



Position Titles and Standards Quick Reference

This document provides a listing of resources available to assist with RF Classification and also provides an alphabetical list of Research Foundation (RF) position titles and standards. Please be aware that a position may also have a separate working title, which may be stored in the Oracle Business System off the Assignment Screen.

Additional Resources:

The requirements for RF Position Classification are outlined in the [Position Classification and Compensation Policy](#) and RF [Classification and Compensation Procedure](#). The following chart outlines additional resources:

Resource Name	Description
RF Salary Plan and Schedules	Position Standards may also be accessed through the corresponding salary schedule, which also provides the minimum and maximum salary range for each salary grade.
Student Titles Policy	RF Policy outlining the requirements for RF student titles.
Exemption Status Checklist	A tool to assist with determining if the duties of a position meet the administrative, executive, professional, or computer exemption from overtime requirements.
Minimum Hourly Wage Rate	Outlines the NYS Minimum Wage rate, by region.
Minimum Weekly Salary Rate for Exemption from Overtime Provisions	Outlines the Minimum Weekly Salary Rate for Exemption from Overtime Provisions for positions which meet the duties tests for exemption from overtime. If a position does not meet the applicable salary threshold, please review the Minimum Hourly Wage Rate document.

Position Title Chart Overview

The chart below provides the title, grade, an indicator of whether this position is exempt or nonexempt based on the FLSA duties tests, as outlined in the [Exemption Status Checklist](#), whether or not the position is subject to the higher of the [NYS or Federal Salary Threshold for Exemption](#), or if the nonexempt position is subject to the [NYS minimum wage](#).

Note: As noted in the chart below, due to the nature of the work the following position titles are exempt from the FLSA minimum or NYS minimum salary threshold for exemption and would not be placed in an N/E grade: Attorney, Senior Attorney, Senior Associate Attorney, Associate Attorney, Camp Counselor, Camp Counselor – Student, Clinical Investigator, Senior Clinical Investigator, Research Project Assistant, Project Instructional Assistant, Educator and Teacher. These positions are noted as “Exempt” in the Minimum Salary Threshold Required for Exemption column below.

Select positions titles are for Central Office use only; these titles are marked with a "+".

Position Titles

Title	Grade	Exempt / Nonexempt Based on Duties**	Minimum Salary Threshold Required for Exemption	Required to Meet Nonexempt NYS Minimum Wage
Academic Counselor	E.79	E**	Federal	-
Accountant I	E.1	E**	Federal	-
Accountant II	E.2	E**	Federal	-
Accountant III	E.3	E**	Federal	-
Accountant IV	E.4	E**	Federal	-
Administrative Assistant I	N.6	N	N/A	Yes
Administrative Assistant II	N.7	N	N/A	Yes
Administrative Staff Assistant I	E.1	E**	New York State	-
Administrative Staff Assistant II	E.2	E**	New York State	-
Administrative Staff Assistant III	E.3	E**	New York State	-

*position may require specific certification/licensure. See position standard for additional information.

**positions that do not meet the required federal and/or NYS minimum salary schedule are classified as nonexempt, placed in the corresponding N/E grade, and will need to meet NYS minimum wage.

+RF Central Office position only.

Title	Grade	Exempt / Nonexempt Based on Duties**	Minimum Salary Threshold Required for Exemption	Required to Meet Nonexempt NYS Minimum Wage
Administrative Staff Assistant IV	E.4	E**	New York State	-
Administrative Staff Associate	E.5	E**	New York State	-
Agency Administrative Officer	E.99	E**	New York State	-
Analyst	N.8	N	N/A	Yes
Assistant Director	E.5	E**	New York State	-
Assistant Teacher Child Care Center	N.2	N	N/A	Yes
Assistant Vice President	E.8	E	New York State	-
Associate Attorney+*	E.5	E	Exempt	-
Associate Director	E.6	E**	New York State	-
Attorney+*	E.2	E	Exempt	-
Auditor I+	E.1	E**	Federal	-
Auditor II+	E.2	E**	Federal	-
Auditor III+	E.3	E**	Federal	-
Auditor IV+	E.4	E**	Federal	-
Business Analyst I	E.2	E**	Federal	-
Business Analyst II	E.3	E**	Federal	-
Business System Manager	E.5	E**	Federal	-
Camp Counselor	E.69	E	Exempt	-
Camp Counselor - Student	E.69	E	Exempt	-
Clerical Specialist I	N.6	N	N/A	Yes
Clerical Specialist II	N.7	N	N/A	Yes
Clerk I	N.3	N	N/A	Yes
Clerk II	N.5	N	N/A	Yes
Clinical Investigator*	E.89	E	Exempt	-
Clinical Nurse Specialist*	E.79	E**	Federal	-
Clinical Practice Plan Specialist	N.12	N	N/A	Yes
Clinical Research Assistant	N.8	N	N/A	Yes
Clinical Research Associate I	E.99	E**	New York State	-
Clinical Research Associate II	E.99	E**	New York State	-
Co-Principal Investigator	E.89	E**	Federal	-
Console Operator I	N.4	N	N/A	Yes
Console Operator II	N.6	N	N/A	Yes
Console Operator III	N.7	N	N/A	Yes
Console Operator IV	N.8	N	N/A	Yes
Contract and Grant Specialist I	E.5	E**	New York State	-
Contract and Grant Specialist II	E.6	E**	New York State	-
Counselor*	E.79	E**	Federal	-
Creative Artist in Residence	E.89	E**	Federal	-
Data Collector	N.9	N	N/A	Yes

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Data Manager / Statistician	E.79	E**	Federal	-
Database Administrator I	E.2	E**	Federal	-
Database Administrator II	E.3	E**	Federal	-
Database Administrator III	E.4	E**	Federal	-
Deputy Director	E.7	E**	New York State	-
Dietician / Nutritionist I*	E.79	E**	Federal	-
Dietician / Nutritionist II*	E.79	E**	Federal	-
Director	E.7	E**	New York State	-
Editor I	N.8	N	N/A	Yes
Editor II	E.2	E**	Federal	-
Editor III	E.3	E**	Federal	-
Editor IV	E.4	E**	Federal	-
Education Specialist*	E.79	E**	Federal	-
Educator*	E.79	E	Exempt	-
Engineer	E.79	E**	Federal	-
Engineering Design Assistant	N.8	N	N/A	Yes
Facilities Technician	N.11	N	N/A	Yes
Fee Basis	E.0	E	Federal (Prorated)	-
Graphics Specialist	N.8	N	N/A	Yes
Human Resources Assistant	E.1	E**	New York State	-
Human Resources Associate	E.3	E**	New York State	-
Human Resources Coordinator	E.5	E**	New York State	-
Information Systems Assistant (Project)	E.79	E**	New York State	-
Information Systems Assistant I	E.1	E**	Federal	-
Information Systems Assistant II	E.2	E**	Federal	-
Information Systems Technician	N.8	N	N/A	Yes
Lead Auditor+	E.5	E**	Federal	-
Lead Teacher (Preschool/Infant/Toddler) - Child Care Center	N.5	N	N/A	Yes
Licensing Associate	E.5	E**	New York State	-
Medical Coder	N.12	N	N/A	Yes
Medical Laboratory Technician I	N.4	N	N/A	Yes
Medical Laboratory Technician II	N.6	N	N/A	Yes
Medical Laboratory Technologist*	N.12	N	N/A	Yes
Medical Laboratory Worker	N.2	N	N/A	Yes
Medical Office Assistant	N.3	N	N/A	Yes
Medical Practice Plan Administrator	E.99	E**	New York State	-
Medical Therapist*	E.79	E**	Federal	-
News Director	E.99	E**	New York State	-

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Title	Grade	Exempt / Nonexempt Based on Duties**	Minimum Salary Threshold Required for Exemption	Required to Meet Nonexempt NYS Minimum Wage
Nurse Practitioner*	E.79	E**	Federal	-
Nursing Administrator*	E.99	E**	Federal	-
Office Aide	N.1	N	N/A	Yes
Patient Care Aide	N.2	N	N/A	Yes
Patient Care Specialist*	N.6	N	N/A	Yes
Patient Care Technician*	N.4	N	N/A	Yes
Physician's Assistant*	E.79	E**	Federal	-
Postdoctoral Associate	E.89	E**	Federal	-
Principal Counselor*	E.79	E**	Federal	-
Principal Education Specialist*	E.79	E**	Federal	-
Principal Investigator	E.89	E**	Federal	-
Principal Medical Laboratory Technologist*	E.79	E**	Federal	-
Principal Medical Practice Plan Administrator	E.99	E**	New York State	-
Principal Medical Therapist*	E.79	E**	Federal	-
Principal Nursing Administrator*	E.99	E**	Federal	-
Principal Research Scientist	E.89	E**	Federal	-
Principal Research Support Specialist	E.79	E**	Federal	-
Production Director	E.79	E**	Federal	-
Program Director	E.99	E**	New York State	-
Program Director (Radio)	E.79	E**	New York State	-
Programmer	N.8	N	N/A	Yes
Programmer/Analyst (Project)	E.79	E**	Federal	-
Programmer/Analyst I	E.1	E**	Federal	-
Programmer/Analyst II	E.2	E**	Federal	-
Programmer/Analyst III	E.3	E**	Federal	-
Programmer/Analyst Specialist	E.4	E**	Federal	-
Programming Project Leader	E.4	E**	Federal	-
Programming Project Manager	E.5	E**	Federal	-
Programming Specialist	N.7	N	N/A	Yes
Project Administrative Officer	E.99	E**	New York State	-
Project Aide	N.9	N	N/A	Yes
Project Instructional Assistant	E.69	E	Exempt	-
Project Staff Assistant	E.99	E**	New York State	-
Project Staff Associate	E.99	E**	New York State	-
Project Support Specialist*	N.11	N	N/A	Yes
Publications Assistant I	N.6	N	N/A	Yes
Publications Assistant II	N.7	N	N/A	Yes
Purchase Assistant	E.1	E**	New York State	-
Purchase Associate	E.3	E**	New York State	-

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Purchase Coordinator	E.5	E**	New York State	-
Radio Engineer	E.79	E**	New York State	-
Radiological Specialist*	N.7	N	N/A	Yes
Recruiter (Migrant Outreach)	N.6	N	N/A	Yes
Registered Nurse*	N.12	N	N/A	Yes
Research Aide	N.9	N	N/A	Yes
Research Analyst	N.10	N	N/A	Yes
Research Laboratory Worker	N.2	N	N/A	Yes
Research Project Assistant	E.69	E	Exempt	-
Research Scholar	E.89	E**	Federal	-
Research Scientist	E.89	E**	Federal	-
Research Support Specialist	N.11	N	N/A	Yes
Research Technician I	N.4	N	N/A	Yes
Research Technician II	N.6	N	N/A	Yes
Research Technician III	N.7	N	N/A	Yes
Scientific Programmer*	E.79	E**	Federal	-
Secretary I	N.3	N	N/A	Yes
Secretary II	N.5	N	N/A	Yes
Senior Accountant*	E.5	E**	Federal	-
Senior Administrative Assistant	N.8	N	N/A	Yes
Senior Administrative Staff Associate	E.6	E**	New York State	-
Senior Associate Attorney+*	E.6	E	Exempt	-
Senior Attorney+*	E.4	E	Exempt	-
Senior Business Analyst	E.4	E**	Federal	-
Senior Clerical Specialist	N.8	N	N/A	Yes
Senior Clinical Investigator*	E.89	E	Exempt	-
Senior Counselor*	E.79	E**	Federal	-
Senior Director	E.8	E	New York State	-
Senior Education Specialist*	E.79	E**	Federal	-
Senior Medical Laboratory Technologist*	E.79	E**	Federal	-
Senior Medical Office Assistant	N.6	N	N/A	Yes
Senior Medical Practice Plan Administrator	E.99	E**	New York State	-
Senior Medical Therapist*	E.79	E**	Federal	-
Senior Nursing Administrator*	E.99	E**	Federal	-
Senior Patient Care Specialist*	N.7	N	N/A	Yes
Senior Postdoctoral Associate	E.89	E**	Federal	-
Senior Programmer/Analyst (Project)	E.79	E**	Federal	-
Senior Programming Project Manager	E.6	E**	Federal	-
Senior Radiological Specialist*	N.12	N	N/A	Yes

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Senior Recruiter (Migrant Outreach)	N.7	N	N/A	Yes
Senior Research Aide	N.10	N	N/A	Yes
Senior Research Analyst	N.11	N	N/A	Yes
Senior Research Scientist	E.89	E**	Federal	-
Senior Research Support Specialist	E.79	E**	Federal	-
Senior Scientific Programmer	E.79	E**	Federal	-
Senior Social Worker*	E.79	E**	Federal	-
Senior Trainer	E.79	E**	New York State	-
Services Specialist	N.8	N	N/A	Yes
Services Worker I	N.1	N	N/A	Yes
Services Worker II	N.3	N	N/A	Yes
Services Worker II (Driver)*	N.3	N	N/A	Yes
Services Worker III	N.6	N	N/A	Yes
Services Worker III (Driver)*	N.6	N	N/A	Yes
Social Worker*	E.79	E**	Federal	-
Sponsored Programs Assistant I	E.1	E**	New York State	-
Sponsored Programs Assistant II	E.2	E**	New York State	-
Sponsored Programs Associate I	E.3	E**	New York State	-
Sponsored Programs Associate II	E.4	E**	New York State	-
Sponsored Programs Coordinator	E.5	E**	New York State	-
Station Manager	E.99	E**	New York State	-
Support Services Specialist	N.5	N	N/A	Yes
Teacher*	E.79	E	Exempt	-
Teacher's Aide	N.1	N	N/A	Yes
Teacher's Assistant	N.3	N	N/A	Yes
Trainer	N.11	N	N/A	Yes
Teacher's Aide - Child Care Center	N.1	N	N/A	Yes
Teacher (Preschool/Infant/Toddler)- Child Care Center	N.3	N	N/A	Yes
Teacher (School age) - Child Care Center	N.3	N	N/A	Yes
Training Program Coordinator	E.79	E**	New York State	-
Tutor	N.10	N	N/A	Yes
Unassigned Exempt	E.0	E	New York State	-
Unassigned (Nonexempt)	N.0	N	N/A	Yes
Vice President - Campus	E.9	E	New York State	-
Vice President (Corporate Office)+	E.9	E	New York State	-

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Change History

Date	Summary of Changes
April 10, 2025	Language updates and clarification. Updated title from Position Standards and Titles Guideline. Removed License/Certificate column and changed to footnote. Removing outdated position titles: Affirmative Action Officer, Assistant News Director, Assistant Radio Engineer, Assistant Station Manager, Comptroller, Computer Operations Analyst, Information Systems Audit Manager, Radio Announcer, Senior Associate Provost, and Senior Vice President. Adding new position titles: Program Director, Senior Director, and Vice President – Campus. Moving Assistant Vice President from the E.7 to the E.8 grade and Vice President from the E.8 to E.9 grade.
August 15, 2024	Updated the Educator and Teacher grade from E.69 to E.79; added an asterisk next to the Academic Counselor title.
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.

Feedback

Was this document clear and easy to follow? Please send your feedback to webfeedback@rfsuny.org.