

Career Path – Business Administrators / Managers

September 2009

JCC Title	Qualifications	Grade	FLSA Status	JCC Number	Job summary (all job qualifications and responsibilities are cumulative in nature)
Business Administrator-Academic or Staff Departments	Bachelor's degree in Business, Accounting or related field; 2 to 4 years experience with at least 1 to 2 years experience in business administration or accounting / finance; Demonstrated knowledge of accounting and HR related regulations and policies.	58	Exempt	3414 (new JCC)	Supports operations of a small academic department or organization unit, primarily in the areas of human resources and finance; Resource/advisor to faculty/staff on matters of policy and administration. Provides informational or day-to-day operational support. Develops and/or assists in developing budgets and related business analysis. Supports units with collective budgets generally ranging from \$1 mm - \$4 mm. Note: This position is <u>not</u> intended for staff that spend a majority of their time in non-exempt work such as HREM transactions and accounting/purchasing transactions or office work with clearly established processes and procedures.
Senior Business Administrator-Academic or Staff Departments	Bachelor's degree in Business, Accounting or related field; 4 to 6 years experience in business administration or accounting / finance. Demonstrated knowledge of accounting and HR related regulations and policies.	60	Exempt	3415 (new JCC)	Supports the operations of small to medium academic department or organization unit, primarily in the areas human resources and finance; Resource/advisor to faculty/staff on matters of policy and administration. Provides informational and day-to-day operational support. Develops budgets and financial reporting and represents area in budget performance and financial planning reviews. Generally has limited direct staff reports. Supports units with collective budgets generally ranging from \$4 mm to \$15 mm.
Business Manager-Academic or Staff Departments	Bachelor's degree in Business, Accounting or related field; 5 to 7 years related experience with previous experience in higher education; experience in financial analysis and budgeting; Demonstrated knowledge of business and staff related regulations and policies; demonstrated knowledge of enterprise-wide finance and HR systems, policies and practices. If work involves sponsored project management CRA (Certified Research Administrator) or equivalent in experience is preferred	62	Exempt	3416 (new JCC)	Manages operations of medium-sized academic department or organization unit in the areas of human resources, finance and operations. Resource/advisor to faculty/staff on matters of policy and administration. Develops budgets and monitors performance. Oversees preparation of analysis/reporting and leads quarterly and annual budget reviews. Oversees implementation of university programs by coordinating with internal/external staff. May oversee preparation and management of grants and contract proposals involving a variety of funding sources and agencies. Usually has direct supervisory responsibility for administrative or financial support staff. Has oversight of collective budgets generally ranging from \$5 mm to \$20 mm.
Senior Business Manager-Large Academic or Staff Departments	Bachelor's degree in Business, Accounting or related field. 7 to 10 years related experience, with previous experience in higher education. Advanced knowledge of business and staff related regulations and policies. Demonstrated knowledge of enterprise-wide Finance and HR systems, policies and practices. Master's degree or equivalent is preferred. If work involves sponsored project management CRA (Certified Research Administrator) certification or equivalent in experience is required	64	Exempt	3417 (new JCC)	Manages and directs the administrative and financial functions of a large academic department or organizational unit. This can include a large unit or multiple departments. Provides advice/consultation regarding compliance, policy, administration and planning. Develops budgets and monitors performance. Oversees preparation of analysis/reporting and leads quarterly and annual budget reviews. Oversees integration and roll-out of programs by coordinating w/ internal/external staff. May oversee the preparation and management of grants and contracts involving a variety of funding sources and agencies. Has oversight of collective budgets generally at or in excess of \$20 mm; however budget size may be less if work involves significant sponsored project management responsibilities. Manages and directs staff and project or program resources.

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Chief Business & Operations Manager- (\$50 mm or higher budget)	Master's degree in Business or related field or BS and equivalent in education and experience. 10 years experience in business administration or finance including 5 years management/leadership experience and previous higher education experience. Advanced knowledge of business and staff related regulations and policies. Demonstrated knowledge of enterprise-wide Finance, Research and HR systems, policies, and practices	67	Exempt	3418 (new JCC)	Senior member of the management team, supports overall mission/strategic goals of a college or division. Develops and manages critical relationships with key managers/faculty. Provides counsel on matters of policy and administration. Ensures the college/division meets compliance standards with external agency regulations, governmental regulations and contract requirements as well as compliance with internal policies/procedures and practice guidelines. Acts as the top financial manager within the college/division, but is also accountable for significant administrative/operational functions including sponsored research. Has oversight of collective budgets generally at or exceeding \$50 mm. Manages and directs staff and project or program resources.
Chief Business & Operations Manager – (\$100 mm or higher budget)	Master's degree in Business or related field or BS and equivalent in education and experience. 10 years experience in business administration or finance including 5 years management/leadership experience and previous higher education experience. Advanced knowledge of business and staff related regulations and policies. Demonstrated knowledge of enterprise-wide Finance, Research and HR systems, policies and practices	69	Exempt	3419 (new JCC)	Senior member of the management team, supports overall mission/strategic goals of college or division. Develops and manages critical relationships with key managers/faculty. Provides counsel on matters of business strategy, policy and administration. Ensures the college/division meets compliance standards with external agency regulations, governmental regulations and contract requirements as well as compliance with internal policies/procedures and practice guidelines. Acts as the top financial manager within the college/division, but is also accountable for significant administrative/operational functions including sponsored research. Has oversight of collective budgets generally at or exceeding \$100 mm. Manages and directs staff and project or program resources.