Staff Job Architecture, Administrators and Additional Titles

This guide provides information about each element within a job title listing in the staff job architecture, administrators and additional titles page. Each job title listing has a unique combination of information but follows the same format.

Accountant I[1]
Business & Finance Services[2] > Accounting[3]
04S: $18.65-$29.86[4]
Job Profile[5]: This role supports financial operations by performing routine accounting tasks and maintaining accurate financial records. Records and reconciles financial transactions across funding sources and works collaboratively to resolve discrepancies. Assists in monitoring expenditures and budgets, preparing reports and ensuring compliance with established policies and procedures.
Qualifications[6]: Requires a high school diploma (or equivalent) and one year of relevant experience. Requirements may be met through a combination of education and experience.
Job Family[2]: Business & Finance Services
Job Subfamily[3]: Accounting
FLSA[7]: Nonexempt
Pay Grade[4]: 04S
Pay Range[8]: $18.65-$29.86
Employee Type[9]:

- Unclassified Professional Staff (W42650)[10]
- University Support Staff (KS4265)[10]

Direct link[11]

Note: Job titles covered under the KSU Local 6400 agreement have an additional field designating the union affiliation, stating “This position is covered by the KSU Local 6400 agreement.”.

Job title and business title

The job title in the staff job architecture is the employee's official title. It is used in HRIS, for pay and reporting and on official employment records. Departments may use a business title, such as in email signatures, directories or business cards and during recruitment to describe a role more specifically.

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[1] Job title.
[2] A job family groups roles that perform similar types of work and require related knowledge, skills and abilities.
[3] A job subfamily further organizes a job family into more specific areas of specialization.
[4] Assigned staff pay grade based on market data. Hourly amounts for nonexempt titles and annual amounts for exempt titles.
[5] A brief summary that describes what a job is, the level of work and key responsibilities.
[6] Minimum education, experience and licensure/certification to be qualified for the job.
[7] FLSA exempt/nonexempt status assigned consistently in the job title based on duties performed by the role.
[8] Full span of pay from minimum to maximum associated with the job’s pay grade.
[9] Employee type associated with the job code.
[10] Job code within the Human Resources information System (HRIS) associated with the job title.
[11] Provides a direct link to the job title.

A business title must reflect the duties and level of the official title and may not suggest a higher level or supervisory authority the position does not hold. Learn more about business titles on the HR Compensation and Organizational Effectiveness (COE) website.

Job levels for individual contributors

Several job titles for individual contributors in the staff job architecture include a level designation such as I, II, III or IV. Levels show how complex the work is, how independently it is done and how far its impact reaches. Each higher level reflects broader responsibility, greater expertise and less day-to-day direction.

Level I: Performs established tasks and procedures under general supervision. Applies foundational knowledge and refers non-routine issues to others.

Level II: Works independently on a full range of assignments. Resolves non-routine issues and may guide less experienced staff.

Level III: Handles the most complex work in the subfamily. Serves as a subject-matter expert and may lead projects or set processes.

Level is based on the work a position is assigned to perform, not on the employee's time in the role or individual performance. Moving to a higher level requires that the position's duties change to match the higher-level job profile.

Job levels for leader titles

Leader titles in the staff job architecture have two levels – I and II. A position must formally supervise 2.0 or more regular FTE to hold a level II title. A position that leads but supervises fewer than 2.0 FTE holds a level I title. The supervision of a large number of students may be considered in determining FTE, with the number of students and the regularity and formality of the supervisory relationship taken into account.

Job profile and position description

The job profile describes the general nature, level and key responsibilities shared by all positions with that title. It does not replace the position description. The position description records the specific duties, percentage of time, reporting relationships and expectations of an individual role. Positions with the same title and job profile may have different position descriptions, reflecting specific duties and responsibilities while aligning to the same core work and level.

Qualifications

The qualifications listed for each job title are the minimum education, experience and any required licensure or certification. Hiring departments may list additional preferred qualifications in a job posting, but they may not set minimum requirements below those for the title.

When qualifications mention options for substitutions, it is important that hiring managers apply the principles outlined on the qualifications and equivalencies for staff roles page on the HR COE website.

FLSA status

FLSA status has been determined for each job title based on the duties performed in the role. This allows for consistent designation for employees in the same job title across the university. FLSA status may change from exempt to nonexempt in cases where the employee's pay does not meet the designated salary threshold due to appointment details.

Pay grade and pay range

Each job title is assigned to a staff pay grade based on market data for comparable jobs. Grades are numbered in ascending order, so a higher number reflects a higher market value. The "S" in the grade name, such as 04S, identifies it as a staff grade.

The pay range shows the minimum and maximum pay for the grade. Ranges for nonexempt titles are shown as hourly rates. Ranges for exempt titles are shown as annual salaries. Pay ranges are reviewed periodically against the market and may be adjusted.

An employee's pay within the range depends on factors such as relevant experience, qualifications and internal equity with others in the same title and available funding.

Employee type

Each job title is associated with one or both employee types.

- **Unclassified Professional**
- **University Support Staff (USS)**

The employee type determines which personnel policies, benefits and employment terms apply to the position. Some job titles are available as both USS and Unclassified. In those cases, the title, job profile, pay grade and pay range are the same, but each employee type has its own job code in HRIS. In the sample listing, Accountant I appears as W42650 for Unclassified Professional and KS4265 for University Support Staff.

Questions

Contact HR COE at hrcomp@ksu.edu for help with titles, levels, pay grades or job architecture questions.