

SUCSS Procedure Manual excerpt Sec. 2.1(b)(2):

Principal Administrative Appointments (PAA) may be exempt pursuant to §36e(3) of the Act, whose primary duties constitute senior management or senior administrative functions for an entire university, campus, agency, administrative/business department/unit, or academic department/unit. If the position does not fit within the general scope, duties, or function of an existing civil service classification, the following criteria may be considered in determining whether the primary duties constitute senior management or senior administrative functions:

- A. Whether and to what extent the position has the authority to represent and obligate the university, campus, agency, or department/unit in matters of significance;
- B. Exemption as an executive or administrative employee according to the Fair Labor Standards Act, 29 USC 213(A)(1) duties test is necessary, but not alone sufficient to qualify for exemption under 36e(3) of the Act.

36e(3) EXEMPTION CRITERIA	
<i>Civil Service</i>	<i>Academic Professional</i>
<ul style="list-style-type: none"> • Substantially matches existing civil service classification, AND • Meets FLSA overtime-exempt duties criteria: <ul style="list-style-type: none"> ○ Acts with discretion and independent judgment on matters of significance 	<ul style="list-style-type: none"> • Does not substantially match existing civil service classification, AND • Primary job duties (50+%) constitute senior management or senior administrative functions, AND • Meets FLSA overtime-exempt duties criteria: <ul style="list-style-type: none"> ○ Acts with discretion and independent judgment on matters of significance
<i>Civil Service functions</i>	<i>Senior management / senior administrative functions</i>
<ul style="list-style-type: none"> • Exercises discretion/judgment with little direct guidance within position’s purview; provides consultation and expert input • Interprets policy and existing precedent; recommends solutions and improvements to current process or policy; resolves complaints; sets policy and procedure within position’s purview • Consequences of error may incur significant costs • Responsible for day-to-day operation of a function • Negotiates or makes agreements within defined scope or on recurring matters • Participates in internal or external committees/venues/organizations to provide professional expertise and input; represents the position of the university or unit as directed or within defined parameters 	<ul style="list-style-type: none"> • Sets or leads organizational priorities/objectives; defines metrics or performance goals; allocates program/unit resources • Approves exceptions or waivers of policy; sets new precedent in areas of policy ambiguity; sets policy and procedure for entire program/unit • Consequences of error may include risk to the institution beyond financial cost • Accountable for overall results and sustainable operation of unit or function • Negotiates agreements in rare/atypical or high-stakes circumstances • Represents the university or unit with the ability to make commitments / finalize resolution without consulting the supervisor; may represent the university in a role defined by law or regulation

Principal Administrative Appointments (PAA) - 36e(3) Evaluation Factors

Director/Associate Director/Assistant Director

General Guideline: In determining whether the primary duties of the position constitute senior management / senior administrative functions, the majority of the position (50+%) should conform to the examples below. The position is not classified based on its highest-level task alone.

Typical Duties

Often highest-level full-time position in a unit/program, reporting to PAA administrator with portfolio broader than functional area

Responsibility for an entire program/unit

- Provide leadership, direction, and overall administration
- Develop, coordinate, and implement programs
- Foster a culture of inclusivity, innovation, and achievement at both the individual and organizational level

Lead the development of strategic plans, set goals for the unit/program, responsible for forecasting and short-term/long-term planning initiatives

- Lead strategic planning processes, develop action plans, create frameworks for accountability and performance reporting systems
- Anticipate impact of strategic or operational decisions

Exercise financial authority of unit/program resources, determine allocation of resources

Lead overall operational integration with other parts of the organization; develop relationships between the unit/program and external organizations

Organizational Relationship

Lead or serve on leadership/executive team, cabinet, or similar

Act on behalf of dean, MAU officer, or unit as a whole

Supervision of professional staff - civil service and/or academic professional

Qualifications

Bachelor's degree and at least five years of related experience; often graduate or terminal degree and/or advanced certification/training in a professional field

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