

ROLES

A role is a designation that identifies the primary purpose of a position and its relationship to other positions within a specific class and associated class group and occupation group. All classes that serve the same role share a common set of expectations for key behaviors that support the organization's needs and resources. Generally, roles retain their core meaning and are further defined in terms of their associated occupation, class group and class. Role designations include the following:

- **Helper Role** – refers to positions that provide support to positions in a technician or support role. Program knowledge is not generally needed to perform work but may be helpful. The position incumbent performs routine work that is generally very structured and measured on a pass/fail basis.
- **Support Role** – refers to positions that provide program support to positions in a manager role, licensed and/or degreed professional role, education, training and experienced professional role, or technician role. Support may be administrative, clerical, or technical. The support role is intended to perform those parts of the job that are repetitive in nature and based on established procedures, methods, principles, and techniques of positions. The position incumbent is knowledgeable of program activities and generally carries out routine work assignments related to a specific discipline that may or may not be structured.
- **Technical Role** – refers to positions that are required to have knowledge and skills associated with a specific discipline that may be gained in a number of different ways. The position incumbent must use personal judgment and accept personal responsibility for actions requiring the application of learned knowledge and skills.
- **Professional Role** – refers to positions that have initial and on-going education, training and experience requirements that provide requisite knowledge and skills needed to successfully perform work and stay current with changing advances in a specific professional discipline. Position requirements may be defined in state and/or federal statutes and laws and may require an incumbent to possess a license and/or degree for a specified professional discipline that is normally initially gained through a college curriculum and supplemented by recognized and approved on-going college coursework and/or certified training courses. Positions assigned to this role are characterized by having knowledge that requires an understanding of the principles and theories of a professional discipline which is necessary in successfully performing daily job assignments. The role designation of professional does not relate to the professional exemption under the FLSA, nor does it dictate exempt or non exempt status.

- Supervisory Role – refers to positions that have primary responsibility to administratively and/or technically supervise staff performing work in a specific discipline. This role is performed as a regular and recurring part of the job on a substantially full-time and continuing basis. The position incumbent is required to have knowledge and skill related to supervising staff performing work in a specific discipline and to carrying out program initiatives and goals and providing input into same. Knowledge and skills may be gained in a number of different ways. The position incumbent must use personal judgment and accept personal responsibility for actions requiring the application of knowledge and skills.

- Managerial Role – refers to positions that have program accountability and are responsible to integrate program functions with other agency programs.