

POSITION REVIEW LIST

All job codes listed below currently are classified as exempt positions. However, they have been identified as needing special attention and/or discussion with UHR because of potential FLSA issues associated with the inappropriate use of an exempt job code/title for posting on the UM Jobs web site.

All employees are presumed to be non-exempt (i.e. legally entitled to overtime). It is the University's burden to demonstrate that an employee is exempt from the obligation to pay overtime. Units are advised to maintain current PDF documentation to support mapping decisions for all positions.

It is suggested that you contact your HR representative when using one of these codes/titles.

Job Code	Job Code Long Title	Career Family	Notes
103753	Academic Advisor/Counselor Associate	Academic & Student Services	
100014	Academic Advisor/Counselor Intermediate	Academic & Student Services	
100115	Academic And/Or Research Program Officer Associate	Administration	
103646	Academic Program Manager	Academic & Student Services	
101325	Accountant Intermediate	Finance	
100231	Administrative Specialist	Administration	
102412	Annual Giving Officer Intermediate	Development/Inst Advancement	
101897	Applications Programmer Intermediate	Information Technology	
101902	Applications Programmer/Analyst Intermediate	Information Technology	
102214	Applications Systems Analyst Intermediate	Information Technology	
101906	Applications Systems Analyst/Programmer Intermediate	Information Technology	
103462	Assistant Director	Administration	
103682	Assistant Program Manager	Administration	
100233	Assistant To the Dean or Vice President Intermediate	Administration	
100234	Assistant To the Dean or Vice President Senior	Administration	
101541	Associate Director	Administration	
103541	Business Intelligence Analyst Intermediate	Administration	
103557	Business Process Consultant Intermediate	Information Technology	
101973	Business Systems Analyst Intermediate	Information Technology	
103146	Career Services Coordinator	Academic & Student Services	
102224	Client Server Programmer Intermediate	Information Technology	
104029	Communications Production Intermediate	Communications & Marketing	
103287	Communications Specialist	Communications & Marketing	
101352	Contract and Grant Specialist	Research	
100068	Counselor	Academic & Student Services	
103991	Creative Design Services Intermediate	Communications & Marketing	
102249	Database Administrator Intermediate	Information Technology	
102257	Database Analyst Intermediate	Information Technology	
102254	Database Analyst/Programmer Intermediate	Information Technology	
102646	Development Generalist	Development/Inst Advancement	
103320	Editor University Magazine	Communications & Marketing	
103156	Executive Secretary to Senior Top Executive	Administration	Reserved for those directly supporting an Executive Officer (Executive Vice President)
103155	Executive Secretary to Top Executive	Administration	Reserved for those directly supporting an Associate Vice President and higher
101036	Facilities Coordinator/Manager	Facilities Operations	
103602	Financial Aid Administrator Intermediate	Academic & Student Services	
101251	Financial or Business Analyst Intermediate	Finance	
101225	Financial Specialist Intermediate	Finance	
101810	Human Resource Generalist Intermediate	Human Resources	
101819	Human Resources Officer Intermediate	Human Resources	
102454	Instructional Learning Intermediate	Instructional Services	
103633	International Education Advisor	Academic & Student Services	
102419	Major Gifts Officer Associate	Development/Inst Advancement	
102420	Major Gifts Officer Intermediate	Development/Inst Advancement	
100486	Marketing Communications Specialist	Communications & Marketing	
100596	Marketing Coordinator	Communications & Marketing	
100597	Marketing Representative	Communications & Marketing	
100599	Marketing Specialist	Communications & Marketing	
101636	Meetings/Special Events Manager	Hospitality	
102116	Multimedia Designer	Communications & Marketing	Please also see the Creative Design Services series
100431	Print Production Coordinator	Communications & Marketing	Please also see the Communications Production series
100197	Program Manager	Administration	
103514	Project Engineer Intermediate	Information Technology	
100198	Project Intermediate Manager	Administration	
100496	Public Relations Representative Intermediate	Communications & Marketing	
102447	Recruiting Coordinator Unit	Academic & Student Services	
103884	Research Administrator Intermediate	Research	
102905	Research Area Specialist Associate	Research	
102906	Research Laboratory Specialist Associate	Research	
102480	Research Process Coordinator	Research	
104034	Social Media Intermediate	Communications & Marketing	
100926	Statistician Intermediate	Research	
102429	Stewardship Officer Intermediate	Development/Inst Advancement	
103279	Student Affairs Program Manager	Academic & Student Services	
101944	Systems Programmer/Analyst Intermediate	Information Technology	
101848	Training Specialist Intermediate	Human Resources	
101950	Web Applications Developer	Information Technology	
103532	Workforce Planning Specialist Intermediate	Human Resources	