

# UNIVERSITY CIVIL SERVICE MERIT BOARD

Institution or Agency \_\_\_\_\_

## PRINCIPAL ADMINISTRATIVE POSITION EXEMPTION

Section 36e(3) of the Statute provides for exemption from civil service coverage for certain principal administrative employees of each institution and agency as determined by the Merit Board.

Only positions whose duties and responsibilities meet one or more of the following Criteria will be approved for exemption.

### CRITERION A:

- (1) Whose primary duty is administrative management of a Campus or Agency division or like unit, and who reports to the Chief Executive Officer of the Campus or Agency; or
- (2) Who performs an independent administrative function and reports to the Chief Executive Officer, President, Vice President, Chancellor, Vice Chancellor, or Provost of the Campus or Agency;

OR

### CRITERION B:

- (1) Whose primary responsibility is the administration of an academic unit engaged in academic instruction or research (e.g., Dean, Associate and Assistant Dean, Department Head, Associate and Assistant Department Head);

OR

### CRITERION C:

- (1) Who is charged with high level administrative responsibilities and whose decisions are based on administrative policies; *and*
- (2) Who performs these duties with only general administrative supervision or direction and who exercises discretion and independent judgment (e.g., Director, Associate or Assistant Director);

OR

### CRITERION D:

- (1) Who is in a position requiring a knowledge of an advanced type in field of science or learning customarily acquired by a prolonged course of specialized intellectual instruction and study (as distinguished from a general academic education) and which requires the consistent exercise of discretion and judgment (e.g., physician, attorney, engineer, architect, archaeologist, physicist, biochemist).

Check appropriate boxes  Change of Title From: \_\_\_\_\_

New Position  Update Qualifications  Update Position Description  Update Organization Chart

Title of Position: \_\_\_\_\_

Primary Function of Position:

Display organizational chart using title only to illustrate chain of command from vice-chancellor level down to all those reporting directly to position in question.

Request for Exemption under  A  B  C  D

Criterion:

In the space below, provide a description of the position which fully illustrates and describes how the duties and responsibilities assigned meet the exemption criterion checked above:

Proposed salary or salary range for position: \_\_\_\_\_

Minimum education and work experience (including years) to qualify for position (include information relative to required specialized intellectual study if required):

Does this position replace an existing civil service position?  Yes  No

Dean or Director

Vice Chancellor/Provost

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

\*\*\*\*\*

Designated Employee Representative

For Chief Authority of Institution or Agency

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

MERIT BOARD ACTION:  Approved  Returned (See Attached)

Date: \_\_\_\_\_

Director: \_\_\_\_\_