

**CALIFORNIA INSTITUTE OF TECHNOLOGY
STAFF PERSONNEL MEMORANDA**

SUBJECT: **JOB CLASSIFICATION CODES**

MEMO NO. 10-2
PAGE 1 OF 14
DATE 7/1/08

Approved by: Julia M. McCallin, Associate Vice President for Human Resources

(This supersedes Memo No. 10-2-1, dated 10/1/07)

ALUMNI AFFAIRS & DEVELOPMENT

Job Discipline	Job Class Code	Career Level	Salary Grade
Alumni Affairs	1122	Assistant	40
		Associate	41
		Senior	42
		Lead	43
Alumni & Development Mgmt.	1159	A	42
		B	43
		C	44
		D	45
		E	46
		F	47
Annual Giving	1120	Assistant	39
		Associate	40
		Senior	41
		Lead	42
Corporate & Foundation Relations	1121	Assistant	41
		Associate	42
		Senior	43
		Lead	44
Development Research	1125	Assistant	40
		Associate	41
		Senior	42
		Lead	43
Development Services	1126	Assistant	41
		Associate	42
		Senior	43
		Lead	44
Major Gifts	1123	Assistant	42
		Associate	43
		Senior	44
		Lead	45
Planned Giving	1124	Assistant	41
		Associate	42
		Senior	43
		Lead	44

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ATHLETICS

Job Discipline	Job Class Code	Career Level	Salary Grade
Athletic Facilities Support	1097	Assistant	36
		Associate	37
		Senior	38
Athletic Program Management	1135	A	40
		B	41
		C	42
		D	43
		E	44
		F	45
Coaching/Training	1098	Assistant	39
		Associate	40
		Senior	41
		Lead	42
Physical Ed/Fitness Instruction	1101	Assistant	38
		Associate	39
		Senior	40

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COMMUNICATIONS

Job Discipline	Job Class Code	Career Level	Salary Grade
Communications Management	1134	A	42
		B	43
		C	44
		D	45
		E	46
		F	47
Communications Support	1112	Assistant	39
		Associate	40
		Senior	41
Editor	1114	Assistant	40
		Associate	41
		Senior	42
		Lead	43
External Relations	1115	Assistant	41
		Associate	42
		Senior	43
		Lead	44
Marketing Communications	1109	Assistant	40
		Associate	41
		Senior	42
		Lead	43
Outreach Services	1116	Assistant	41
		Associate	42
		Senior	43
		Lead	44
Performing Arts Services	1110	Assistant	38
		Associate	39
		Senior	40
Reprographic Services	1111	Assistant	39
		Associate	40
		Senior	41
Writer	1113	Assistant	40
		Associate	41
		Senior	42
		Lead	43

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DINING & HOSPITALITY

Job Discipline	Job Class Code	Career Level	Salary Grade
Beverage Services	1103	Assistant	36
		Associate	37
		Senior	38
Catering Services	1104	Assistant	36
		Associate	37
		Senior	38
Catering Services (Individual Contributor)	1102	Assistant	39
		Associate	40
		Senior	41
		Lead	42
Culinary Services	1105	Assistant	36
		Associate	37
		Senior	38
Dining and Hospitality Mgmt	1150	A	41
		B	42
		C	43
		D	44
		E	45
		F	46
Dining Room Services	1106	Assistant	36
		Associate	36
		Senior	37
Hospitality Services	1107	Assistant	36
		Associate	36
		Senior	37
Kitchen Services	1108	Assistant	36
		Associate	36
		Senior	37

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FACILITIES & TRADES

Job Discipline	Job Class Code	Career Level	Salary Grade
Custodial Services	1050	Assistant	36
		Associate	37
		Senior	38
Facilities & Trades Management	1059	A	42
		B	43
		C	43
		D	44
		E	45
		F	46
Facilities Systems	1051	Assistant	40
		Associate	41
		Senior	42
Grounds Services	1052	Assistant	37
		Associate	38
		Senior	39
Mail Services	1053	Assistant	37
		Associate	38
		Senior	39
Maintenance Services	1054	Assistant	39
		Associate	40
		Senior	41
Materiel Handling	1055	Assistant	37
		Associate	38
		Senior	39
Skilled Trades	1056	Assistant	39
		Associate	40
		Senior	41
Trades Support	1058	Assistant	37
		Associate	37
		Senior	38
Transport Services	1057	Assistant	39
		Associate	40
		Senior	41

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FACULTY & STUDENT SERVICES

Job Discipline	Job Class Code	Career Level	Salary Grade
Admissions Services	1128	Assistant	40
		Associate	41
		Senior	42
		Lead	43
Career Services	1130	Assistant	40
		Associate	41
		Senior	42
		Lead	43
Faculty and Student Programs	1131	Assistant	40
		Associate	41
		Senior	42
		Lead	43
Faculty & Student Services Mgmt	1127	A	42
		B	43
		C	44
		D	45
		E	46
		F	47
Financial Aid Services	1129	Assistant	40
		Associate	41
		Senior	42
		Lead	43
Housing Services	1132	Assistant	40
		Associate	41
		Senior	42
		Lead	43
Instructional Services	1137	Assistant	40
		Associate	41
		Senior	42
		Lead	43
International Services	1162	Assistant	41
		Associate	42
		Senior	43
		Lead	44

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FINANCE

Job Discipline	Job Class Code	Career Level	Salary Grade
Accounting Services	1095	Assistant	40
		Associate	41
		Senior	42
		Lead	43
Audit & Compliance Services	1094	Assistant	41
		Associate	42
		Senior	43
		Lead	44
Awards Accounting	1093	Assistant	41
		Associate	42
		Senior	43
		Lead	44
Budget Planning/Analysis	1186	Assistant	42
		Associate	43
		Senior	44
		Lead	45
Cost Analysis	1092	Assistant	41
		Associate	42
		Senior	43
		Lead	44
Finance Management	1133	A	42
		B	43
		C	44
		D	45
		E	46
		F	47
Financial Analysis	1091	Assistant	41
		Associate	42
		Senior	43
		Lead	44
Financial Support	1096	Assistant	38
		Associate	39
		Senior	40
Payroll Administration	1138	Assistant	40
		Associate	41
		Senior	42
		Lead	43
Procurement Services	1090	Assistant	40
		Associate	41
		Senior	42
		Lead	43
Investments	1190	Assistant	42
		Associate	43
		Senior	44
		Lead	45
		Senior Lead	46

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GENERAL ADMINISTRATION

Job Discipline	Job Class Code	Career Level	Salary Grade
Administrator	1067	Assistant	42
		Associate	43
		Senior	44
		Lead	45
Archives Services	1154	Assistant	40
		Associate	41
		Senior	42
		Lead	43
Awards Administration	1063	Assistant	41
		Associate	42
		Senior	43
		Lead	44
Events/Programs Administration	1062	Assistant	40
		Associate	41
		Senior	42
		Lead	43
General Administration Mgmt	1068	A	42
		B	43
		C	44
		D	45
		E	46
		F	47
Licensing Services	1065	Assistant	42
		Associate	43
		Senior	44
		Lead	45
Office Support	1069	Assistant	36
		Associate	37
		Senior	38
Security/Commuter Services	1155	Assistant	41
		Associate	42
		Senior	43
		Lead	44
Security/Commuter Support	1140	Assistant	37
		Associate	38
		Senior	39
Staff Support	1060	Assistant	39
		Associate	40
		Senior	41
Staff Support (Individual Contributor)	1061	Assistant	41
		Associate	42
		Senior	43
		Lead	44

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HEALTH AND CONSULTATION SERVICES

Job Discipline	Job Class Code	Career Level	Salary Grade
Clinical Counseling Services	1147	Assistant	41
		Associate	42
		Senior	43
		Lead	44
Counseling Services	1148	Assistant	40
		Associate	41
		Senior	42
		Lead	43
Health & Consultation Svcs Mgmt	1156	A	42
		B	43
		C	44
		D	45
		E	46
		F	47
Health Education/Wellness Svcs	1149	Assistant	41
		Associate	42
		Senior	43
		Lead	44
Health Services Support	1144	Assistant	38
		Associate	39
		Senior	40
Physical Health Services	1146	Assistant	41
		Associate	42
		Senior	43
		Lead	44
Physician Services	1145	Assistant	45
		Associate	46
		Senior	47
		Lead	48

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HUMAN RESOURCES

Job Discipline	Job Class Code	Career Level	Salary Grade
Human Resources Mgmt	1174	A	42
		B	43
		C	44
		D	45
		E	46
		F	47
Human Resources Specialist	1161	Assistant	41
		Associate	42
		Senior	43
		Lead	44
Human Resources Support	1160	Assistant	39
		Associate	40
		Senior	41

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INFORMATION TECHNOLOGY

Job Discipline	Job Class Code	Career Level	Salary Grade
Applications Development	1003	Assistant	42
		Associate	43
		Senior	44
		Lead	45
Business Systems Consulting	1033	Assistant	42
		Associate	43
		Senior	44
		Lead	45
Computer Operations	1005	Assistant	39
		Associate	40
		Senior	41
Data Warehousing	1031	Assistant	42
		Associate	43
		Senior	44
		Lead	45
Database Management	1006	Assistant	42
		Associate	43
		Senior	44
		Lead	45
Hardware/Software Maintenance	1009	Assistant	39
		Associate	40
		Senior	41
Hardware/Software Maintenance (Individual Contributor)	1008	Assistant	40
		Associate	41
		Senior	42
		Lead	43
Help Desk Administration	1010	Assistant	40
		Associate	41
		Senior	42
Help Desk Administration (Individual Contributor)	1011	Assistant	40
		Associate	41
		Senior	42
		Lead	43
IS Generalist-IC	1001	Assistant	42
		Associate	43
		Senior	44
		Lead	45

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INFORMATION TECHNOLOGY

Job Discipline	Job Class Code	Career Level	Salary Grade
IS Generalist	1002	Assistant	39
		Associate	40
		Senior	41
IT Management	1014	A	42
		B	43
		C	44
		D	45
		E	46
		F	47
IT Training	1035	Assistant	40
		Associate	41
		Senior	42
		Lead	43
Media Services	1119	Assistant	38
		Associate	39
		Senior	40
Multimedia	1015	Assistant	41
		Associate	41
		Senior	42
		Lead	43
Network Design	1017	Assistant	42
		Associate	43
		Senior	43
		Lead	44
Network/Systems Security	1021	Assistant	42
		Associate	43
		Senior	44
		Lead	45
Software Qlty Assurance/Testing	1157	Assistant	41
		Associate	42
		Senior	43
		Lead	44
Systems Engineering	1023	Assistant	42
		Associate	43
		Senior	44
		Lead	44

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INFORMATION TECHNOLOGY

Systems/Newwork Admin	1019	Assistant	41
		Associate	42
		Senior	43
		Lead	44
Telecommunications Services	1158	Assistant	40
		Associate	41
		Senior	42
User Applications Consulting	1025	Assistant	40
		Associate	41
		Senior	43
		Lead	43
User Consulting	1027	Assistant	41
		Associate	42
		Senior	43
		Lead	44
Web Development	1029	Assistant	42
		Associate	43
		Senior	44
		Lead	45

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LEGAL

Job Discipline	Job Class Code	Career Level	Salary Grade
Legal Services	1188	Staff	44
		Assistant	45
		Associate	46
		Senior	47
		Managing Attorney	48
		Deputy General	49
		Counsel	

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LIBRARY

Job Discipline	Job Class Code	Career Level	Salary Grade
Library Management	1136	A	41
		B	42
		C	43
		D	44
		E	45
		F	46
Library Specialist	1099	Assistant	40
		Associate	41
		Senior	42
		Lead	43
Library Support	1100	Assistant	37
		Associate	38
		Senior	39

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RESEARCH

Job Discipline	Job Class Code	Career Level	Salary Grade
Laboratory Administration	1080	Assistant	41
		Associate	42
		Senior	43
		Lead	44
Research Engineering	1082	Assistant	40
		Associate	41
		Senior	42
Research Engineering (Individual Contributor)	1081	Assistant	42
		Associate	43
		Senior	44
		Lead	45
Research Management	1086	A	42
		B	43
		C	44
		D	45
		E	46
		F	47
Research Support	1083	Assistant	36
		Associate	37
		Senior	38
Research Technician	1084	Assistant	38
		Associate	39
		Senior	40
Scientific Analysis	1085	Assistant	42
		Associate	43
		Senior	44
		Lead	45
Scientific Research (BAL)	1087	Assistant	41
		Associate	42
		Senior	43
		Lead	44
Scientific Research (CS)	1088	Assistant	42
		Associate	43
		Senior	44
		Lead	45
Scientific Research (HSS)	1089	Assistant	41
		Associate	42
		Senior	43
		Lead	44

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TECHNICAL

Job Discipline	Job Class Code	Career Level	Salary Grade
Engineering	1151	Assistant	42
		Associate	43
		Senior	44
		Lead	45
Environmental, Health & Safety	1141	Assistant	41
		Associate	42
		Senior	43
		Lead	44
Machining Services	1139	Assistant	40
		Associate	41
		Senior	42
Project Management	1152	Assistant	42
		Associate	43
		Senior	44
		Lead	45
Technical Management	1153	A	42
		B	43
		C	44
		D	45
		E	46
		F	47
Technical Operations	1142	Assistant	40
		Associate	41
		Senior	42