



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* | 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 |
|---|-------|--------------------|-----------------------|---|---|---|
| *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 | | | | | | |
| 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.79 | 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 |

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|---|-------|--------------------|-----------------------|---|---|---|
| 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 |

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|---|-------|--------------------|-----------------------|---|---|---|
| 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 |

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|---|-------|--------------------|-----------------------|---|---|---|
| *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 | | | | | | |
| 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.79 | E | Yes | No | No | N/A |
| Teacher's Aide | N.1 | N | No | N/A | N/A | Yes |

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|---|-------|--------------------|-----------------------|---|---|---|
| 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 |
|-----------------|---|
| 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.