**Example 1:**

<table>
<thead>
<tr>
<th>Systems Developer/Engineer (unclassified title) (section 2)</th>
<th>Job Code: 8189 (found in the title deck) (section 2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay Range:</td>
<td>Position #: 0000000 (position number will be generated upon entry into PeopleSoft) (section 7)</td>
</tr>
<tr>
<td>Employee Name: (to be completed after a hire is made)</td>
<td></td>
</tr>
<tr>
<td>Department Area: XXXXXXXX</td>
<td></td>
</tr>
<tr>
<td>Working Title: Network Engineer (section 6)</td>
<td></td>
</tr>
<tr>
<td>Hours/Shift: 8 a.m. – 5 p.m.</td>
<td></td>
</tr>
</tbody>
</table>

**Summary of Duties:**

- Provides network support and installation functions in Network Support Group; installs and maintains various data communication equipment at clients and POP/HUB sites; provides network support and installation functions in Network Support group; maintains and troubleshoots complex/difficult network problems; designs and recommends changes in network topology; maintains and schedules procedures and administers those changes; examines current network topologies and provides management with advice by outlining opportunities to provide better and/or more cost-effective network services; has responsibility for project management/oversight and/or administrative supervision of staff; other duties as assigned. (sections 1, 3)

**Supervision and Essential Duties:**

- Supervises one Office Associate and two Systems Specialists. (section 4)

- 35% Installs and maintains various data communications equipment at client and POP/hub sites; designs and recommends changes in network topology, maintenance and scheduling procedures and administers those changes. (section 4)

- 35% Examines trouble-shooting of data circuits and communications equipment; travels within Ohio, occasional out-of-state travel; works occasional off-hours; on-call 24hrs/day (on rotating basis) to respond to escalated network problems on resolution and procedures. (section 4)

- 20% Documents site and hub equipment configuration, including such as software and/or hardware configuration, inventory and tracking changes on an on-going basis, coordinates client installations within networking and third party vendors, and provides accurate records on install and configure of client equipment. (section 4)

- 5% Tests new equipment and initial configuration of equipment; recommends and tests new network technologies and provides interoperability with existing networking operations; manages and ensures proper monitoring and configuration of network equipment and systems. (section 4)

- 5% Other duties as assigned. (section 4)

**Education and Experience:**

- Required: Bachelor’s degree in computer and information science or related field or an equivalent combination of education & experience, experience with large networks, including the Internet, network monitoring & high speed networks; knowledge of Internet protocols; knowledge of TCP/IP, BGP, MPLS and OSPF. (section 5)

- Desired: Knowledge of UNIX systems. (section 5)

**Emergency Closing Designation (Short-Term):**

- This position has been designated as an Essential position for short term. See University Policy 6.17.

**Disaster Designation (Long-Term):**

- This position has been designated as an alternate position for long term university closures. See University Policy 6.17.
## Example 2:

<table>
<thead>
<tr>
<th>Office Associate (CCS title) (section 2)</th>
<th>Job Code: 6120 (found in the title deck) (section 2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay Range: $14.42-$18.27 Hourly (hourly rates found in the title deck with the Office Associate title) (section 7)</td>
<td></td>
</tr>
<tr>
<td>Position #: 00000000 (position number will be generated upon entry into PeopleSoft) (section 7)</td>
<td></td>
</tr>
</tbody>
</table>

**Employee Name:** (to be completed after a hire is made)

**Department Area:** XXXXXXXXXXX

**Working Title:** Facilities Area Office Associate (section 6)

**Hours/Shift:** 7 a.m. – 3:30 p.m.

### Summary of Duties:

The Office Associate provides administrative support and coordination for Facility Management & Logistics on a daily basis in one of our four geographic areas related to building services; manages office and human resource related functions for area maintenance, housekeeping, and paint shop; assists in hiring, training, and supervision of 18 student employees; performs inventory activities for maintenance and painting teams; keeps track of budgets and provides reports (including eReports and customized reports) for management staff; ensures compliance with university policies and procedures; assists with inventory management and physical equipment inventory; performs timekeeping duties for maintenance, housekeeping and painting staff; oversees work order processing; maintains various records; works during Student Move-In. (sections 1, 3)

### Supervision and Essential Duties:

#### 40%

**Office Management:** Serves as customer service representative on behalf of the building services office for a geographic area of buildings; manages phone calls and walk-in customer service, dispatches maintenance, painting, and housekeeping staff as appropriate, and solves problems for student residents, contractors, guests and visitors to our facilities; coordinates office functions for the building services area, including supervision of student employees, enters, maintains and reports data from Service Request program, including sorting and prioritizing information, and distributing to area staff and assigning costs; collects data related to maintenance and painting functions and organizes in Word or Excel documents for reporting purposes; creates and maintains on-call schedules; coordinates service contracts on behalf of management personnel; coordinates communication within department and to other departments; maintains files in accordance to University's Records Retention Schedule. (section 4)

#### 20%

**Human Resources Support:** Performs timekeeping and payroll functions for Maintenance and Painting departments; enters time data and leave into timekeeping system; reviews and verifies time data, approves time for hourly staff, certifies payroll for maintenance and painting teams; may serve as back-up for housekeeping staff timekeeping; maintains overtime logs and employee information; schedules and maintains on-call schedules; coordinates and plans leave requests to department Human Resources; tracks training of maintenance and painting staff in cooperation with department HR; assists area staff with routine HR issues; assists in interpreting CWA contract and university policies & procedures related to payroll and various types of leave (i.e. Family Medical), and refers complex issues to department HR; assists with student and regular staff recruiting process, including processing paperwork, scheduling interviews, and preparing documents; assists area manager in coordination and review of regular employee job applications; responds to job applicant phone calls. (section 4)

#### 20%

**Procurement Management:** Completes purchase request forms for stock replenishments; approves releases against blanket purchase orders (POs) in accordance to university and departmental policies; tracks and expedites orders; receives and verifies deliveries against orders; verifies orders have been received and/or services rendered for payments; verifies accounting chart-fills for all purchases, including purchases with external vendors on POs, Internal Orders, PCards, etc.; generates reports from eReports Portal and other customized reports for management; highlights areas for concern to management. (section 4)

### Education and Experience:

**Required:** Experience and training using typewriters and/or word processing equipment to generate a variety of materials ranging from basic to complex; experience and/or training in office practices and procedures, and customer service. (per CCS spec for the Office Associate title) (section 5)

**Desired:** One year of office management and customer service experience; knowledge of university policies and procedures; knowledge of PeopleSoft and eReports; proficient in Microsoft Office products, including Excel and Word; excellent written and verbal communication skills; ability to lift 35 lbs. (section 5)

### Additional Information:

Generally works 7 a.m. to 3:30 p.m.; this position is Classified Civil Service, is not exempt from overtime, and is paid biweekly. Requires successful completion of background check(s). Position will have daily physical activity periods; receiving deliveries and taking items to secure rooms, walking between buildings, etc. (section 5)

### Emergency Closing Designation (Short-Term):

This position has been designated as an Essential position for short term university closures. See University Policy 6.17.

### Disaster Designation (Long-Term):

This position has been designated as an alternate position for long term university closures. See University Policy 6.17.