparison:

	# of Incumbents	Avg Yrs of Svc	Low	High	Avg
Acctg Spclt	24	10.88	\$12.50	\$21.25	\$15.19
Sr. Acctg Spclt	14	13.10	\$14.00	\$20.74	\$16.35

Review and Approval:

Unit Administrator _____

Date _____

Dean _____

Date _____

Vice President _____

Date _____

Administrative Support Assistant

Amended for FLSA Minimum Wage Increase Effective 7/24/09

Advanced Administrative Support Staff (0328); SOC 436014

Career Development Plan

This Career Development Plan provides promotional opportunities to Administrative Support Assistants who continually demonstrate meritorious performance. Progression within the plan signifies an increase in skills, competencies and contributions to the organization's goals and objectives. The increased contribution is above and beyond normal changes that are necessary to maintain satisfactory performance within an ever-changing business environment. While this plan offers promotional opportunities, it does not require career advancement. Neither does it preclude appropriate action for those who fail to meet a satisfactory standard of performance.

Position: Administrative Support Assistant I

Duties:

- Provides excellent customer service and clerical support to departmental staff, students, and faculty.
- Uses knowledge of personal computer programs and office machines to assist in the administrative duties of the office.
- Receives callers at establishment, determines nature of business, and directs callers to destination. Obtains caller's name and arranges for appointment with person called upon. Routes incoming mail and calls.
- Performs clerical duties under direct supervision including basic correspondence filing, and inputting data for reports on the basis of instruction from supervisors or other staff.
- May schedule appointments, gives information to callers, takes notes, and otherwise relieves other staff from clerical work and minor administrative detail.
- May be responsible for inventory of office supplies.

Minimum Qualifications:

- High School / GED.

Preferred Qualifications:

- As determined by department.

Hiring Range:

- \$7.25 to \$11.05 hr. / \$1,257 to \$1,915 mo. / \$15,080 to \$22,984 yr.

Reference Rates:

- \$7.25 to \$14.90 hr. / \$1,257 to \$2,583 mo. / \$15,080 to \$30,992 yr.

Development Requirement to Administrative Support Assistant II:

- Departmental need and budgetary capability.
- Administrative Support Assistant II minimum requirements.
- Demonstrated knowledge of departmental procedures.
- Successful completion of internal training program.
- Participation in the Ambassador Training Program.

- “Merit” performance within current position as documented by performance evaluation.

Developmental Increase to Administrative Support Assistant II:

- Up to 10% above current salary.
- Proposed hourly wage would be no less than \$7.50.

Position: Administrative Support Assistant II

Duties:

- Provides excellent customer service and clerical support to departmental staff, students, and faculty.
- Uses knowledge of personal computer programs and office machines to assist in the administrative duties of the office.
- Receives callers at establishment, determines nature of business, and directs callers to destination. Obtains caller’s name and arranges for appointment with person called upon. Routes incoming mail and calls.
- Performs clerical duties under general supervision including basic correspondence filing, and inputting data for reports on the basis of instruction from supervisors or other staff.
- May schedule appointments, gives information to callers, takes notes, and otherwise relieves other staff from clerical work and minor administrative detail.
- Delegated various duties of administrative nature that may include processing of University forms such as employment action forms, payroll signups, etc.
- Types a variety of documents that may include class materials, publications, grants and other printed material.
- Creates and/or maintains office filing system.
- Answers general inquiries.

Minimum Qualifications:

- High School / GED and two years experience in customer service.

Preferred Qualifications:

- As determined by department

Hiring Range:

- \$7.50 to \$11.70 hr. / \$1,300 to \$2,028 mo. / \$15,600 to \$24,336 yr.

Reference Rates:

- \$7.50 to \$16.00 hr. / \$1,300 to \$2,773 mo. / \$15,600 to \$33,280 yr.

Development Requirements to Sr. Administrative Support Assistant:

- Departmental need and budgetary capability.
- Sr. Administrative Support Assistant minimum requirements.
- Demonstrated proficiency in departmental and University procedures.
- Successful completion of internal training program.
- Participation in the Ambassador Training Program.
- “Merit” performance within current position as documented by performance evaluation.

Developmental Increase to Sr. Administrative Support Assistant:

- Up to 15% above current salary.
- Proposed hourly wage would be no less than \$9.00.

Position: Sr. Administrative Support Assistant

Duties:

- Provides excellent customer service and clerical support to departmental staff, students, and faculty.
- Uses knowledge of personal computer programs and office machines to assist in the administrative duties of the office, which may be complex in nature.
- Receives callers at establishment, determines nature of business, and directs callers to destination. Obtains caller's name and arranges for appointment with person called upon. Routes incoming mail and calls.
- Performs clerical duties under general supervision including basic correspondence filing, and inputting data for reports on the basis of instruction from supervisors or other staff.
- May schedule appointments, gives information to callers, takes notes, and otherwise relieves other staff from clerical work and minor administrative detail.
- May be responsible for various administrative processes within the unit including tasks related to personnel and financial functions.
- Assists with advisement of programs and/or policies and procedures.
- Maintains and inputs time and attendance records.
- Provides backup support in the absence of other office, clerical or financial personnel.
- May train and supervise staff and student employees.
- Maintains and updates various databases.
- Generates requested reports.

Minimum Qualifications:

- High School / GED and four years experience in customer service.
- Completion of the Ambassador Program or comparable program.

Preferred Qualifications:

- As determined by department.

Hiring Range:

- \$9.00 to \$12.35 hr. / \$1,560 to \$2,141 mo. / \$18,720 to \$25,688 yr.

Reference Rate:

- \$9.00 to \$18.15 hr. / \$1,560 to \$3,146 mo. / \$18,720 to \$37,752 yr.

Incentive Plans:

- Additional opportunities not yet specified.

Additional promotional opportunities involving pay increases would be in accordance with Pay Guidelines and require approval by the appropriate Vice President.

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Review and Approval:

Unit Administrator/Administrative Officer

HR Generalist

Dean

Vice President

Computer Specialist

Technical Professional Services Specialist/Supervisor (3152/3151)

Career Development Plan

This Career Development Plan provides promotional opportunities for Computer Specialists at Oklahoma State University who continually demonstrate meritorious performance. Progression within the plan signifies an increase in skills, competencies and contributions to the organization's goals and objectives. The increased contribution is above and beyond normal changes that are necessary to maintain satisfactory performance within an ever-changing business environment. While this plan offers promotional opportunities, it does not require career advancement. Neither does it preclude appropriate action for those who fail to meet a satisfactory standard of performance.

Position: Computer Specialist I

Duties:

- Performs job functions under supervision
- Performs special projects or tasks under supervision

Minimum Qualifications:

- Bachelor's degree and one year of related experience OR
- High school and six years related experience with requirement to receive bachelor's degree within six years of hire
- Excellent communication and interpersonal skills

Preferred Qualifications:

- As determined by department

Hiring Range:

- \$2,810 - \$3,370/month; \$33,720 - \$40,440/annual

Development Requirement to Computer Specialist II:

- Departmental need and budgetary capability
- Meet Computer Specialist II minimum qualifications
- Demonstrated knowledge of University computer usage principles and procedures
- "Merit" performance within current position as documented by performance evaluation
- Minimum of two years of experience as Computer Specialist I

Development Increase to Computer Specialist II

- Up to 10% above current salary
- Proposed monthly wage would be no less than \$3,090/month

Position: Computer Specialist II

Duties:

- Performs job function under minimal supervision
- Performs complex special projects or tasks
- Operates and masters multiple software applications and operating systems

Minimum Qualifications:

- Bachelor's degree and three years of related experience OR
- High school and eight years related experience and demonstrated progress toward bachelor's degree

- Working knowledge of setting up and maintaining computer systems and servers including configuration
- Excellent communication and interpersonal skills

Preferred Qualifications:

- As determined by department

Hiring Range:

- \$3,090 - \$3,710/month; \$37,080 - \$44,520/annual

Development Requirement to Computer Specialist III:

- Departmental need and budgetary capability
- Meet Computer Specialist III minimum qualifications
- “Merit” performance within current position as documented by performance evaluation

Developmental Increase to Computer Specialist III

- 10% increase above current salary
- Proposed monthly wage would be no less than \$3,395/month

Position: Computer Specialist III

Duties:

- Leads complex projects, tasks, or work groups
- Provides training for other faculty, staff, and student assistants

Minimum Qualifications:

- Bachelor’s degree and five years of related experience OR
- High school and ten years related experience and demonstrated progress toward bachelor’s degree
- Detailed knowledge of setting up and maintaining computer systems and servers including configuration
- Demonstrated leadership experience
- Excellent communication and interpersonal skills

Preferred Qualifications:

- As determined by department

Hiring Range:

- \$3,395 - \$4,080/month; \$40,740 - \$48,960/annual

Development Requirement to Sr. Computer Specialist I:

- Departmental need and budgetary capability
- Meet Sr. Computer Specialist I minimum qualifications
- “Merit” performance within current position as documented by performance evaluation

Development Increase to Sr. Computer Specialist I:

- 10% increase above current salary
- Proposed monthly wage would be no less than \$3,735/month

Position: Sr. Computer Specialist I

Duties:

- Supervises/mentors and trains Computer Support Specialists
- Detailed knowledge of setting up and maintaining computer systems and servers including configuration
- Participates in advanced decision-making

- Researches, designs and implements new technology solutions

Minimum Qualifications:

- Bachelor's degree and seven years of related experience
- Demonstrated leadership skills
- Excellent communication and interpersonal skills

Preferred Qualifications:

- As determined by department

Hiring Range:

\$3,735 - \$4,490/month; \$44,820 - \$53,880/annual

Development Requirement to Sr. Computer Specialist II:

- Departmental need and budgetary capability
- Meet Sr. Computer Specialist II minimum qualifications
- "Merit" performance within current position as documented by performance evaluation

Development Increase to Sr. Computer Specialist II:

- 10% above current salary
- Proposed monthly wage would be no less than \$4,110/month

Position: Sr. Computer Specialist II

Duties:

- Participates in long-range and short-range planning
- Anticipates departmental needs and solves problems

Minimum Qualifications:

- Bachelor's degree plus 10 years related experience or master's degree and 8 years related experience
- Demonstrated leadership skills
- Excellent communication and interpersonal skills

Preferred Qualifications:

- As determined by department

Hiring Range:

\$4,110 - \$4,940/month; \$49,320 - \$59,280/annual

Additional promotional opportunities involving pay increases would be in accordance with Pay Guidelines and require approval by the Vice President.

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External Market Information (updated May 2010):

- ERI: Computer Support Specialist @ 2 years experience; Oklahoma Area Market; SOC Code 151150
 - Median: \$3,152 mo. / \$37,824 yr.

- 10th Percentile: \$2,608 mo. / \$31,296 yr.
- 90th Percentile: \$3,636 mo. / \$43,632 yr.
- Recommended hiring range was established by a 15% width of the ERI: Computer Support Specialist median
- Hiring range was adjusted due to budgetary constraints.

External Market Information (updated April 2012):

	# of Incumbents	Avg Yrs of Svc	Pay		
			Low	High	Avg
Comp Spclt	28	7.39	\$2,931	\$4,701	\$3,346

Review and Approval:

Administrative Officer _____ Date _____

Human Resources _____ Date _____

Dean _____ Date _____

Vice President _____ Date _____

Financial Assistant
Advanced Administrative Support Staff (0328)
Career Development Plan
SOC Code: 433031

This Career Development Plan provides promotional opportunities to Financial Assistants who continually demonstrate meritorious performance. Progression within the plan signifies an increase in skills, competencies and contributions to the organization's goals and objectives. The increased contribution is above and beyond normal changes that are necessary to maintain satisfactory performance within an ever-changing business environment. While this plan offers promotional opportunities, it does not require career advancement. Neither does it preclude appropriate action for those who fail to meet a satisfactory standard of performance.

Position: Financial Assistant I

Duties:

- Performs a variety of entry level financial tasks including, but not limited to, data entry of financial data, reconciliation of cash drawers, completion of miscellaneous financial forms including deposit slips, etc.

Minimum Qualifications:

- High School / GED
- One year of related experience.

Preferred Qualifications:

- As determined by department.

Development Requirement to Financial Assistant II:

- Departmental need.
- Budgetary capability.
- Financial Assistant II minimum requirements.
- Successful completion of internal training program.
- Demonstrated knowledge of departmental procedures.
- Completion of the Ambassador Training Program.
- Completion of the HRStar program.
- "Merit" performance within current position as documented by performance evaluation.

Position: Financial Assistant II

Duties:

- Performs a variety of complex clerical and entry level accounting activities applying accepted procedures to the preparation and maintenance of accounting and other records, and preparing financial, statistical, and/or technical reports to ensure accurate accounting records.
- May supervise other staff or student employees.
- Maintains computer-based spreadsheets.
- Verifies and reconciles monthly accounts and/or prepares monthly statements or reports.
- Prepares accounting, personnel and payroll forms.

- Maintains and inputs time and attendance records.
- Reviews claim and vendor invoices for accuracy.
- Verifies, corrects and updates data entry items.
- Maintains inventory.
- Acts as backup to other financial and administrative support staff.

Minimum Qualifications:

- High School / GED
- Three years of related experience.

Preferred Qualifications:

- As determined by department.

Development Requirement to Sr. Financial Assistant:

- Departmental need.
- Budgetary capability.
- Sr. Financial Assistant minimum requirements.
- Successful completion of internal training program.
- Demonstrated proficiency of internal procedures and ability to handle complex tasks with minimal supervision.
- Completion of the Ambassador Training Program.
- Completion of the HRStar program.
- “Merit” performance within current position as documented by performance evaluation.

Position: Sr. Financial Assistant

Duties:

- Performs a variety of complex clerical and entry level accounting activities applying accepted procedures to the preparation and maintenance of accounting and other records, and preparing financial, statistical, and/or technical reports to ensure accurate accounting records.
- May prepare budgetary reports for review by senior staff
- Supervises data entry reconciliation and production of monthly financial reports.
- Reviews documents for accuracy and completeness in compliance with department, college/division, and University procedures.
- Documents, records expenditures and prepares summary reports.
- Maintains, reconciles and inputs data in HRS.
- Serves as front-line fiscal liaison.
- Assists in BDS process.

Minimum Qualifications:

- High School / GED.
- Five years related experience.

Preferred Qualifications:

- As determined by department

Developmental Increases:

- Proposed salary would be no less than the minimum hiring range of the proposed level of advancement

- Increases of 10% or greater would require an approved Compensation Adjustment Request Form

Incentive Plans:

- Additional opportunities not yet specified

Additional promotional opportunities involving pay increases would be in accordance with Pay Guidelines and require approval by the appropriate Vice President.

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Reviewed by:

Jamie Payne – Chief HR Officer, OSU Human Resources

Approved by:

Gary Clark – Senior Vice President and General Counsel, Office of the President

Joe Weaver – Senior Vice President, Administration and Finance

Dr. Gary Sandefur – Provost and Senior Vice President

Mike Holder – Vice President Athletic Program/Director, Athletics

Addendum A

Hiring Ranges

Financial Assistant

Position	Min Hourly	Max Hourly	Min Annual	Max Annual
Fin Ast I	\$10.45	\$13.45	\$21,736	\$27,976
Fin Ast II	\$11.45	\$14.80	\$23,816	\$30,784
Sr Fin Ast	\$12.55	\$16.30	\$26,104	\$33,904

External Market Information:

ERI: Financial Transactions General Clerk (433031) @ 1 year experience (Stillwater Market Area)

- Median: \$11.95 hr. / \$2,071 mo. / \$24,856 yr.
- 10th Percentile: \$10.63 hr. / \$1,842 mo. / \$22,110 yr.
- 90th Percentile: \$13.86 hr. / \$2,402 mo. / \$28,828 yr.

Recommended hiring range for Financial Assistant I was established by setting a 25% range around the ERI: Financial Transactions General Clerk median @ 1 year of experience

Office Clerical Position Summary

	E/NE	Brief Duties	Qualifications	Range
EXEC SUPPORT GROUP – Reports to President, VP, Aso VP, Ast VP, Dean				
Exec Ast	E	Provides admin assistance to executives. Acts as the right hand and agent of the VP or Pres. May include acting as advisor to units under the control of VP or Pres. Assignments may be delegated to this position in order to free the exec's time for other commitments.	Band 4: Bachelors degree and 3 years of executive or similar support experience.	\$2,900 (34,800) \$3,480 (41,760)
Exec Admin Aso	E/NE	Provides administrative and high-level officer support to executive, which may include some duties of the Executive Assistant. This exempt position ensures that administrative actions within the executive's office are completed and may supervise other staff. This position may also be delegated some assignments from the executive in order to free the executive for other commitments, though not to the same extent that an Executive Assistant would perform in cases of the Office of the President or other vice presidential offices.	Band 3: HS/GED and 7 years of progressive administrative support experience, Three years of administrative support to a director level or above required. Bachelors degree preferred	\$14.40 to \$17.70 hr. / \$2,496 to \$3,068 mo. / \$29,952 to \$36,816 yr.
Exec Admin Ast Updated 08/26/2011 TV SOC Code: 436011	E/NE	Provides high-level office and clerical support to executive office. This may include keeping the executive's calendar, drafting responses for the executive, and maintaining material of a highly confidential nature. This position, which may be either exempt or nonexempt, requires a higher level of accountability due to the high profile of the office and must be able to use discretion in determining appropriate responses to inquiries.	Band 3: HS/GED and 5 years of experience.	\$14.50 to \$18.75 hr. / \$2,515 to \$3,250 mo. / \$30,160 to \$39,000 yr. Reference rate: \$14.50- \$32.50 hr./\$2,515- 5,633 mo. \$30,160- \$67,600 yr.
DIRECTOR SUPPORT GROUP – Reports to Director, Aso Dean, Ast Dean				
Admin Aso/Ast SOC Code: 436011	E/NE	Provides administrative assistance to Director (Board Action Required), Aso and Ast Deans within a complex department.	Band 3: HS/GED and 7 years of experience.	\$14.40 to \$17.70 hr. / \$2,496 to \$3,068 mo. /

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		This position ensures that administrative actions within the office are completed and may supervise other staff. This position may also be delegated some assignments from the Unit Administrator in order to free him/her for other commitments. Position affords high degree of autonomy in budget, personnel and other matters for the department. Position provides independent oversight of programs or projects and has ability to speak on behalf of Unit Administrator.		\$29,952 to \$36,816 yr.
Admin Ast SOC Code: 436011	E/NE	Provides administrative assistance to Director (Board Action Required), Aso and Ast Deans within a department. This position ensures that administrative actions within the office are completed and may supervise other staff. This position may also be delegated some assignments from the Unit Administrator in order to free him/her for other commitments, though not to the degree of an Admin Aso. Position may provide oversight to programs or projects.	Band 3: HS/GED and 5 years of related experience	\$12.80 to \$15.35 hr. / \$2,219 to \$2,661 mo. / \$26,624 to \$31,928 yr.
OTHER ADMINISTRATIVE SUPPORT POSITIONS				
Administrative Support Assistant		Receives callers at establishment, determines nature of business, and directs callers to destination. Obtains caller's name and arranges for appointment with person called upon. Routes incoming mail and calls. Performs secretarial duties under general supervision. Handles general secretarial duties including basic correspondence filing, and inputting data for reports on the basis of instruction from supervisors or other staff. May schedule appointments, gives information to callers, takes notes, and otherwise relieves other staff	Band 2, Admin Support Staff Soc Code: 436014	

		from clerical work and minor administrative detail.		
Admin. Supp Ast I		Other duties: Receives visitors and refers to appropriate person, office or information source. Answers telephone, screens and routes calls, and takes messages as appropriate. Interacts with visitors and phone callers in a courteous, friendly manner. Types correspondence, memoranda, reports, staff meeting minutes, manuscripts, and tables, travel vouchers, vendor invoices and other documents as needed. May be responsible for inventory of office supplies. Processes mail	HS/GED	\$10.00 to \$11.05 hr./\$1,733 to \$1,915 mo./\$20,800 to \$22,984 yr.
Admin Supp Ast II		Other duties: Types a variety of documents that may include class materials, publications, grants and other printed material. Creates and/or maintains office filing system. Schedules appointments, makes travel arrangements and keeps various logs. Answers general inquiries.	HS/GED and 2 years of customer service experience. Soc Code: 436014	\$10.00 to \$11.70 hr./\$1,733 to \$2,028 mo./\$20,800 to \$24,336 yr.
Sr Admin Supp Ast		Other duties: Assists with advisement of programs and/or policies and procedures. Prepares personnel and payroll forms. Maintains and inputs time and attendance records. Prepares requisitions, vendor invoices and/or work orders. Provides backup support in the absence of other office, clerical or financial personnel. May train and supervise staff and student employees. Maintains and updates various databases. Generates requested reports.	HS/GED and 4 years of customer service experience. Completion of the Ambassador Program within 1 year of hire Soc Code: 436014	\$10.00 to \$12.35 hr./\$1,733 to \$2,141 mo./\$20,800 to \$25,668 yr.
ADMINISTRATIVE SUPPORT SPECIALIST POSTIONS				
Admin Support Specialist		Performs and handles administrative duties of a complex nature including reports and personnel actions (excluding routine paperwork). Gives information to callers regarding University PPL. Provides secretarial support to staff, routes	Band 3: Administrative Support Contributor Soc Code: 436011	

		mail and callers. May communicate standard procedural guidelines to staff and act as expert on-call for personnel procedures w/in the office. Has authority over administrative details of a confidential nature, and may supervise other clerical staff.		
Admin Supp Spclt I		Other duties: Researches information requests by officers. Monitors job manuals. Establishes, organizes, maintains and updates confidential filing systems. Orders equipment/inventory and maintains equipment/inventory lists. Prepares and generates reports. Maintains and updates databases. Acts as liaison between constituencies. Assists in budget preparation. May track and report expenditures. Coordinates communications for department. Assists in researching topics.	HS/GED and 4 years of clerical/customer service experience. Soc Code: 436011	\$10.05 to \$13.00 hr./\$1,742 to \$2,253 mo./\$20,904 to \$27,040 yr.
Admin Supp Spclt II		Other duties: Prepares accounting, personnel, payroll, and/or purchasing forms. Prepares periodic reports. Monitors and reconciles budgets, accounts. Collects and organizes data for reports and/or meetings. Ensures that facilities are maintained in an appropriate manner. Provides interpretive advice regarding procedures.	HS/GED and 6 years of clerical/customer service experience. Completion of the Ambassador Program within 1 year of hire. Soc Code: 436011	\$11.30 to \$14.25 hr./\$1,959 to \$2,470 mo./\$22,880 to \$29,640 yr.
Sr Admin Supp Spclt		Other duties: Coordinates delegated programs or projects for management staff. Coordinates flow of accounting, personnel, and payroll documents. Acts as a resource who interprets information in accordance with policies and procedures. Performs audits. Coordinates fund-raising efforts within the	HS/GED and 8 years of clerical/customer service experience. Completion of Ambassador and Leadership Development	\$12.75 to \$15.25 hr./\$2,210 to \$2,643 mo./\$26,520 to \$31,720 yr.

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		department. Oversees purchasing for department/unit. Resolves conflicts among students. Supervises updating of student and/or personnel files. May coordinate special student enrollment or other enrollment procedures within unit/department.	Program within 2 years of hire. Soc Code: 436011	
NONEXEMPT FINANCIAL POSITIONS				
Financial Assistant			Band 2: Advanced Administrative Support Staff	
Fin Ast I Updated 05/16/2016		Duties: Nonsupervisory, nonexempt position which applies accepted procedures to the preparation and maintenance of financial and business transaction data under supervision. Maintains accurate financial records; adheres to accounting and bookkeeping procedures.	HS/GED and 1 years of related experience Soc Code: 433031	\$10.45 to \$13.45 hr./\$1,811 to \$2,331 mo./\$21,736 to \$27,976 yr.
Fin Ast II 05/16/2016		Duties: Nonsupervisory, nonexempt position which performs a variety of complex clerical and entry level accounting activities applying accepted procedures to the preparation and maintenance of accounting and other records, and preparing financial, statistical, and/or technical reports to ensure accurate accounting records. Maintains computer-based spreadsheets. Verifies and reconciles monthly accounts and/or prepares monthly statements or reports. Prepares accounting, personnel and payroll forms. Maintains and inputs time and attendance records. Reviews claim and vendor invoices for accuracy. Verifies, corrects and updates data entry items. Maintains inventory. Acts as backup to other financial and administrative support staff.	HS/GED and 3 years of related experience. Soc Code: 433031	\$11.45 - \$14.80 hr./\$1,984 - \$2,565 mo./\$23,816-\$30,784 yr.
Sr Fin Ast 06/16/2016		Duties: Nonsupervisory, nonexempt position which performs a variety of complex clerical and entry level accounting activities applying accepted	HS/GED and 5 years related experience Soc Code: 433031	\$12.55 - \$16.30 hr. /\$2,175 - \$2,825 mo. / \$26,104 -

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		procedures to the preparation and maintenance of accounting and other records, and preparing financial, statistical, and/or technical reports to ensure accurate accounting records. Supervises data entry reconciliation and production of monthly financial reports. Reviews documents for accuracy and completeness in compliance with department, college/division, and University procedures. Documents, records expenditures and prepares summary reports. Maintains, reconciles and inputs data in HRS. Serves as front-line fiscal liaison. Assists in BDS process.		\$33,904 yr.
Accounting Specialist			Band 3: Administrative Support Contributor	
Accounting Spclt		Duties: Paraprofessional position that assists in the application of principles of accounting and with experience may handle complex tasks. Requires knowledge of accounting principles related to classifying, recording, and summarizing data and making computations to compile and keep financial records. Examines and analyzes accounting records for purposes of preparing statements and reports.	HS/GED and 4 years of experience in accounting/ Bookkeeping Soc Code: 132011	\$12.75 - \$17.35 hr./ \$2,210 - \$3,010 mo./ \$26,520- \$36,090 yr.
Sr Accounting Spclt		Duties: Paraprofessional position that performs a variety of accounting tasks as an entry-level accountant working under close supervision of an experienced accountant. Soc Code: 132011	HS/GED and 5 years' experience in accounting/ Bookkeeping. Bachelor's degree preferred.	\$14.00 - \$19.10 hr./ \$2,425 - \$3,310 mo./ \$29,120- \$39,730 yr.