Position Standards and Titles Guideline

Function: Human Resources

Procedure   [Position Classification](#)

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Guideline Summary Recommendations
This guideline is a resource to campuses when determining position classifications.

Position Standards
A position title is another name for a job in the computerized business system. Each position title has a position standard, which describes aspects of the job. If circumstances indicate the use of a position standard other than those included here, the employing location may appoint an employee to an "unassigned" title code and then request a review of the job description by the Central Office of Human Resources. Certain titles are assigned for Central Office use only. Those titles are marked with a "+" in the position titles list and salary schedules.

Note: In the computerized business system, the Position field should not be used in the HR Assignment window. The position title is input into the job field. For nonemployees, choose "No Job Required" or "SUNY" for the job field.

The position standards in salary schedules 1 - 6 contains the Function and Scope, Typical Duties, Education, Experience and Special skills along with the Affirmative Action data which shows the job group and the category code for the job.

Position standards for Research Foundation position titles can be accessed by clicking on the position title in Salary Schedules 1 - 6 or in the alphabetical list of position titles. Use the following references to access these documents:

Position Titles (listed alphabetically)
[Salary Schedule 1 – Research Technical Support and Service Classification Series II](#)

[Salary Schedule 2 – Research Technical Support and Service Classification Series](#)

[Salary Schedule 3 – Research/Clinical Investigator Classification Series](#)

[Salary Schedule 4 – Project/Program Administration Classification Series](#)

[Salary Schedule 5 – Administration, Technical and Office Management](#)

[Salary Schedule 6 – Clerical and Office Support, Technical, and Research Specialists](#)

Note: Designated student titles are listed in the [Student Titles Policy](#).

Position Titles
This document contains an alphabetic list by title of all Research Foundation (RF) position titles. An exempt position must meet the duties test for administrative, executive, professional or computer exemptions. In addition, certain exempt positions must meet the federal and state minimum salary thresholds. If a position meets the duties test for exemption, but the employee is not paid at least the minimum salary threshold, the position must be classified as nonexempt and assigned the corresponding N/E. grade as indicated on the chart below. A position that does not meet the duties test for exemption will be classified as nonexempt and is therefore subject to meeting the NYS minimum wage for the region.

This list is nearly the same as the Job list of values in the RF's computerized business system. These are the only titles approved for appointing employees to the Research Foundation payroll. The [Student Titles Policy](#) lists which position titles are designated as student titles.

The list provides the title, grade, an indicator of whether this position is exempt or nonexempt based on the [FLSA duties tests](#), whether it requires license or certification, the date the position standard was issued, and whether or not the position is required to meet the NYS Salary Threshold for Exemption, the Federal Salary Threshold for Exemption or the Nonexempt NYS minimum wage.

Select positions titles are for Central Office use only, these titles are marked with a "+".Each title is linked to its Position Standard.

Note: In the Oracle business application, the position title is input into the job field. For the job field, you may also choose "No Job Required" or "SUNY" for nonemployees.

Position Titles

Title* *Titles with an asterisk have a mirror N/E grade. Employees in the N/E grade are classified as nonexempt & will need to meet the NYS Minimum Wage	Grade	Exempt / Nonexempt	License / Certificate	Required to meet NYS Salary Threshold for Exemption Y/N	Required to meet Federal Salary Threshold for Exemption Y/N	Required to meet Nonexempt NYS Minimum Wage Y/N
Academic Counselor	E.79	E	No	No	Yes	N/A
Accountant I*	E.1	E	No	No	Yes	N/A
Accountant II*	E.2	E	No	No	Yes	N/A
Accountant III*	E.3	E	No	No	Yes	N/A
Accountant IV*	E.4	E	No	No	Yes	N/A
Administrative Assistant I	N.6	N	No	N/A	N/A	Yes
Administrative Assistant II	N.7	N	No	N/A	N/A	Yes
Administrative Staff Assistant I*	E.1	E	No	Yes	Yes	N/A
Administrative Staff Assistant II*	E.2	E	No	Yes	Yes	N/A
Administrative Staff Assistant III*	E.3	E	No	Yes	Yes	N/A
Administrative Staff Assistant IV*	E.4	E	No	Yes	Yes	N/A
Administrative Staff Associate*	E.5	E	No	Yes	Yes	N/A
Affirmative Action Officer+ *	E.7	E	No	Yes	Yes	N/A
Agency Administrative Officer*	E.99	E	No	Yes	Yes	N/A
Analyst	N.8	N	No	N/A	N/A	Yes
Assistant Director*	E.5	E	No	Yes	Yes	N/A
Assistant News Director	N.3	N	No	N/A	N/A	Yes
Assistant Radio Engineer	N.3	N	No	N/A	N/A	Yes
Assistant Station Manager*	E.99	E	No	Yes	Yes	N/A
Assistant Teacher Child Care Center	N.2	N	No	N/A	N/A	Yes
Assistant Vice President *	E.7	E	No	Yes	Yes	N/A
Associate Attorney+	E.5	E	No	No	No	N/A
Associate Director *	E.6	E	No	Yes	Yes	N/A
Attorney+	E.2	E	No	No	No	N/A
Auditor I+ *	E.1	E	No	No	Yes	N/A
Auditor II+ *	E.2	E	No	No	Yes	N/A
Auditor III+ *	E.3	E	No	No	Yes	N/A
Auditor IV+ *	E.4	E	No	No	Yes	N/A
Business Analyst I *	E.2	E	No	No	Yes	N/A
Business Analyst II *	E.3	E	No	No	Yes	N/A
Business System Manager *	E.5	E	No	No	Yes	N/A
Camp Counselor	E.69	E	No	No	No	N/A

Title*						
*Titles with an asterisk have a mirror N/E grade. Employees in the N/E grade are classified as nonexempt & will need to meet the NYS Minimum Wage	Grade	Exempt / Nonexempt	License / Certificate	Required to meet NYS Salary Threshold for Exemption Y/N	Required to meet Federal Salary Threshold for Exemption Y/N	Required to meet Nonexempt NYS Minimum Wage Y/N
Camp Counselor - Student	E.69	E	No	No	No	N/A
Clerical Specialist I	N.6	N	No	N/A	N/A	Yes
Clerical Specialist II	N.7	N	No	N/A	N/A	Yes
Clerk I	N.3	N	No	N/A	N/A	Yes
Clerk II	N.5	N	No	N/A	N/A	Yes
Clinical Investigator	E.89	E	Yes	No	No	N/A
Clinical Nurse Specialist *	E.79	E	Yes	No	Yes	N/A
Clinical Practice Plan Specialist	N.12	N	No	N/A	N/A	Yes
Clinical Research Assistant	N.8	N	No	N/A	N/A	Yes
Clinical Research Associate I *	E.99	E	No	Yes	Yes	N/A
Clinical Research Associate II *	E.99	E	No	Yes	Yes	N/A
Co-Principal Investigator *	E.89	E	No	No	Yes	N/A
Comptroller+ *	E.7	E	No	No	Yes	N/A
Computer Operations Analyst *	E.2	E	No	Yes	Yes	N/A
Console Operator I	N.4	N	No	N/A	N/A	Yes
Console Operator II	N.6	N	No	N/A	N/A	Yes
Console Operator III	N.7	N	No	N/A	N/A	Yes
Console Operator IV	N.8	N	No	N/A	N/A	Yes
Contract and Grant Specialist I*	E.5	E	No	Yes	Yes	N/A
Contract and Grant Specialist II*	E.6	E	No	Yes	Yes	N/A
Counselor*	E.79	E	Yes*	No	Yes	N/A
Creative Artist in Residence*	E.89	E	No	No	Yes	N/A
Data Collector	N.9	N	No	N/A	N/A	Yes
Data Manager / Statistician*	E.79	E	No	No	Yes	N/A
Database Administrator I*	E.2	E	No	No	Yes	N/A
Database Administrator II*	E.3	E	No	No	Yes	N/A
Database Administrator III*	E.4	E	No	No	Yes	N/A
Deputy Director*	E.7	E	No	Yes	Yes	N/A
Dietician / Nutritionist I*	E.79	E	Yes*	No	Yes	N/A
Dietician / Nutritionist II*	E.79	E	Yes*	No	Yes	N/A
Director*	E.7	E	No	Yes	Yes	N/A
Editor I	N.8	E	No	N/A	N/A	Yes
Editor II*	E.2	E	No	No	Yes	N/A

Title* *Titles with an asterisk have a mirror N/E grade. Employees in the N/E grade are classified as nonexempt & will need to meet the NYS Minimum Wage	Grade	Exempt / Nonexempt	License / Certificate	Required to meet NYS Salary Threshold for Exemption Y/N	Required to meet Federal Salary Threshold for Exemption Y/N	Required to meet Nonexempt NYS Minimum Wage Y/N
Editor III*	E.3	E	No	No	Yes	N/A
Editor IV*	E.4	E	No	No	Yes	N/A
Education Specialist*	E.79	E	Yes*	No	Yes	N/A
Educator	E.69	E	Yes*	No	No	N/A
Engineer	E.79	E	No	No	Yes	N/A
Engineering Design Assistant	N.8	N	No	N/A	N/A	Yes
Facilities Technician	N.11	N	No	N/A	N/A	Yes
Fee Basis	E.0	E	No	No	Yes (prorated)	N/A
Graphics Specialist	N.8	N	No	N/A	N/A	Yes
Human Resources Assistant*	E.1	E	No	Yes	Yes	N/A
Human Resources Associate*	E.3	E	No	Yes	Yes	N/A
Human Resources Coordinator*	E.5	E	No	Yes	Yes	N/A
Information Systems Assistant (Project)*	E.79	E	No	Yes	Yes	N/A
Information Systems Assistant I*	E.1	E	No	No	Yes	N/A
Information Systems Assistant II*	E.2	E	No	No	Yes	N/A
Information Systems Audit Manager*	E.5	E	No	No	Yes	N/A
Information Systems Technician	N.8	N	No	N/A	N/A	Yes
Lead Auditor+ *	E.5	E	No	No	Yes	N/A
Lead Teacher (Preschool/Infant/Toddler) - Child Care Center	N.5	N	No	N/A	N/A	Yes
Licensing Associate*	E.5	E	No	Yes	Yes	N/A
Medical Coder	N.12	N	No	N/A	N/A	Yes
Medical Laboratory Technician I	N.4	N	No	N/A	N/A	Yes
Medical Laboratory Technician II	N.6	N	No	N/A	N/A	Yes
Medical Laboratory Technologist	N.12	N	Yes*	N/A	N/A	Yes
Medical Laboratory Worker	N.2	N	No	N/A	N/A	Yes
Medical Office Assistant	N.3	N	No	N/A	N/A	Yes
Medical Practice Plan Administrator*	E.99	E	No	Yes	Yes	N/A
Medical Therapist*	E.79	E	Yes	No	Yes	N/A
News Director*	E.99	E	No	Yes	Yes	N/A
Nurse Practitioner*	E.79	E	Yes	No	Yes	N/A
Nursing Administrator*	E.99	E	Yes	No	Yes	N/A
Office Aide	N.1	N	No	N/A	N/A	Yes
Patient Care Aide	N.2	N	No	N/A	N/A	Yes

Title* *Titles with an asterisk have a mirror N/E grade. Employees in the N/E grade are classified as nonexempt & will need to meet the NYS Minimum Wage	Grade	Exempt / Nonexempt	License / Certificate	Required to meet NYS Salary Threshold for Exemption Y/N	Required to meet Federal Salary Threshold for Exemption Y/N	Required to meet Nonexempt NYS Minimum Wage Y/N
Patient Care Specialist	N.6	N	Yes*	N/A	N/A	Yes
Patient Care Technician	N.4	N	Yes*	N/A	N/A	Yes
Physician's Assistant*	E.79	E	Yes	No	Yes	N/A
Postdoctoral Associate*	E.89	E	No	No	Yes	N/A
Principal Counselor*	E.79	E	Yes*	No	Yes	N/A
Principal Education Specialist*	E.79	E	Yes*	No	Yes	N/A
Principal Investigator*	E.89	E	No	No	Yes	N/A
Principal Medical Laboratory Technologist*	E.79	E	Yes	No	Yes	N/A
Principal Medical Practice Plan Administrator*	E.99	E	No	Yes	Yes	N/A
Principal Medical Therapist*	E.79	E	Yes	No	Yes	N/A
Principal Nursing Administrator*	E.99	E	Yes	No	Yes	N/A
Principal Research Scientist*	E.89	E	No	No	Yes	N/A
Principal Research Support Specialist*	E.79	E	No	No	Yes	N/A
Production Director*	E.79	E	No	No	Yes	N/A
Program Director (Radio)*	E.79	E	No	Yes	Yes	N/A
Programmer	N.8	N	No	N/A	N/A	Yes
Programmer/Analyst (Project)*	E.79	E	No	No	Yes	N/A
Programmer/Analyst I*	E.1	E	No	No	Yes	N/A
Programmer/Analyst II*	E.2	E	No	No	Yes	N/A
Programmer/Analyst III*	E.3	E	No	No	Yes	N/A
Programmer/Analyst Specialist*	E.4	E	No	No	Yes	N/A
Programming Project Leader*	E.4	E	No	No	Yes	N/A
Programming Project Manager*	E.5	E	No	No	Yes	N/A
Programming Specialist	N.7	N	No	N/A	N/A	Yes
Project Administrative Officer*	E.99	E	No	Yes	Yes	N/A
Project Aide	N.9	N	No	N/A	N/A	Yes
Project Instructional Assistant	E.69	E	No	No	No	N/A
Project Staff Assistant*	E.99	E	No	Yes	Yes	N/A
Project Staff Associate*	E.99	E	No	Yes	Yes	N/A
Project Support Specialist	N.11	N	Yes*	N/A	N/A	Yes
Publications Assistant I	N.6	N	No	N/A	N/A	Yes
Publications Assistant II	N.7	N	No	N/A	N/A	Yes
Purchase Assistant*	E.1	E	No	Yes	Yes	N/A

Title* *Titles with an asterisk have a mirror N/E grade. Employees in the N/E grade are classified as nonexempt & will need to meet the NYS Minimum Wage	Grade	Exempt / Nonexempt	License / Certificate	Required to meet NYS Salary Threshold for Exemption Y/N	Required to meet Federal Salary Threshold for Exemption Y/N	Required to meet Nonexempt NYS Minimum Wage Y/N
Purchase Associate*	E.3	E	No	Yes	Yes	N/A
Purchase Coordinator*	E.5	E	No	Yes	Yes	N/A
Radio Announcer	N.2	N	No	N/A	N/A	Yes
Radio Engineer*	E.79	E	No	Yes	Yes	Yes
Radiological Specialist	N.7	N	Yes*	N/A	N/A	Yes
Recruiter (Migrant Outreach)	N.6	N	No	N/A	N/A	Yes
Registered Nurse	N.12	N	Yes	N/A	N/A	Yes
Research Aide	N.9	N	No	N/A	N/A	Yes
Research Analyst	N.10	N	No	N/A	N/A	Yes
Research Laboratory Worker	N.2	N	No	N/A	N/A	Yes
Research Project Assistant	E.69	E	No	No	No	N/A
Research Scholar*	E.89	E	No	No	Yes	N/A
Research Scientist*	E.89	E	No	No	Yes	N/A
Research Support Specialist	N.11	N	No	N/A	N/A	Yes
Research Technician I	N.4	N	No	N/A	N/A	Yes
Research Technician II	N.6	N	No	N/A	N/A	Yes
Research Technician III	N.7	N	No	N/A	N/A	Yes
Scientific Programmer*	E.79	E	No	No	Yes	N/A
Secretary I	N.3	N	No	N/A	N/A	Yes
Secretary II	N.5	N	No	N/A	N/A	Yes
Senior Accountant*	E.5	E	Yes	No	Yes	N/A
Senior Administrative Assistant	N.8	N	No	N/A	N/A	Yes
Senior Administrative Staff Associate*	E.6	E	No	Yes	Yes	N/A
Senior Associate Attorney+	E.6	E	No	No	No	N/A
Senior Associate Provost*	E.8	E	No	Yes	Yes	N/A
Senior Attorney+	E.4	E	No	No	No	N/A
Senior Business Analyst*	E.4	E	No	No	Yes	N/A
Senior Clerical Specialist	N.8	N	No	N/A	N/A	Yes
Senior Clinical Investigator	E.89	E	Yes	No	No	N/A
Senior Counselor*	E.79	E	Yes*	No	Yes	N/A
Senior Education Specialist*	E.79	E	Yes*	No	Yes	N/A
Senior Medical Laboratory Technologist*	E.79	E	Yes	No	Yes	N/A
Senior Medical Office Assistant	N.6	N	No	N/A	N/A	Yes

Title* *Titles with an asterisk have a mirror N/E grade. Employees in the N/E grade are classified as nonexempt & will need to meet the NYS Minimum Wage	Grade	Exempt / Nonexempt	License / Certificate	Required to meet NYS Salary Threshold for Exemption Y/N	Required to meet Federal Salary Threshold for Exemption Y/N	Required to meet Nonexempt NYS Minimum Wage Y/N
Senior Medical Practice Plan Administrator*	E.99	E	No	Yes	Yes	N/A
Senior Medical Therapist*	E.79	E	Yes	No	Yes	N/A
Senior Nursing Administrator*	E.99	E	Yes	No	Yes	N/A
Senior Patient Care Specialist	N.7	N	Yes*	N/A	N/A	Yes
Senior Postdoctoral Associate*	E.89	E	No	No	Yes	N/A
Senior Programmer/Analyst (Project)*	E.79	E	No	No	Yes	N/A
Senior Programming Project Manager*	E.6	E	No	No	Yes	N/A
Senior Radiological Specialist	N.12	N	Yes*	N/A	N/A	Yes
Senior Recruiter (Migrant Outreach)	N.7	N	No	N/A	N/A	Yes
Senior Research Aide	N.10	N	No	N/A	N/A	Yes
Senior Research Analyst	N.11	N	No	N/A	N/A	Yes
Senior Research Scientist*	E.89	E	No	No	Yes	N/A
Senior Research Support Specialist*	E.79	E	No	No	Yes	N/A
Senior Scientific Programmer*	E.79	E	No	No	Yes	N/A
Senior Social Worker*	E.79	E	Yes*	No	Yes	N/A
Senior Trainer*	E.79	E	No	Yes	Yes	N/A
Senior Vice President+	E.9	E	No	Yes	Yes	N/A
Services Specialist	N.8	N	No	N/A	N/A	Yes
Services Worker I	N.1	N	No	N/A	N/A	Yes
Services Worker II	N.3	N	No	N/A	N/A	Yes
Services Worker II (Driver)	N.3	N	No	N/A	N/A	Yes
Services Worker III	N.6	N	No	N/A	N/A	Yes
Services Worker III (Driver)	N.6	N	No	N/A	N/A	Yes
Social Worker*	E.79	E	Yes*	No	Yes	N/A
Sponsored Programs Assistant I*	E.1	E	No	Yes	Yes	N/A
Sponsored Programs Assistant II*	E.2	E	No	Yes	Yes	N/A
Sponsored Programs Associate I*	E.3	E	No	Yes	Yes	N/A
Sponsored Programs Associate II*	E.4	E	No	Yes	Yes	N/A
Sponsored Programs Coordinator*	E.5	E	No	Yes	Yes	N/A
Station Manager*	E.99	E	No	Yes	Yes	N/A
Support Services Specialist	N.5	N	No	N/A	N/A	Yes
Teacher	E.69	E	Yes	No	No	N/A
Teacher's Aide	N.1	N	No	N/A	N/A	Yes

Title* *Titles with an asterisk have a mirror N/E grade. Employees in the N/E grade are classified as nonexempt & will need to meet the NYS Minimum Wage	Grade	Exempt / Nonexempt	License / Certificate	Required to meet NYS Salary Threshold for Exemption Y/N	Required to meet Federal Salary Threshold for Exemption Y/N	Required to meet Nonexempt NYS Minimum Wage Y/N
Teacher's Assistant	N.3	N	No	N/A	N/A	Yes
Trainer	N.11	N	No	N/A	N/A	Yes
Teacher's Aide - Child Care Center	N.1	N	No	N/A	N/A	Yes
Teacher (Preschool/Infant/Toddler)- Child Care Center	N.3	N	No	N/A	N/A	Yes
Teacher (School age) - Child Care Center	N.3	N	No	N/A	N/A	Yes
Training Program Coordinator*	E.79	E	No	Yes	Yes	N/A
Tutor	N.10	N	No	N/A	N/A	Yes
Unassigned Exempt	E.0	E	No	Yes	Yes	N/A
Unassigned (Nonexempt)	N.0	N	No	N/A	N/A	Yes
Vice President+	E.8	E	No	Yes	Yes	N/A

Central Office Position Only.

* See position standard for details and/or more information.

Change History

Date	Summary of Change
April 1, 2024	Updated Header and Contact
June 18, 2018	Position Standard Date column removed.
May 24, 2017	New Document, combined Position Titles and Position Standards Procedures into one guideline. Position Titles updated with the links to the 2016-2017 Salary Schedule 5 and Salary Schedule 6 documents in which wording was updated.