

MICHIGAN TECHNOLOGICAL UNIVERSITY

Information Technology Classification Migration Form

INSTRUCTIONS: Use this form for the process of converting from the Hay system of classification to the new modeling system developed by the Professional Information Technology group. Succinct but thorough submissions that closely follow the instructions are encouraged.

Incumbent's Name:
Title:
Supervisor's Name:
Supervisor's Title:
Department/Unit:

<p>Employee's Signature</p> <p>I certify that the information given in this document is true and complete.</p> <p>Signature _____ Date _____</p> <p>Title _____</p> <p>Supervisor's Signature</p> <p>I certify that the information given in this document is true and complete.</p> <p>Signature _____ Date _____</p> <p>Title _____</p> <p style="text-align: center;">Significant changes made by the supervisor must be reviewed with the incumbent.</p>

Information Technology Classification

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.

<p>WHEN FILLING OUT THE FORM, REMEMBER THAT IT SHOULD BE COMPLETED RELATIVE TO THE POSITION, <u>NOT</u> THE PERSON IN THE POSITION.</p>
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I. MAJOR FUNCTIONS

List **no more than six (6)** major functions of this position, **in order of importance**. Be brief 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 what the task is, how it is accomplished, and why it is done (i.e., why is the activity of value to MTU). Please provide examples (be brief) 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

Incumbents Initials	Date
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I. EDUCATION/EXPERIENCE

Select the minimum level of formal education and/or related professional experience/development required for this position. (Note – this may not be the same level as the incumbent possesses)

- No degree with 6 months to 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 and/or Master's degree
- Master's Degree + 2 years experience. Where applicable, personnel management experience is desirable.
- Master's Degree + 4 years experience. Where applicable, management of professional personnel with diverse responsibilities is desirable.

II. APPLICATION OF TECHNICAL KNOWLEDGE AND SKILLS

Scope, depth, and complexity of professional knowledge and innovation as applied to technology and support that are required to satisfactorily perform this position. Which level of knowledge application and innovation would best describe the expectations for this position? Select one (and only one) that best describes technical knowledge and skills required by the position.

- Applies standard procedures to complete a series of tasks; installs, supports, configures
- Diagnoses typical problems and applies the known solutions; creates solutions and procedures for recurring problems
- Designs subsystems **or** develops processes/procedures for the deployment, maintenance, or diagnosis for predesigned systems
- Designs systems **or** develops processes/procedures for the deployment, maintenance, diagnosis, or implementation for predesigned complex or comprehensive systems **or** contributes technical knowledge to proposals
- Designs complex systems **or** strategic planning for system
- Strategic planning for complex systems; Assesses the need for and/or implements change initiatives, new policies, new systems, etc.
- Strategic development and/or deployment of overall vision; Mobilizes teams and resources to achieve and sustain results across the organization

III. LEVEL OF EXTERNAL REPRESENTATION

Scope and nature of external representation (external to MTU) that is required to satisfactorily perform this job. Select one (and only one) from the list below which best describes the level of external representation expected for this position to complete the major functions listed above. A short narrative (50 words or less) may be included below if necessary.

- Direct contact with customers; supervised contact with sponsors and vendors
- Direct contact with vendors
- Direct contact with sponsors **or** participates in external committees and organizations
- Provides status reports to sponsor for subtasks, **or** participates in preparation and presentation of proposals **or** responsible for negotiating with vendors
- Responsible for preparation of proposals **or** reports to sponsor for the task/project
- Responsible for new program initiatives; responsible for development of partnerships

Incumbents Initials	Date
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IV. INDEPENDENT JUDGMENT

What level of independent judgment is required to satisfactorily complete the majority of work assigned? Select one (and only one) from the list below that most clearly identifies the expected scope, depth, and impact of independent judgment required for this position. A short narrative (50 words or less) may be included below if necessary.

- Works with known factors requiring very limited judgment
- Develops a plan of solution for assignments; judgment applied to technical aspects of assignments
- Judgment used in selection, adaptation, and modification of standard technical processes
- Requires judgment to insure successful completion of projects and objectives; ability to review and evaluate work of peers
- Plans and conducts work requiring independent judgment in the design, adaptation, and modification of standard techniques, processes, and criteria; creates project plans and tasks; requires comprehensive judgment to insure successful completion of projects and objectives
- Independently applies extensive and diversified knowledge of practices in broad areas of responsibility; demonstrated creativity, foresight, and comprehensive judgment in overseeing areas or multiple large projects; independently conceives, plans, and conducts technical initiatives to meet diverse department(s) needs
- Independently conceives, plans, and conducts initiatives to meet broad university strategic technology needs; implements technology to meet strategic university needs

V. LEADERSHIP/SUPERVISION RECEIVED OR EXERCISED

Level of direction needed and/or leadership exercised. Select one (and only one) that best describes the supervision/leadership received or provided. A short narrative (50 words or less) may be included below if necessary.

- Follows specific instructions to complete tasks
- Receives guidance prior to tasks but is expected to perform tasks with minimal supervision
- Works independently; has a clear understanding of, and works toward the mission and goals of the unit
- Pursues objectives and seeks opportunities; demonstrates consistency among principles, values, ethics, and behavior to establish and maintain credibility with a variety of constituents (peers, employees, customers, etc.)
- Builds and directs teams; organizes and promotes organizational values; continuously strives to improve effectiveness and productivity
- Establishes and reinforces environments which promote empowerment and innovation; encourages employee learning and excellence; gains support and commitments of others to take action; leverages the diverse talents of people and demonstrates an understanding of different cultures to enhance performance
- Understands and is committed to overall mission and goals of the University; visionary; instills a collective commitment to a common university purpose

Incumbents Initials	Date
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VI. COMMUNICATION SKILLS

From the list below, select one (and only one) that best describes the level of verbal/written communication skills expected. A short narrative (50 words or less) may be included below if necessary.

- Effective interpersonal communication, both verbal and written
- Communicates simple procedures both written and verbal
- Provides effective written and verbal communication related to complex topics
- Able to negotiate; presents to peer groups of similar knowledge base – example: Sys Admin Council
- Interacts with upper management; presents to formal groups (audience has similar knowledge base; presenter may have dissimilar knowledge base)
- Writes proposals, grants, and/or publications; communicates strategic plans/projects
- Communicates complex topics to diverse formal groups (audience has dissimilar or varied knowledge base)

VII. LEVEL OF ACCOMPLISHMENT

From the list below, select one (and only one) that best describes the depth of professional accomplishments a **new employee would be expected to bring to the position**. A short narrative (50 words or less) may be included below if necessary.

- 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
- Good academic record for degreed individuals or record of achievement in technical areas
- Sufficient professional experience to work independently on a day-to-day basis; consulted on information technology developments and activities
- Demonstrated innovative technical activities
- Collaborated with external professionals on information technology developments and activities; participated in conference activities; proven accomplishments of innovative work.
- Peer recognition of innovative professional capabilities for information technology and may have co-authored or authored publications; complex project management experience

Incumbents Initials	Date
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VIII. SUPERVISORY AND ADMINISTRATIVE RESPONSIBILITIES

Does this position supervise others? Yes No
 Does this position have budgetary responsibilities? Yes No

If no is the answer to both questions, skip to section VIII.

List all positions this position supervises **by title**. Attach additional information if necessary. Please make sure that all positions are clearly shown on the required organizational chart (See page 7).

Current Title	Number of Incumbents 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 by these positions? Yes No

♦ Does this position have budgetary responsibilities? Yes No

If yes, check the box(es) that describe this position's financial responsibilities.

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

Incumbents Initials	Date
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ORGANIZATION OVERVIEW

Organization chart: Attach to position review form.

TECHNICAL RESPONSIBILITIES

Include as applicable:

A. **Hardware details** (operating system(s), number of CPU's, storage, network size/complexity, printers, networked devices, non-networked devices, security, special or custom functionality)

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?

C. **Customers** (number of, activities of, novice vs. expert, clerical vs. technical vs. academic)

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

Incumbents Initials	Date
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